

NOTICE

WARREN PUBLIC LIBRARY COMMISSION  
Warren Civic Center Library  
Mark Twain Room  
1 City Square, Suite 100  
Warren, MI 48093

PLEASE TAKE NOTICE THAT there has been a change, there will be a regular, in-person meeting of the Warren Public Library Commission on **Thursday, January 18, 2024 at 6:00 p.m.**

**CONTACT/ACCOMMODATIONS INFORMATION:**

If you have any questions, concerns, or require disability-related accommodations for the meeting, please call the Library Administration Office at 586-574-4564.

**WARREN PUBLIC LIBRARY COMMISSION**  
**REGULAR MEETING**  
**WARREN CIVIC CENTER LIBRARY- MARK TWAIN ROOM**  
**1 CITY SQUARE, SUITE 100**  
**WARREN, MI 48093**  
**January 18, 2024**  
**6:00 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**  
– **Regular Meeting of November 9, 2023**
5. **Financial Reports**
  - a. Monthly Line Item Budget Report
  - b. Suburban Library Allocation Account
  - c. Branch Income Report
6. **Director's Report**
  - a. **Statistics/Output Measures**
    - Unique Management report
  - b. **Current Projects**
    - Library FY2025 budget submitted
    - DSLRT report submitted
    - State Aid Report completed
    - Replacing obsolescent HVAC unit at Miller Branch
    - Great Lakes Power & Lighting, Inc. removed burned-out ballasts and installed self-driven LED lights at Civic Center.
    - 64 pullout AV drawers ordered from Library Design for the Miller library in amount of \$41,728.00.
    - Curb Appeal Concepts, Inc. installed electronic message center; Great Lakes Power & Lighting, Inc. installed electric conduit to EMC
    - Modular Library on hold for Mayor/Council to review

**c. Services**

- Received checks from SLC in amounts of \$985.58 and \$496.58 for ProPay credit card transactions the months September to November 2023 totaling \$1,482.16.

**d. Staffing**

- L. Kennedy, Library Technician at the Civic Center Branch, resigned on December 31, 2023. Request for filling vacancy submitted to Human Resources.
- Several library staff members reassigned to work at new locations on January 3, 2024 (see organizational chart)

**e. Marketing/Outreach**

- eNewsletter update: All programs listed in the eNewsletter for children, teens, and adults.
- Library Programs: double sided sheet (8.5" X 14") inserted in water bill, mailed to 45,600 residences in Warren.
- Outreach program focused on Warren residents; home delivery of materials to persons with disabilities and homebound.
- Arthur J. Miller Open House, January 12, 2024

**f. Discussion items:**

- Summer Hours

**7. Audience Participation**

Members of the audience who would like to address the Library Commission this evening may do so under the audience portion. Patrons have 3 (three) minutes to speak.

**8. Action Items**

**9. Friends of the Warren Public Library**

**10.S.L.C. Report**

**11.Commissioner's Comments**

**12.Next Meeting Date – March 21, 2024**

**13. Adjournment**

**WARREN PUBLIC LIBRARY COMMISSION**  
**Regular Meeting**  
**November 9, 2023**

**1. Call to Order:**

The regular meeting was called to order at 6:01 PM by Frank Pasternak.

**2. Roll Call:**

**Commissioners Present:** Frank Pasternak, Annette Majka, Zosia Ladak, Richard Palmer, and Lorie Barnwell.

**Commissioners Absent:** Don McIntosh

**Also Present:** Oksana Urban, Warren Library Director and Jennifer Pierce, Atty., City of Warren.

**3. Approval of Agenda:**

Majka moved to approve the agenda, supported by Ladak, motion carried.

**4. Approval of Minutes: Regular Meeting of September 21, 2023** Palmer moved to approve the minutes; supported by Majka; motion carried.

**5. Financial Reports:**

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Report of 9/30/2023 and 10/31/2023 were reviewed. It was noted that spending is occurring through the budget year and the goal of meeting the budget should be met.

b) Suburban Library Allocation Account: The Suburban Library Allocation Accounts of October 2, 2023 and 3, 2023 were reviewed. As of October 3, 2023 the balance in the account was \$59,818.91. Order for computers will be placed in May 2024.

c) Branch Income Report: The Branch Income Report from July, 2023 through September, 2023 was \$16,542.95. It was stated that the income from the copy machines are producing good income.

Palmer moved to receive and file the Monthly Line Item Budget Reports, the Suburban Library Allocation Account, and the Branch Income Report, supported by Majka; motion carried.

**6. Director's Report:**

**a. Statistics/Output Measures:**

- Unique Management Report: The Unique Management Services Report, through 7/01/2023 was reviewed. Since 7/1/2015, 10,733 accounts have been submitted with a total recovery (including “waived”) of \$36,0408.65. Expenditures totaled \$94,710.75.

**b. Current Projects:**

- State Aid Annual Report opened October 2023. Completed report to be submitted beginning of February 2024. Majority of the State Aid Annual Report has been completed.
- ECO Master Disc repair machine can clean and remove scratches from damaged discs. Fifty discs can be loaded at a time.
- Offer to purchase 13723 Couwlier for \$72,000.00 was tabled since the purchase price was \$58,000.00 less than was originally paid for the property.
- Three architectural firms bid on the Modular Library project. Bid packets were not released to the Oversight Committee since the election results were not determined at that time.
- Electronic Messaging Center will be installed at the Miller Branch Library in December 2023 by Curb Appeal Concepts, Inc.
- Miller Library conversion project; construction of 2 study rooms has been completed. There will be an Open House celebrating the build out of the 2 study rooms and the new look of the library. Celebration will take place on January 12, 2024 from 5:00pm-8:00pm. Miller Library reopened for service on November 6, 2023.
- Request for janitorial services was placed on BidNet; after reviewing packet and references of 5 companies, the second lowest bidder G&A Cleaning Inc. was selected to be awarded the contract. Du-All Cleaning will continue janitorial services through the end of November 2023.
- RFP placed on BidNet for materials and equipment to be purchased with grant funds of \$17, 562.00, provided through the Library of Michigan for Improving Access to Information.
- Burnette’s roof leak in the staff workroom was repaired.
- Sun Shade Window Tinting installed film on the windows facing east to mitigate the sun’s bleaching of the materials on the library shelves.

**c. Services:**

- Received check from SLC in the amount of \$1,459.49 for ProPay credit card transactions for the months of July 7, 2023 through August 25, 2023. Check #46563 was dated 10/26/2023.

**d. Staffing:**

- I. Brooks, library page, resigned from Civic Center branch. Difficult to keep pages since wages are low, compared to fast food restaurants.

**e. Marketing/Outreach:**

- eNewsletter update: All the programs listed in the eNewsletter are for children, teens, and adults. The eNewsletter goes out every month.
- Library programs: double sided 8.5” X 14” sheets are inserted in the Warren water bill mailings. This reaches 45,600 residences to provide more interest in available library programs.
- The library Outreach program is delivering library materials to Warren residents with disabilities and/or are homebound.
- MLA was attended by 3 staff members. L. Kennedy provided descriptive reports on the sessions that she attended. E. DeLore and J. Novetsky participated on a panel discussing Teen programming.

**f. Discussion Items:**

- City engineer is moving forward with plans for the Emergency Egress staircase. Soil samples were taken in the children’s garden. All city department staff members have been trained in emergency situations which included consideration for patrons.
- Trinity Lutheran Church opened shelter services November 1, 2023 and will remain open till April 1, 2024, if funding lasts.

City of Warren Council considered a resolution authorizing an agreement between the City of Warren and Motor City Mitten Mission as part of the 2023-2024 CDBG Program to provide emergency shelter for homeless persons.

**7. Audience Participation:**

- It was noted by a patron that there was total chaos created by students from Fitzgerald High School and Chatterton Middle School who came into the library on November 11, 2023 to wait for their parents to pick them up after classes are dismissed.

**8. Action Items:**

- Pasternak made a motion to request that the City Council address homeless issues at the Burnette branch and student behavioral issues at the Busch library; supported by Barnwell.

**9. Friends of the Warren Public Library:**

- WPL Friends held a book sale at the Burnette Branch Library on November 11, 2023. The book sale didn't produce the outcome expected. Income from the book sale was \$26.00. Next book sale will be on the 1<sup>st</sup> Saturday in February 2024 at the Civic Center Library.

**10. S.L.C. Report:**

- The Suburban Library Cooperative will continue to pay for the following databases: Tutor.com, Overdrive Magazines, and Ancestry Library edition. Cooperative is also focused on pursuing Early Literacy Projects.

**11. Commissioners Comments:**

- Treasurer Lori Barnwell mentioned that there will be a Warren Toy Drive event on Thursday, November 30, 2023 at the Limelight Bar and Grill. Toys can also be dropped off at the Treasurer's dept. on the 2<sup>nd</sup> floor of City Hall.

**12. Next Meeting Date: January 18, 2024**

**13. Adjournment:** Pasternak moved to adjourn the meeting at 7:27 pm, supported by Majka; motion passed.

**Donald J. McIntosh, Secretary**

**SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES**

**CITY OF WARREN-LIBRARY**  
 PERIOD 07/01/23 - 06/30/24  
 as of 11/30/2023

	BUDGETED	CURRENT		YTD EXPENDITURE	YTD		YTD UNENCUMBERED	YTD REMAINING	%
		BUDGET			ENCUMBERED				
9271 70300	113,605.00	113,605.00	47,441.83	0.00	0.00	66,163.17	58.24%		
9271 70600	1,491,091.00	1,491,091.00	618,618.32	0.00	0.00	872,472.68	58.51%		
9271 70714	300,000.00	300,000.00	72,116.27	0.00	0.00	227,883.73	75.96%		
9271 70900	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	100.00%		
9271 71000	15,500.00	15,500.00	2,468.17	0.00	0.00	13,031.83	84.08%		
9271 71302	26,500.00	26,500.00	22,000.00	0.00	0.00	4,500.00	16.98%		
9271 71303	8,400.00	8,400.00	8,050.00	0.00	0.00	350.00	4.17%		
9271 71500	158,537.00	158,537.00	61,027.08	0.00	0.00	97,509.92	61.51%		
9271 71900	465,290.00	465,290.00	137,798.39	0.00	0.00	327,491.61	70.38%		
9271 71904	182,696.00	182,696.00	76,125.00	0.00	0.00	106,571.00	58.33%		
9271 71905	26,977.00	26,977.00	11,074.54	0.00	0.00	15,902.46	58.95%		
9271 71906	2,328.00	2,328.00	858.60	0.00	0.00	1,469.40	63.12%		
9271 72100	43,755.00	43,755.00	22,128.64	0.00	0.00	21,626.36	49.43%		
9271 72101	53,228.00	53,228.00	22,090.82	0.00	0.00	31,137.18	58.50%		
9271 72200	343,668.00	343,668.00	143,195.00	0.00	0.00	200,473.00	58.33%		
9271 72201	171,579.00	171,579.00	67,170.34	0.00	0.00	104,408.66	60.85%		
9271 72401	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		
9271 72700	97,600.00	97,600.00	13,462.30	51,073.27	33,064.43	33.88%			
9271 72702	20,000.00	20,000.00	2,412.45	10,228.17	7,359.38	36.80%			
9271 80100	328,700.00	328,700.00	79,174.15	77,322.18	172,203.67	52.39%			
9271 80117	219,000.00	219,000.00	95,313.16	0.00	0.00	123,686.84	56.48%		
9271 80130	69,000.00	69,000.00	0.00	0.00	69,000.00	100.00%			
9271 80200	3,000.00	3,000.00	38.14	200.00	2,761.86	92.06%			
9271 80301	800.00	800.00	724.00	0.00	76.00	9.50%			
9271 82201	16,100.00	16,100.00	6,096.46	0.00	10,003.54	62.13%			
9271 82202	101,000.00	101,000.00	31,016.85	0.00	69,983.15	69.29%			
9271 82207	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00%			
9271 85300	30,000.00	30,000.00	3,441.64	1,049.68	25,508.68	85.03%			
9271 86100	200.00	200.00	0.00	0.00	200.00	100.00%			
9271 86300	3,000.00	3,000.00	329.43	0.00	2,670.57	89.02%			
9271 86400	15,000.00	15,000.00	3,568.09	215.00	11,216.91	74.78%			
9271 90200	100.00	100.00	0.00	0.00	100.00	100.00%			
9271 91000	48,700.00	48,700.00	20,295.00	0.00	28,405.00	58.33%			
9271 92000	220,000.00	220,000.00	81,462.11	0.00	138,537.89	62.97%			
9271 93000	86,291.00	86,291.00	41,806.40	12,889.78	31,594.82	36.61%			
9271 95000	277,100.00	277,100.00	115,460.00	0.00	161,640.00	58.33%			
9271 96470	107,289.00	107,289.00	99,816.55	0.00	7,472.45	6.96%			
9271 96471	0.00	0.00	0.00	0.00	0.00	0.00%			
9271 97400	183,230.00	183,230.00	10,136.28	102,692.00	70,401.72	38.42%			
9271 98000	67,000.00	67,000.00	24,089.00	0.00	42,911.00	64.05%			
9271 98100	0.00	0.00	0.00	0.00	0.00	0.00%			
9271 98200	315,000.00	315,000.00	93,136.37	0.00	221,863.63	70.43%			
9271 98500	2,000,000.00	2,000,000.00	0.00	0.00	2,000,000.00	100.00%			
9271 98501	0.00	0.00	0.00	0.00	0.00	0.00%			
<b>TOTAL</b>	<b>7,653,264.00</b>	<b>7,653,264.00</b>	<b>2,033,941.38</b>	<b>255,670.08</b>	<b>5,363,652.54</b>	<b>70.08%</b>			

**SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES**

**CITY OF WARREN-LIBRARY**  
 PERIOD 07/01/23 - 06/30/24  
 as of 12/31/2023

	BUDGETED	CURRENT		YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	%
		BUDGET					
9271 70300	113,605.00	113,605.00	56,146.75	0.00	57,458.25	50.58%	
9271 70600	1,491,091.00	1,491,091.00	732,226.40	0.00	758,864.60	50.89%	
9271 70714	300,000.00	300,000.00	86,944.91	0.00	213,055.09	71.02%	
9271 70900	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%	
9271 71000	15,500.00	15,500.00	2,468.17	0.00	13,031.83	84.08%	
9271 71302	26,500.00	26,500.00	22,000.00	0.00	4,500.00	16.98%	
9271 71303	8,400.00	8,400.00	8,050.00	0.00	350.00	4.17%	
9271 71500	158,537.00	158,537.00	72,451.36	0.00	86,085.64	54.30%	
9271 71900	465,290.00	465,290.00	175,943.56	0.00	289,346.44	62.19%	
9271 71904	182,696.00	182,696.00	91,350.00	0.00	91,346.00	50.00%	
9271 71905	26,977.00	26,977.00	13,170.60	0.00	13,806.40	51.18%	
9271 71906	2,328.00	2,328.00	1,036.56	0.00	1,291.44	55.47%	
9271 72100	43,755.00	43,755.00	25,528.64	0.00	18,226.36	41.66%	
9271 72101	53,228.00	53,228.00	22,090.82	0.00	31,137.18	58.50%	
9271 72200	343,668.00	343,668.00	171,834.00	0.00	171,834.00	50.00%	
9271 72201	171,579.00	171,579.00	79,384.48	0.00	92,194.52	53.73%	
9271 72401	0.00	0.00	0.00	0.00	0.00	0.00%	
9271 72700	97,600.00	97,600.00	14,965.90	51,458.35	31,175.75	31.94%	
9271 72702	20,000.00	20,000.00	2,412.45	10,228.17	7,359.38	36.80%	
9271 80100	328,700.00	328,700.00	81,996.20	82,476.52	164,227.28	49.96%	
9271 80117	219,000.00	219,000.00	98,313.16	0.00	120,686.84	55.11%	
9271 80130	69,000.00	69,000.00	0.00	0.00	69,000.00	100.00%	
9271 80200	3,000.00	3,000.00	75.94	200.00	2,724.06	90.80%	
9271 80301	800.00	800.00	724.00	0.00	76.00	9.50%	
9271 82201	16,100.00	16,100.00	7,417.12	0.00	8,682.88	53.93%	
9271 82202	101,000.00	101,000.00	35,851.01	0.00	65,148.99	64.50%	
9271 82207	22,000.00	22,000.00	0.00	596.95	21,403.05	97.29%	
9271 85300	30,000.00	30,000.00	3,721.93	1,049.68	25,228.39	84.09%	
9271 86100	200.00	200.00	0.00	0.00	200.00	100.00%	
9271 86300	3,000.00	3,000.00	329.43	0.00	2,670.57	89.02%	
9271 86400	15,000.00	15,000.00	3,783.09	0.00	11,216.91	74.78%	
9271 90200	100.00	100.00	0.00	0.00	100.00	100.00%	
9271 91000	48,700.00	48,700.00	24,354.00	0.00	24,346.00	49.99%	
9271 92000	220,000.00	220,000.00	86,568.14	0.00	133,431.86	60.65%	
9271 93000	86,291.00	86,291.00	42,807.68	13,188.50	30,294.82	35.11%	
9271 95000	277,100.00	277,100.00	138,552.00	0.00	138,548.00	50.00%	
9271 96470	107,289.00	107,289.00	99,816.55	0.00	7,472.45	6.96%	
9271 96471	0.00	0.00	0.00	0.00	0.00	0.00%	
9271 97400	183,230.00	183,230.00	10,187.60	102,692.00	70,350.40	38.39%	
9271 98000	67,000.00	67,000.00	24,089.00	0.00	42,911.00	64.05%	
9271 98100	0.00	0.00	0.00	0.00	0.00	0.00%	
9271 98200	315,000.00	315,000.00	125,987.98	0.00	189,012.02	60.00%	
9271 98500	2,000,000.00	2,000,000.00	0.00	0.00	2,000,000.00	100.00%	
9271 98501	0.00	0.00	0.00	0.00	0.00	0.00%	
<b>TOTAL</b>	<b>7,653,264.00</b>	<b>7,653,264.00</b>	<b>2,362,579.43</b>	<b>261,890.17</b>	<b>5,028,794.40</b>	<b>65.71%</b>	

**SUBURBAN LIBRARY COOPERATIVE  
CENTRALIZED PURCHASING EXPENSE FORM**

**LIBRARY NAME:** Warren Public Library  
**BALANCE AS OF :** Nov 14, 2023

\$ 58,603.54

VENDOR	PURPOSE	AMOUNT
Reimbursement for Library Staff In-Service 12/15/2023 (Judi Pasternak)		\$ (337.74)
Reimbursement for Library Staff In-Service 12/15/2023 (Lynn Eppinger-Bieszka)		\$ (80.88)
		\$
		\$
		\$
		\$
<b>TOTAL EXPENSE REQUESTS</b>		<b>\$ (418.62)</b>
<b>NEW BALANCE AS OF :</b> Dec 18, 2023		<b>\$ 58,184.92</b>

**PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS**

**DIRECTOR'S SIGNATURE** *Chasara Wilson*  
**DATE** 12/18/2023



**SUBURBAN LIBRARY COOPERATIVE  
CENTRALIZED PURCHASING EXPENSE FORM**

**LIBRARY NAME: Warren Public Library**  
**BALANCE AS OF : Dec 31, 2023**

\$ 58,184.92

VENDOR	PURPOSE	AMOUNT
Purchase of 1 Dell AIO PC for Busch		\$ (1,189.00)
		\$
		\$
		\$
		\$
		\$
<b>TOTAL EXPENSE REQUESTS</b>		\$
<b>NEW BALANCE AS OF : Jan 8, 2024</b>		<u>\$ (1,189.00)</u>
<b>PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS</b>		<u>\$ 56,995.92</u>

**DIRECTOR'S SIGNATURE** *Stephanie Weber*  
**DATE** 1/8/2024

# BRANCH INCOME REPORT

2023/2024 Fiscal Year

INCOME	July	August	September	October	November	December	TOTAL
Copy Machine	\$ 2,100.53	\$ 2,600.36	\$ 2,668.76	\$ 2,163.28	\$ 1,965.88		11,498.81
Video/DVD	\$ 93.81	\$ 100.00	\$ 131.25	\$ 133.00	\$ 125.91		583.97
Non-resident Fee	\$ 262.30	\$ 223.34	\$ 258.00	\$ 292.00	\$ 190.00		1,225.64
Fines	\$ 1,699.92	\$ 963.30	\$ 839.98	\$ 590.63	\$ 878.73		4,972.56
Lost Materials	\$ 1,248.11	\$ 598.04	\$ 232.29	\$ 283.91	\$ 1,294.32		3,656.67
Miscellaneous	\$ 420.35	\$ 450.15	\$ 678.30	\$ 547.00	\$ 466.50		2,562.30
Room Rental	\$ 2.00	\$ 80.00	\$ 200.00	\$ 90.00	\$ 70.00		442.00
Referral Fees	\$ 377.71	\$ 176.44	\$ 138.01	\$ 107.50	\$ 325.82		1,125.48

INCOME	January	February	March	April	May	June	TOTAL
Copy Machine							11,498.81
Video/DVD							583.97
Non-resident Fee							1,225.64
Fines							4,972.56
Lost Materials							3,656.67
Miscellaneous							2,562.30
Room Rental							442.00
Referral Fees							1,125.48

TOTAL REVENUE

26,067.43

# UNIQUE MANAGEMENT SERVICES, INC.

2015 - 2023 Fiscal Years

	TOTALS	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	TOTAL
Accounts Submitted	7,070	733	566	501	8,870
Cash Recovered	92,735.44	13,468.21	11,149.21	8,863.82	126,216.68
Materials Recovered	79,174.95	12,574.39	9,399.06	9,072.92	110,221.32
Waived Amount*	26,246.35	3,713.20	2,420.28	3,101.64	35,481.47
Expenditures	63,124.35	6,560.35	4,065.70	3,203.40	76,953.80

	TOTALS	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	TOTAL
Accounts Submitted	8,870	447	297	388	10,002
Cash Recovered	126,216.68	8,335.96	4,885.58	8,204.81	147,643.03
Materials Recovered	110,221.32	5,955.13	4,805.46	8,436.61	129,418.52
Waived Amount*	35,481.47	2,686.17	1,197.50	3,105.39	42,470.53
Expenditures	76,953.80	3,669.50	3,158.75	3,424.60	87,206.65

	TOTALS	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	TOTAL
Accounts Submitted	10,002	207	408	248	10,865
Cash Recovered	147,643.03	8,451.74	5,100.81	3,072.84	164,268.42
Materials Recovered	129,418.52	3,995.44	9,717.18	5,893.07	149,024.21
Waived Amount*	42,470.53	1,606.91	5,390.80	1,600.00	51,068.24
Expenditures	87,206.65	2,106.90	4,202.40	2,554.40	96,070.35

\*Waived amount reflects the \$5.00 processing fee that is cancelled once the patron returns the materials or pays for the lost item. Amounts as of 1/1/2024

# WPL Organizational Chart

