

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, January 19, 2023 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  
January 19, 2023  
7:00 p.m.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**
  - Regular Meeting of December 15, 2022
  - Special Meeting of January 6, 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**
    - RFQ placed on Bidnet, for Mark Twain room AV equipment update.
    - State Aid completed and submitted January 9, 2023
    - 2023-2024 budget completed and submitted
    - Resolution to purchase property located at 13723 Couwlier in the southeast quadrant of Warren will be submitted to City Council for approval
  - c. Services**

**d. Staffing**

- J. Barrick hired as an Office Assistant will be on probation at Civic Center starting January 17, 2023 (see attached 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"X14") inserted in water bill, mailed to 45,600 residences in Warren.
- The library Outreach program, delivery of materials to persons with disabilities and homebound has been well received.

**f. Discussion items:**

**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 16, 2023**

**13. Adjournment**

# WARREN PUBLIC LIBRARY COMMISSION

## Regular Meeting

December 15, 2022

### 1. Call to Order:

The regular meeting was called to order at 7:05 PM by Frank Pasternak.

### 2. Roll Call:

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

**Also Present:** Oksana Urban, Warren Library Director and Cecil St. Pierre Jr., City Warren Attorney.

### 3. Approval of Agenda:

Palmer moved to approve the agenda, supported by Barnwell; motion carried.

**4. Approval of Minutes: Regular Meeting of September 15, 2022:** Palmer moved to approve the Minutes of the Regular Meeting of September 15, 2022, supported by Barnwell; motion carried.

### 5. Financial Reports:

a) **Monthly Line Item Budget Report:** The Monthly Line Item Budget Reports from 9/30/2022 and 10/31/2022 were reviewed. It was noted that spending was down as of November 31, 2022.

b) **Suburban Library Allocation Account:** The Suburban Library Allocation Accounts of November 14 and 28, 2022 were reviewed. As of November 28, 2022 the balance in the account was \$69,574.69. It was stated that the funds received from the sale of the used computers were deposited into the Suburban Library Allocation Account and will be used for the purchase of new, replacement computers.

c) **Branch Income Report:** The Branch Income Report from July, 2022 through October, 2022 was \$21,689.01.

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

## **6. Director's Report:**

### **a. Statistics/Output Measures:**

- Unique Management Report: The Unique Management Services Report, through 12/01/ 2022 was reviewed. Since 7/1/2015 10,266 accounts have been submitted with a total recovery (including "waived" amounts) of \$335,445.08. Expenditures totaled \$89,797.65.

### **b. Current Projects:**

- LED project at the Miller Branch has been completed. Fluorescent bulbs are still being replaced in some area, but not the fixtures.
- Migration to the Polaris Online Circulation System has been completed. Issues that are found with the system are sent to SLC for resolution.
- Bibliotheca, a new self-checkout unit for the Civic Center Library has been installed. It is working well with everyone liking it. Miller Branch will be receiving a new self-check unit next.
- The Chevy Equinox, purchased from Berger Chevy, will be used by the staff for Outreach services to schools, senior residences, and for Homebound patrons with disabilities.
- An additional AP device will be installed in the Stowe study room since connectivity is spotty in the study rooms.
- Received an estimate of \$15,900 to reupholster 12 barrel chairs in the main reading area of the Civic Center library. These chairs have been in service for 13 years. The new ones will use faux leather and firm stuffing in the arms, seat and back.
- Contracted InsideOut Design + Development Company to redesign the library website. The company is already contracted with the City of Warren and will help in maintaining the site. Work will begin in January.
- New graphic designs have been created for the adult and teen library cards. The children's cards will remain the same. The new cards will be available in January.
- The Twain room needs updating to provide access for a variety of digital ports: Mac and HDMI. A RFQ will be reviewed by the Purchasing Department.
- M.L. Schoenherr Construction, Inc. is providing two quotes: one to convert the Miller Branch large vacant room into two study rooms at a cost of \$19,400; and the other to convert the same large room into a MakerSpace room (with an exhaust system) Glowforge, 3D printers, and Cricut machine.

### **c. Services:**

- Received checks from SLC in the amounts of \$1,375.62, \$701.95, and \$176.45 for ProPay credit card transactions for the months of July through September, 2022 for a total of \$2,254.02.
- Unique collection process was changed from 60 days overdue to 45 days.

**d. Staffing:**

- M. Meservy, Library Technician, and V. Frady-Sieman, Office Assistant, completed their probation successfully and will remain at the Civic Center Library.
- L. Clark hired as a Library Page is being trained at the Civic Center and will be transferred to work at both, the Burnette and Busch branches.
- Interviews are being conducted to fill the Office Assistant-Library position at the Civic Center Library.

**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”X14” 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 that is delivering library materials to persons with disabilities and to those who are homebound has been well received.

**f. Discussion Items:**

- Toepfer Library Project: A discussion was had about obtaining an additional lot for the new library to provide more parking and permit a children’s play area. The lot next to the planned library has a house on it that has been in probate for a year. The owner does not wish to sell it at this time. St. Pierre Jr. will discuss the situation with the Probate Attorney.
- The Burnette Branch library fish tank requires funding to care for and clean the tank. The tank requires a filter. Motor City Aquarium was hired to maintain the fish tank twice a month for a fee of \$250.00 a visit.

Barnwell moved to receive and file the Director’s Report, supported by McIntosh; motion carried.

**7. Audience Participation:**

- Participants commented that there is a need to consider the Disability Act in the design of the new website. Urban indicated that the Disability Act is contained in the website design contract.
- It was indicated that the Miller Branch WiFi requires repair. Further, the patron recommended adding a QR code to access the library website.

**8. Action Items:**

- Patron Card Application (Tabled Item from 9-15-2022 meeting): In response to the need for the Patron Application form to include the name of the telephone carrier, Urban stated that in order for the patron to receive text messages the identification of the telephone carrier is necessary.

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

- It was indicated that the normal book sale hours are back in place.

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

- No comments.

**11. Commissioner's Comments:**

- Barnwell stated that the tax help program is starting up.

**12. Next Meeting Date: January 19, 2023.**

**13. Adjournment:** McIntosh moved to adjourn the meeting at 8:19 PM, supported by Palmer; motion passed.

**Donald J. McIntosh, Secretary**

# WARREN PUBLIC LIBRARY COMMISSION

## Special Meeting

January 6, 2023

### 1. Call to Order:

The regular meeting was called to order at 6:09 PM by Frank Pasternak.

### 2. Roll Call:

**Commissioners Present:** Frank Pasternak, Don McIntosh, Lorie Barnwell and Zosia Ladak.

Barnwell moved to excuse Majka and Palmer, supported by Ladak; motion carried.

**Also Present:** Oksana Urban, Warren Library Director and Cecil St. Pierre, City of Warren Attorney.

### 3. Action Item:

- Approval to purchase property located at 13723 Couwlier, Warren, MI: The parcel at 13723 Couwlier, Warren, Michigan, identified as #12-13-36-301-035, is adjacent to City owned properties identified as #12-13-36-301-023; #12-13-36-301-005; and #12-13-36-301-007, which are planned for the construction of a permanent public library building in the SE quadrant of Warren. This purchased property would provide additional parking for the library and permit construction of a children's play area. A Real Estate Purchase Agreement Between the Estate of Jeromy Stankiewicz and the City of Warren was discussed.

Barnwell moved to accept and approve the Purchase Agreement, supported by Ladak; motion carried.

If the agreement is signed by the seller and purchaser, it will be put on the City Council meeting agenda of January 24, 2023 for their approval.

- Consideration for the purchase of industrial property located on the corner of Couwlier and Schoenherr Road: Barnwell made a motion to consider the purchase of the industrial property on the corner of Couwlier and Schoenherr Road as a backup plan if the agreement for the purchase of the 13723 Couwlier property is not reached, supported by McIntosh; motion carried.

### 4. Audience Participation:



- A recommendation was made that the library obtain a subscription to the Macomb Daily newspaper to have the paper put on the Warren Library Web Site. Urban will look into providing that service.
- Residents in attendance were happy and pleased that this new library is happening.
- In response to the question when the new library will be completed, it was indication that the construction is planned to start this spring, but its completion has yet to be determined.
- It was noted that the new LED lighting at the Miller branch is a major improvement in the lighting.

**5. Adjournment:** Ladak moved to adjourn the meeting at 6:47 PM, supported by McIntosh; motion passed.

**Donald J. McIntosh, Secretary**

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

**CITY OF WARREN-LIBRARY**  
 PERIOD 07/01/22 - 06/30/23  
 as of 12/31/2022

|              | BUDGETED            | CURRENT             |                     | YTD EXPENDITURE   | YTD                 |               | % |
|--------------|---------------------|---------------------|---------------------|-------------------|---------------------|---------------|---|
|              |                     | BUDGET              | EXPENDITURE         |                   | ENCUMBERED          | UNENCUMBERED  |   |
| 9271 70300   | 110,296.00          | 110,296.00          | 54,934.10           | 0.00              | 55,361.90           | 50.19%        |   |
| 9271 70600   | 1,442,917.00        | 1,442,917.00        | 680,690.63          | 0.00              | 762,226.37          | 52.83%        |   |
| 9271 70714   | 220,000.00          | 220,000.00          | 68,765.37           | 0.00              | 151,234.63          | 68.74%        |   |
| 9271 70900   | 20,000.00           | 20,000.00           | 110.12              | 0.00              | 19,889.88           | 99.45%        |   |
| 9271 71000   | 15,500.00           | 15,500.00           | 2,439.71            | 0.00              | 13,060.29           | 84.26%        |   |
| 9271 71302   | 17,800.00           | 17,800.00           | 17,900.00           | 0.00              | (100.00)            | -0.56%        |   |
| 9271 71303   | 1,500.00            | 1,500.00            | 7,650.00            | 0.00              | (6,150.00)          | -100.00%      |   |
| 9271 71500   | 146,957.00          | 146,957.00          | 66,018.17           | 0.00              | 80,938.83           | 55.08%        |   |
| 9271 71900   | 432,047.00          | 432,047.00          | 153,620.67          | 0.00              | 278,426.33          | 64.44%        |   |
| 9271 71904   | 182,696.00          | 182,696.00          | 91,350.00           | 0.00              | 91,346.00           | 50.00%        |   |
| 9271 71905   | 25,783.00           | 25,783.00           | 11,975.18           | 0.00              | 13,807.82           | 53.55%        |   |
| 9271 71906   | 2,178.00            | 2,178.00            | 973.14              | 0.00              | 1,204.86            | 55.32%        |   |
| 9271 72100   | 41,794.00           | 41,794.00           | 23,846.30           | 0.00              | 17,947.70           | 42.94%        |   |
| 9271 72101   | 51,205.00           | 51,205.00           | 14,376.22           | 0.00              | 36,828.78           | 71.92%        |   |
| 9271 72200   | 373,308.00          | 373,308.00          | 186,654.00          | 0.00              | 186,654.00          | 50.00%        |   |
| 9271 72201   | 155,027.00          | 155,027.00          | 72,992.42           | 0.00              | 82,034.58           | 52.92%        |   |
| 9271 72401   | 300.00              | 300.00              | 0.00                | 0.00              | 300.00              | 100.00%       |   |
| 9271 72700   | 90,000.00           | 90,000.00           | 20,209.21           | 18,051.34         | 51,739.45           | 57.49%        |   |
| 9271 72702   | 20,000.00           | 20,000.00           | 3,480.91            | 9,045.69          | 7,473.40            | 37.37%        |   |
| 9271 80100   | 263,950.00          | 263,950.00          | 87,914.79           | 60,328.99         | 115,706.22          | 43.84%        |   |
| 9271 80117   | 212,000.00          | 212,000.00          | 93,674.87           | 0.00              | 118,325.13          | 55.81%        |   |
| 9271 80130   | 65,000.00           | 65,000.00           | 0.00                | 0.00              | 65,000.00           | 100.00%       |   |
| 9271 80200   | 3,000.00            | 3,000.00            | 87.15               | 133.87            | 2,778.98            | 92.63%        |   |
| 9271 80301   | 125.00              | 125.00              | 0.00                | 0.00              | 125.00              | 0.00%         |   |
| 9271 82201   | 16,100.00           | 16,100.00           | 4,937.71            | 0.00              | 11,162.29           | 69.33%        |   |
| 9271 82202   | 101,000.00          | 101,000.00          | 22,876.33           | 0.00              | 78,123.67           | 77.35%        |   |
| 9271 82207   | 21,500.00           | 21,500.00           | 0.00                | 0.00              | 21,500.00           | 100.00%       |   |
| 9271 85300   | 25,000.00           | 25,000.00           | 10,224.04           | 1,366.06          | 13,409.90           | 53.64%        |   |
| 9271 86100   | 200.00              | 200.00              | 22.35               | 0.00              | 177.65              | 88.83%        |   |
| 9271 86300   | 3,000.00            | 3,000.00            | 353.98              | 0.00              | 2,646.02            | 88.20%        |   |
| 9271 86400   | 15,000.00           | 15,000.00           | 2,364.00            | 85.00             | 12,551.00           | 83.67%        |   |
| 9271 90200   | 100.00              | 100.00              | 0.00                | 0.00              | 100.00              | 100.00%       |   |
| 9271 91000   | 46,900.00           | 46,900.00           | 23,448.00           | 0.00              | 23,452.00           | 50.00%        |   |
| 9271 92000   | 215,000.00          | 215,000.00          | 96,183.90           | 0.00              | 118,816.10          | 55.26%        |   |
| 9271 93000   | 72,500.00           | 72,500.00           | 5,179.79            | 13,352.01         | 53,968.20           | 74.44%        |   |
| 9271 95000   | 269,100.00          | 269,100.00          | 134,550.00          | 0.00              | 134,550.00          | 50.00%        |   |
| 9271 96470   | 105,308.00          | 105,308.00          | 95,583.49           | 0.00              | 9,724.51            | 9.23%         |   |
| 9271 96471   | 0.00                | 0.00                | 0.00                | 0.00              | 0.00                | 0.00%         |   |
| 9271 97400   | 248,000.00          | 248,000.00          | 8,335.00            | 39,779.39         | 199,885.61          | 80.60%        |   |
| 9271 98000   | 94,900.00           | 94,900.00           | 1,907.27            | 14,943.54         | 78,049.19           | 82.24%        |   |
| 9271 98100   | 28,000.00           | 28,000.00           | 27,106.00           | 0.00              | 894.00              | 0.00%         |   |
| 9271 98200   | 315,000.00          | 315,000.00          | 93,068.71           | 0.00              | 221,931.29          | 70.45%        |   |
| 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              | 30,068.48           | 0.00%         |   |
| <b>TOTAL</b> | <b>7,469,991.00</b> | <b>7,469,991.00</b> | <b>2,185,803.53</b> | <b>157,085.89</b> | <b>5,157,170.06</b> | <b>69.04%</b> |   |

# SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY  
 PERIOD 07/01/22 - 06/30/23  
 as of 11/30/2022

|              | BUDGETED            | CURRENT             | YTD                 | ENCUMBERED        | YTD         | UNENCUMBERED        | YTD                 | %             |
|--------------|---------------------|---------------------|---------------------|-------------------|-------------|---------------------|---------------------|---------------|
|              |                     | BUDGET              | EXPENDITURE         | ENCUMBERED        | ENCUMBERED  | UNENCUMBERED        | UNENCUMBERED        | REMAINING     |
| 9271 70300   | 110,296.00          | 110,296.00          | 42,257.00           | 0.00              | 0.00        | 68,039.00           | 68,039.00           | 61.69%        |
| 9271 70600   | 1,442,917.00        | 1,442,917.00        | 520,741.85          | 0.00              | 0.00        | 922,175.15          | 922,175.15          | 63.91%        |
| 9271 70714   | 220,000.00          | 220,000.00          | 54,903.50           | 0.00              | 0.00        | 165,096.50          | 165,096.50          | 75.04%        |
| 9271 70900   | 20,000.00           | 20,000.00           | 0.00                | 0.00              | 0.00        | 20,000.00           | 20,000.00           | 100.00%       |
| 9271 71000   | 15,500.00           | 15,500.00           | 2,343.62            | 0.00              | 0.00        | 13,156.38           | 13,156.38           | 84.88%        |
| 9271 71302   | 17,800.00           | 17,800.00           | 17,900.00           | 0.00              | 0.00        | (100.00)            | (100.00)            | -0.56%        |
| 9271 71303   | 1,500.00            | 1,500.00            | 7,650.00            | 0.00              | 0.00        | (6,150.00)          | (6,150.00)          | -100.00%      |
| 9271 71500   | 146,957.00          | 146,957.00          | 50,666.26           | 0.00              | 0.00        | 96,290.74           | 96,290.74           | 65.52%        |
| 9271 71900   | 432,047.00          | 432,047.00          | 119,081.11          | 0.00              | 0.00        | 312,965.89          | 312,965.89          | 72.44%        |
| 9271 71904   | 182,696.00          | 182,696.00          | 76,125.00           | 0.00              | 0.00        | 106,571.00          | 106,571.00          | 58.33%        |
| 9271 71905   | 25,783.00           | 25,783.00           | 9,082.96            | 0.00              | 0.00        | 16,700.04           | 16,700.04           | 64.77%        |
| 9271 71906   | 2,178.00            | 2,178.00            | 807.82              | 0.00              | 0.00        | 1,370.18            | 1,370.18            | 62.91%        |
| 9271 72100   | 41,794.00           | 41,794.00           | 20,446.30           | 0.00              | 0.00        | 21,347.70           | 21,347.70           | 51.08%        |
| 9271 72101   | 51,205.00           | 51,205.00           | 9,622.35            | 0.00              | 0.00        | 41,582.65           | 41,582.65           | 81.21%        |
| 9271 72200   | 373,308.00          | 373,308.00          | 155,545.00          | 0.00              | 0.00        | 217,763.00          | 217,763.00          | 58.33%        |
| 9271 72201   | 155,027.00          | 155,027.00          | 56,006.49           | 0.00              | 0.00        | 99,020.51           | 99,020.51           | 63.87%        |
| 9271 72401   | 300.00              | 300.00              | 0.00                | 0.00              | 0.00        | 300.00              | 300.00              | 100.00%       |
| 9271 72700   | 90,000.00           | 90,000.00           | 14,806.86           | 23,073.14         | 0.00        | 52,120.00           | 52,120.00           | 57.91%        |
| 9271 72702   | 20,000.00           | 20,000.00           | 2,965.36            | 9,561.24          | 0.00        | 7,473.40            | 7,473.40            | 37.37%        |
| 9271 80100   | 263,950.00          | 263,950.00          | 76,879.41           | 69,714.07         | 0.00        | 117,356.52          | 117,356.52          | 44.46%        |
| 9271 80117   | 212,000.00          | 212,000.00          | 87,740.87           | 0.00              | 0.00        | 124,259.13          | 124,259.13          | 58.61%        |
| 9271 80130   | 65,000.00           | 65,000.00           | 0.00                | 0.00              | 0.00        | 65,000.00           | 65,000.00           | 100.00%       |
| 9271 80200   | 3,000.00            | 3,000.00            | 69.44               | 149.87            | 0.00        | 2,780.69            | 2,780.69            | 92.69%        |
| 9271 80301   | 125.00              | 125.00              | 0.00                | 0.00              | 0.00        | 125.00              | 125.00              | 0.00%         |
| 9271 82201   | 16,100.00           | 16,100.00           | 3,913.51            | 0.00              | 0.00        | 12,186.49           | 12,186.49           | 75.69%        |
| 9271 82202   | 101,000.00          | 101,000.00          | 17,485.11           | 0.00              | 0.00        | 83,514.89           | 83,514.89           | 82.69%        |
| 9271 82207   | 21,500.00           | 21,500.00           | 0.00                | 0.00              | 0.00        | 21,500.00           | 21,500.00           | 100.00%       |
| 9271 85300   | 25,000.00           | 25,000.00           | 4,673.78            | 5,863.17          | 0.00        | 14,463.05           | 14,463.05           | 57.85%        |
| 9271 86100   | 200.00              | 200.00              | 22.35               | 0.00              | 0.00        | 177.65              | 177.65              | 88.83%        |
| 9271 86300   | 3,000.00            | 3,000.00            | 353.98              | 0.00              | 0.00        | 2,646.02            | 2,646.02            | 88.20%        |
| 9271 86400   | 15,000.00           | 15,000.00           | 2,159.00            | 205.00            | 0.00        | 12,636.00           | 12,636.00           | 84.24%        |
| 9271 90200   | 100.00              | 100.00              | 0.00                | 0.00              | 0.00        | 100.00              | 100.00              | 100.00%       |
| 9271 91000   | 46,900.00           | 46,900.00           | 19,540.00           | 0.00              | 0.00        | 27,360.00           | 27,360.00           | 58.34%        |
| 9271 92000   | 215,000.00          | 215,000.00          | 80,785.22           | 0.00              | 0.00        | 134,214.78          | 134,214.78          | 62.43%        |
| 9271 93000   | 72,500.00           | 72,500.00           | 4,776.83            | 13,754.97         | 0.00        | 53,968.20           | 53,968.20           | 74.44%        |
| 9271 95000   | 269,100.00          | 269,100.00          | 112,125.00          | 0.00              | 0.00        | 156,975.00          | 156,975.00          | 58.33%        |
| 9271 96470   | 105,308.00          | 105,308.00          | 95,583.49           | 0.00              | 0.00        | 9,724.51            | 9,724.51            | 9.23%         |
| 9271 96471   | 0.00                | 0.00                | 0.00                | 0.00              | 0.00        | 0.00                | 0.00                | 0.00%         |
| 9271 97400   | 248,000.00          | 248,000.00          | 8,335.00            | 39,779.39         | 0.00        | 199,885.61          | 199,885.61          | 80.60%        |
| 9271 98000   | 94,900.00           | 94,900.00           | 1,907.27            | 0.00              | 0.00        | 92,992.73           | 92,992.73           | 97.99%        |
| 9271 98100   | 28,000.00           | 28,000.00           | 27,106.00           | 0.00              | 0.00        | 894.00              | 894.00              | 0.00%         |
| 9271 98200   | 315,000.00          | 315,000.00          | 75,860.48           | 300.98            | 0.00        | 238,838.54          | 238,838.54          | 75.82%        |
| 9271 98500   | 2,000,000.00        | 2,000,000.00        | 0.00                | 0.00              | 0.00        | 2,000,000.00        | 2,000,000.00        | 100.00%       |
| 9271 98501   | 0.00                | 0.00                | 0.00                | 0.00              | 0.00        | 30,068.48           | 30,068.48           | 0.00%         |
| <b>TOTAL</b> | <b>7,469,991.00</b> | <b>7,469,991.00</b> | <b>1,780,268.22</b> | <b>162,401.83</b> | <b>0.00</b> | <b>5,557,389.43</b> | <b>5,557,389.43</b> | <b>74.40%</b> |

**SUBURBAN LIBRARY COOPERATIVE  
CENTRALIZED PURCHASING EXPENSE FORM**

**LIBRARY NAME:** Warren Public Library  
**BALANCE AS OF :** Dec 13, 2022

\$ 69,714.69

| VENDOR   | PURPOSE | AMOUNT      |
|--|---------|-------------|
| Reimbursement for Library Staff In-service Refreshments from Panera - (Lynn Bieszka)         |         | \$ (29.39)  |
| Reimbursement for Library Staff In-service Refreshments from Lebanese Grill - (Oksana Urban) |         | \$ (446.26) |
|  |         | \$          |
|  |         | \$          |
|  |         | \$          |
|  |         | \$          |

**TOTAL EXPENSE REQUESTS**

(\$475.65)

**NEW BALANCE AS OF :** Dec 19, 2022

\$ 69,239.04

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

**DIRECTOR'S SIGNATURE** *Oksana Urban*  
**DATE** Dec. 19, 2022

# BRANCH INCOME REPORT

2022/2023 Fiscal Year

| INCOME           | July        | August      | September   | October     | November    | December    | TOTAL     |
|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------|
| Copy Machine     | \$ 1,796.69 | \$ 2,438.18 | \$ 2,648.43 | \$ 2,162.38 | \$ 1,641.41 | \$ 2,337.44 | 13,024.53 |
| Video/DVD        | \$ 152.51   | \$ 142.32   | \$ 224.94   | \$ 102.10   | \$ 134.53   | \$ 100.00   | 856.40    |
| Non-resident Fee | \$ 226.00   | \$ 274.00   | \$ 301.26   | \$ 177.02   | \$ 173.00   | \$ 174.00   | 1,325.28  |
| Fines            | \$ 2,288.52 | \$ 1,030.24 | \$ 1,057.49 | \$ 1,104.77 | \$ 986.16   | \$ 671.67   | 7,138.85  |
| Lost Materials   | \$ 1,066.47 | \$ 691.65   | \$ 768.39   | \$ 653.15   | \$ 538.95   | \$ 187.20   | 3,905.81  |
| Miscellaneous    | \$ 472.25   | \$ 628.00   | \$ 478.75   | \$ 393.10   | \$ 387.60   | \$ 482.05   | 2,841.75  |
| Room Rental      | \$ 158.05   | \$ 10.00    | \$ 100.00   | \$ 80.00    | \$ 100.00   | \$ -        | 448.05    |
| Referral Fees    | \$ 292.55   | \$ 145.00   | \$ 165.49   | \$ 168.18   | \$ 153.50   | \$ 85.00    | 1,009.72  |

| INCOME           | January | February | March | April | May  | June | TOTAL     |
|------------------|---------|----------|-------|-------|------|------|-----------|
| Copy Machine     | \$ -    | \$ -     | \$ -  | \$ -  | \$ - | \$ - | 13,024.53 |
| Video/DVD        | \$ -    | \$ -     | \$ -  | \$ -  | \$ - | \$ - | 856.40    |
| Non-resident Fee | \$ -    | \$ -     | \$ -  | \$ -  | \$ - | \$ - | 1,325.28  |
| Fines            | \$ -    | \$ -     | \$ -  | \$ -  | \$ - | \$ - | 7,138.85  |
| Lost Materials   | \$ -    | \$ -     | \$ -  | \$ -  | \$ - | \$ - | 3,905.81  |
| Miscellaneous    | \$ -    | \$ -     | \$ -  | \$ -  | \$ - | \$ - | 2,841.75  |
| Room Rental      | \$ -    | \$ -     | \$ -  | \$ -  | \$ - | \$ - | 448.05    |
| Referral Fees    | \$ -    | \$ -     | \$ -  | \$ -  | \$ - | \$ - | 1,009.72  |

TOTAL REVENUE

30,550.39

# UNIQUE MANAGEMENT SERVICES, INC.

2015 - 2022 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            | 57             |                | 10,266     |
| Cash Recovered      | 147,643.03 | 8,451.74       | 1,684.85       |                | 157,779.62 |
| Materials Recovered | 129,418.52 | 3,995.44       | 1,109.70       |                | 134,523.66 |
| Waived Amount*      | 42,470.53  | 1,606.91       | 3,211.55       |                | 47,288.99  |
| Expenditures        | 87,206.65  | 2,106.90       | 1,751.00       |                | 91,064.55  |

\*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 1/1/2023

| Description of Capital Item<br>GL ACCOUNT NUMBER: | Fiscal 2024 |           | Fiscal 2025 |      | Fiscal 2026 |      | Fiscal 2027 |      | Fiscal 2028 |      |
|---|-------------|-----------|-------------|------|-------------|------|-------------|------|-------------|------|
|   | No.         | Cost      | No.         | Cost | No.         | Cost | No.         | Cost | No.         | Cost |
|   |             |           |             |      |             |      |             |      |             |      |
| <b>9271-7400 Capital Improvements</b>             |             |           |             |      |             |      |             |      |             |      |
| Remove ballasts, install LED driven light bulbs   |             | \$30,000  |             |      |             |      |             |      |             |      |
| Install pull out drawers- Miller Branch           |             | \$45,000  |             |      |             |      |             |      |             |      |
| Additional Security cameras-Miller                |             | \$8,500   |             |      |             |      |             |      |             |      |
| Additional AP (WiFi) devices                      |             | \$2,500   |             |      |             |      |             |      |             |      |
|   |             |           |             |      |             |      |             |      |             |      |
| <b>9271-93000 Building Maintenance</b>            |             |           |             |      |             |      |             |      |             |      |
| New HVAC unit for Miller Branch                   |             | \$35,000  |             |      |             |      |             |      |             |      |
| Window film-Burnette & Busch Branch               |             | \$16,000  |             |      |             |      |             |      |             |      |
|   |             |           |             |      |             |      |             |      |             |      |
| <b>9271-98000 Office Equipment</b>                |             |           |             |      |             |      |             |      |             |      |
| CD/DVD Disc Cleaner                               |             | \$24,000  |             |      |             |      |             |      |             |      |
| HP Designjet HD Pro 2 printer/scanner             |             | \$21,000  |             |      |             |      |             |      |             |      |
| Acrobat HD ultra with 27" Monitor                 |             | \$5,100   |             |      |             |      |             |      |             |      |
| Professional Book Scanner                         |             | \$22,000  |             |      |             |      |             |      |             |      |
|   |             |           |             |      |             |      |             |      |             |      |
| <b>9271-98100 Vehicle</b>                         |             |           |             |      |             |      |             |      |             |      |
| 3/4 ton pickup truck with plow                    |             | \$60,000  |             |      |             |      |             |      |             |      |
|   |             |           |             |      |             |      |             |      |             |      |
| <b>9271-98500 ARPA</b>                            |             |           |             |      |             |      |             |      |             |      |
| Purchase property for new library                 |             | \$130,000 |             |      |             |      |             |      |             |      |
| Demo property                                     |             | \$25,000  |             |      |             |      |             |      |             |      |
|   |             |           |             |      |             |      |             |      |             |      |
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|   |             |           |             |      |             |      |             |      |             |      |

| Description of Contractual Service and Current Vendor Name | Contract Period | Current Contract Award | Fiscal 2024 Cost |
|--|-----------------|------------------------|------------------|
| <b>9271-80100 Contractual Services</b>                     |                 |                        |                  |
| GL Account Number: ***_***_**** and Title                  |                 |                        |                  |
| Du-All cleaning services                                   | ITB-W-9384      |                        | \$100,000        |
| Unique management collection agency                        | No Contract     |                        | \$10,500         |
| Microsoft office 365 fees                                  | No Contract     |                        | \$8,700          |
| T-Mobile usage fees for 42 hotspots                        | No Contract     |                        | \$25,000         |
| Fire extinguisher maintenance                              | No Contract     |                        | \$500            |
| AED batteries/pads   | No Contract     |                        | \$1,000          |
| Recycling program  | No Contract     |                        | \$3,000          |
| K-9 bed bug services                                       | No Contract     |                        | \$4,000          |
| Fertilization service                                      | ITB-W-9864      |                        | \$3,000          |
| Marketing of library programs                              | No Contract     |                        | \$15,000         |
| eResources/databases                                       | No Contract     |                        | \$28,000         |
| Overdrive ebooks/eaudio/emagazines                         | No Contract     |                        | \$33,000         |
| Readsquared summer reading program                         | No Contract     |                        | \$3,000          |
| Hoopla service   | No Contract     |                        | \$22,000         |
| Adult, teen, and children's programs                       | No Contract     |                        | \$30,000         |
| Website maintenance  |                 |                        | \$2,000          |
| Aquarium maintenance                                       | No Contract     |                        | \$7,000          |
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# WPL Organizational Chart

