

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 will be a regular, in-person meeting of the Warren Public Library Commission on **Thursday, September 15, 2022 at 7:00 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
September 15, 2022
7:00 p.m.**

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Approval of Minutes

– **Regular Meeting of May 19, 2022**

– **Special Meeting of June 15, 2022**

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 Design installed additional shelving in Children's room at Civic in the amount of \$8,335.00.
- Dual view security camera was installed at the Busch branch library.
- SLC member libraries are in the process of migrating from the online SirsiDynix circulation system to the Polaris system.
- Newly purchased self-checkout unit for Civic Center will be installed after the migration to Polaris is completed. Cost of unit \$12,099.00.
- Resolution submitted to City Council regarding ECF intended transactions with Amazon and T-Mobile.
- Emergency Connectivity Fund (ECF) grant items will be processed and distributed to all 4 branches.
- Received quote from Berger Chevy, MIDeal for a Chevy Equinox intended for Outreach services to schools, seniors residences, and for

Homebound patrons with disabilities. \$28,000.00 budgeted for vehicle.

c. Services

- Received a check from SLC in the amounts of \$1,661.52, \$1,303.86 and \$1,209.99 for ProPay credit card transactions for month of March through June totaling \$4,175.35.

d. Staffing

- S. Miller, Librarian Technician was reclassified to Senior Administrative Secretary to fill the Administrative Office vacancy.
- Civic Center Library Technician vacancy filled. Probation will be from July 18, 2022 to January 13, 2023.
- Hired PT Library Technician Substitute
- Posted vacancy for Office Assistant-Library, position at Civic Center.
- Several staff members were transferred in order to gain experience working at another branch in a neighborhood new to them (see organizational chart).
- American Library Association Annual Conference in Washington DC, reports attached.
- Two library commissioners: F. Pasternak and A. Majka were re-appointed for another three year term.
- SLC initiated a shared Internship program with interested member libraries this year. Intern is gaining work experience at 3 month intervals at 4 different member libraries. Intern work experience began on June 13th at Miller, transferred to Burnette and internship will end on September 13, 2022.

e. Marketing/Outreach

- eNewsletter update: All programs listed in the eNewsletter for children, teens, and adults.
- Library programs: double sided sheet (8.5"X14") inserted in water bill, mailed to 45,600 residences Warren.
- LSTA grant program, Babies Love Books started August 18, 2022. Kits are being distributed to Warren patrons whose babies' ages are birth – 3.
- Summer Reading Club, Oceans of Possibilities, June 4 – August 13, 2022 was very successful with 1,151 members registered (see attached).
- Prime Time, Reading Time was very successful, 12 families registered for 6 sessions. 52 patrons attended the first session at Wiegand Park. Last year for this program.

- Started an Outreach program to residents in Warren; home delivery of materials to persons with disabilities and homebound.

f. Discussion items:

- New branch library project, RFP Committee
- Burnette fish tank
- Sunday 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

- Patron Code of Conduct
- Patron Application
- Closed dates for 2023
- Library Commission Meetings Schedule for 2023

9. Friends of the Warren Public Library

10.S.L.C. Report

11.Commissioner's Comments

12.Next Meeting Date – November 17, 2022

13. Adjournment