

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, March 16, 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**  
**March 16, 2023**  
**7:00 p.m.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**  
– Regular Meeting of January 19, 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**
    - Purchase Agreement for 13723 Cowlier property was executed on February 8, 2023 for the amount of \$130,939.82, Warren, MI, parcel #12-13-36-301-035 adjacent to City owned property for the purpose of building a library in the underserved area of Warren.
    - New Canon copier replaced 15 year old Toshiba copier at Civic Center Branch.
    - Installation of updated AV equipment in the Mark Twain Conference Room will begin March 20, 2023 and should be completed by March 24, 2023.
    - Bid was awarded to Unique Short Tree for the re-upholstery of 12 barrel chairs at the Civic Center Branch. Unique Short Tree will begin work on the chairs in April 2023.

- Miller library has a 20'2" x 14'6" vacant room that can be converted into 2 study rooms. Library is in the process of putting this project on BidNet for RFP.
- Contracted InsideOut Design+Development to reconstruct the library website to mirror the City website.

#### **c. Services**

- Due to inclement weather conditions, Mayor James Fouts closed all branches and city buildings at 3:00 pm on February 22, 2023.
- Power outage at Busch Branch from 1:10pm on Wednesday, February 23, 2023; power was restored on February 25th.
- Internet outage at the Miller Branch on February 23, 2023, restored on February 25th.
- Internet outage at the Busch Branch on February 28, 2023, restored on March 1st.

#### **d. Staffing**

- L. Clark, library page resigned.
- Interviews conducted for open Page positions, to be filled at Burnette, Busch, and Civic Center.
- 4 staff members will attend MLA Spring Institute on March 30, 2023 held in Ann Arbor, MI.
- Outreach Librarian attended The Great Lakes Comic Con at the Macomb Expo Center in Warren, MI.

#### **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
- Outreach program to residents in Warren; home delivery of materials to persons with disabilities and homebound

#### **f. Discussion items:**

- Homeless guest at the Burnette Branch. Trinity Christian Church extended stay till April 1, 2023

### **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 – May 18, 2023**

**13. Adjournment**

# WARREN PUBLIC LIBRARY COMMISSION

## Regular Meeting

January 19, 2023

### 1. Call to Order:

The regular meeting was called to order at 7:04 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 of Warren Attorney.

### 3. Approval of Agenda:

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

**4. Approval of Minutes: Regular Meeting of December 15, 2022 and Special Meeting of January 6, 2023:** Ladak moved to approve the Minutes of the Regular Meeting of December 15, 2022 and the Special Meeting of January 6, 2023, supported by McIntosh; motion carried.

### 5. Financial Reports:

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Reports of 11/30/2022 and 12/31/2022 were reviewed. It was noted that spending is occurring at a normal rate through the budget year. And, the staff will be ordering books on a quarterly basis.

b) Suburban Library Allocation Account: The Suburban Library Allocation Account of December 19, 2022 was reviewed. As of December 19, 2022 the balance in the account was \$69,239.04. It was noted that replacement computers will be ordered in May.

c) Branch Income Report: The Branch Income Report from July, 2022 through December, 2022 was \$30,550.39.

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

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

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

- Unique Management Report: The Unique Management Services Report, through 12/31/ 2022 was reviewed. Since 7/1/2015 10,266 accounts have been submitted with a total recovery (including "waived" amounts) of \$339,592.27. Expenditures totaled \$91,064.55. The program's success was noted as a result of the number of Accounts submitted which has been steadily declining.

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

- A Request for Quote (RFQ) has been placed on Bidnet for AV equipment update in the Mark Twain room. The update may include some rewiring.
- The State Aid request has been completed and was submitted January 9, 2023.
- The 2023-2024 budget has been completed and submitted to the Budget Director to begin the review and approval process.
- A resolution to purchase property located at 13723 Couwlier in the southeast quadrant of Warren will be submitted to City Council for approval. It was noted that a mortgage on the house will be paid out of the property purchasing funds.

### **c. Services:**

- Nothing to report.

### **d. Staffing:**

- J. Barrick was hired as an Office Assistant and began probation at the Civic Center Library on January 17, 2023. An organizational chart was provided with a comment that the Warren libraries are fully staffed. It was noted that there will be an eventual need for two or three additional personnel in the future.

### **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. It was stated that older people are happy to receive the library information in their water bill mailings.
- 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:**

- Nothing to report.

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

**7. Audience Participation:**

- A comment stated that they liked the library programs listing in the water bill. It was further suggested that the library programs listing should also be available on the City website.
- It was noted that the library should have done something in celebrating of Martin Luther King Jr. Day.

**8. Action Items:**

- Nothing to act on.

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

- It was noted that the Friends are having a used book sales in the Civic Center Library on February 4, 2023. They will be doing similar sales at the other library branches.

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

- It was stated that issues in the Polaris Online Circulation System are worked on as they are discovered.

**11. Commissioner's Comments:**

- Barnwell stated that the tax help program is starting up. To increase the efficiency, of the program appointments will be scheduled in advance through the City Treasurer office.
- Ladak announced that the author of the book "One Star Away" will have a presentation in the Civic Center conference room on March 9, 2023. It will also be published in the next water bill.

**12. Next Meeting Date: March 16, 2023.**

- 13. Adjournment:** McIntosh moved to adjourn the meeting at 7:48 PM, supported by Ladak; 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 1/31/2023

	BUDGETED	CURRENT	YTD	ENCUMBERED	YTD	UNENCUMBERED	YTD	%
		BUDGET	EXPENDITURE				UNENCUMBERED	REMAINING
9271 70300	110,296.00	110,296.00	63,385.50	0.00	0.00	46,910.50	42.53%	
9271 70600	1,442,917.00	1,442,917.00	788,376.26	0.00	0.00	654,540.74	45.36%	
9271 70714	220,000.00	220,000.00	77,621.47	0.00	0.00	142,378.53	64.72%	
9271 70900	20,000.00	20,000.00	110.12	0.00	0.00	19,889.88	99.45%	
9271 71000	15,500.00	15,500.00	4,700.78	0.00	0.00	10,799.22	69.67%	
9271 71302	17,800.00	17,800.00	17,900.00	0.00	0.00	(100.00)	-0.56%	
9271 71303	1,500.00	1,500.00	7,650.00	0.00	0.00	(6,150.00)	-100.00%	
9271 71500	146,957.00	146,957.00	75,710.18	0.00	0.00	71,246.82	48.48%	
9271 71900	432,047.00	432,047.00	187,225.38	0.00	0.00	244,821.62	56.67%	
9271 71904	182,696.00	182,696.00	106,575.00	0.00	0.00	76,121.00	41.67%	
9271 71905	25,783.00	25,783.00	13,789.27	0.00	0.00	11,993.73	46.52%	
9271 71906	2,178.00	2,178.00	1,140.70	0.00	0.00	1,037.30	47.63%	
9271 72100	41,794.00	41,794.00	25,133.24	0.00	0.00	16,660.76	39.86%	
9271 72101	51,205.00	51,205.00	15,386.17	0.00	0.00	35,818.83	69.95%	
9271 72200	373,308.00	373,308.00	217,763.00	0.00	0.00	155,545.00	41.67%	
9271 72201	155,027.00	155,027.00	83,929.59	0.00	0.00	71,097.41	45.86%	
9271 72401	300.00	300.00	0.00	0.00	0.00	300.00	100.00%	
9271 72700	90,000.00	90,000.00	22,228.09	25,422.95	42,348.96	47.05%		
9271 72702	20,000.00	20,000.00	4,068.40	8,958.20	6,973.40	34.87%		
9271 80100	263,950.00	263,950.00	106,258.14	54,524.05	103,167.81	39.09%		
9271 80117	212,000.00	212,000.00	94,399.87	0.00	0.00	117,600.13	55.47%	
9271 80130	65,000.00	65,000.00	0.00	0.00	0.00	65,000.00	100.00%	
9271 80200	3,000.00	3,000.00	89.58	133.18	2,777.24	92.57%		
9271 80301	125.00	125.00	0.00	0.00	0.00	125.00	0.00%	
9271 82201	16,100.00	16,100.00	5,711.09	0.00	0.00	10,388.91	64.53%	
9271 82202	101,000.00	101,000.00	29,200.09	0.00	0.00	71,799.91	71.09%	
9271 82207	21,500.00	21,500.00	0.00	0.00	0.00	21,500.00	100.00%	
9271 85300	25,000.00	25,000.00	11,240.23	1,366.06	12,393.71	49.57%		
9271 86100	200.00	200.00	22.35	0.00	0.00	177.65	88.83%	
9271 86300	3,000.00	3,000.00	508.24	0.00	0.00	2,491.76	83.06%	
9271 86400	15,000.00	15,000.00	2,449.00	85.00	12,466.00	83.11%		
9271 90200	100.00	100.00	0.00	0.00	0.00	100.00	100.00%	
9271 91000	46,900.00	46,900.00	27,356.00	0.00	0.00	19,544.00	41.67%	
9271 92000	215,000.00	215,000.00	108,083.46	0.00	0.00	106,916.54	49.73%	
9271 93000	72,500.00	72,500.00	6,748.64	11,873.16	53,878.20	74.31%		
9271 95000	269,100.00	269,100.00	156,975.00	0.00	0.00	112,125.00	41.67%	
9271 96470	105,308.00	105,308.00	95,583.49	0.00	0.00	9,724.51	9.23%	
9271 96471	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
9271 97400	248,000.00	248,000.00	38,228.75	23,521.55	186,249.70	75.10%		
9271 98000	94,900.00	94,900.00	9,289.27	16,494.54	69,116.19	72.83%		
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	116,032.60	0.00	0.00	198,967.40	63.16%	
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>2,547,974.95</b>	<b>142,378.69</b>	<b>4,809,705.84</b>	<b>64.39%</b>		



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

**CITY OF WARREN-LIBRARY**  
 PERIOD 07/01/22 - 06/30/23  
 as of 2/28/2023

	BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271 70300	110,296.00	110,296.00	71,836.90	0.00	38,459.10	34.87%
9271 70600	1,442,917.00	1,442,917.00	897,935.74	0.00	544,981.26	37.77%
9271 70714	220,000.00	220,000.00	89,042.12	0.00	130,957.88	59.53%
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	4,700.78	0.00	10,799.22	69.67%
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	85,655.59	0.00	61,301.41	41.71%
9271 71900	432,047.00	432,047.00	212,110.23	0.00	219,936.77	50.91%
9271 71904	182,696.00	182,696.00	121,800.00	0.00	60,896.00	33.33%
9271 71905	25,783.00	25,783.00	15,576.48	0.00	10,206.52	39.59%
9271 71906	2,178.00	2,178.00	1,308.26	0.00	869.74	39.93%
9271 72100	41,794.00	41,794.00	25,133.24	0.00	16,660.76	39.86%
9271 72101	51,205.00	51,205.00	15,386.17	0.00	35,818.83	69.95%
9271 72200	373,308.00	373,308.00	248,872.00	0.00	124,436.00	33.33%
9271 72201	155,027.00	155,027.00	94,548.90	0.00	60,478.10	39.01%
9271 72401	300.00	300.00	0.00	0.00	300.00	100.00%
9271 72700	90,000.00	90,000.00	26,977.60	21,483.22	41,539.18	46.15%
9271 72702	20,000.00	20,000.00	4,068.40	8,988.20	6,973.40	34.87%
9271 80100	263,950.00	263,950.00	122,186.14	68,205.98	73,557.88	27.87%
9271 80117	212,000.00	212,000.00	128,582.29	0.00	83,417.71	39.35%
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	162.54	63.22	2,774.24	92.47%
9271 80301	125.00	125.00	0.00	0.00	125.00	0.00%
9271 82201	16,100.00	16,100.00	7,435.09	0.00	8,664.91	53.82%
9271 82202	101,000.00	101,000.00	35,387.07	0.00	65,612.93	64.96%
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	16,452.78	1,366.06	7,181.16	28.72%
9271 86100	200.00	200.00	22.35	0.00	177.65	88.83%
9271 86300	3,000.00	3,000.00	508.24	0.00	2,491.76	83.06%
9271 86400	15,000.00	15,000.00	2,534.00	685.00	11,781.00	78.54%
9271 90200	100.00	100.00	0.00	0.00	100.00	100.00%
9271 91000	46,900.00	46,900.00	31,264.00	0.00	15,636.00	33.34%
9271 92000	215,000.00	215,000.00	118,723.64	0.00	96,276.36	44.78%
9271 93000	72,500.00	72,500.00	6,748.64	13,473.16	52,278.20	72.11%
9271 95000	269,100.00	269,100.00	179,400.00	0.00	89,700.00	33.33%
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	38,228.75	29,549.55	180,221.70	72.67%
9271 98000	94,900.00	94,900.00	9,289.27	16,494.54	69,116.19	72.83%
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	138,551.61	0.00	176,448.39	56.02%
9271 98500	2,000,000.00	2,000,000.00	130,939.82	0.00	1,869,060.18	93.45%
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>3,029,718.25</b>	<b>160,278.93</b>	<b>4,310,062.30</b>	<b>57.70%</b>

**SUBURBAN LIBRARY COOPERATIVE  
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME: **Warren Public Library**  
BALANCE AS OF : **January 11, 2023**

\$ 68,708.96

VENDOR	PURPOSE	AMOUNT
SLC invoice #117005: 12 boxes of Adult library cards & 6 boxes of Teen library cards		\$ (3,673.03)
		\$
		\$
		\$
		\$
		\$
		\$

**TOTAL EXPENSE REQUESTS**

NEW BALANCE AS OF : Jan 24, 2023      \$ (3,673.03)

\$ 65,035.93

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

DIRECTOR'S SIGNATURE *Cherissa Wilson*  
DATE January 24, 2023

**SUBURBAN LIBRARY COOPERATIVE  
CENTRALIZED PURCHASING EXPENSE FORM**

**LIBRARY NAME:** Warren Public Library  
**BALANCE AS OF :** January 24, 2023

\$ 65,035.93

**VENDOR**

**PURPOSE**

**AMOUNT**

Amazon invoice 58399996886 for Learning Resources Farmer's Market		
Deposit — Sale of 2 Optiplex 7050 PC at \$110.00 ea. (paid in check)	\$	(25.98)
	\$	220.00
	\$	
	\$	
	\$	
	\$	
<b>TOTAL EXPENSE REQUESTS</b>	\$	

**NEW BALANCE AS OF :** Feb 1, 2023

\$ 194.02

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

\$ 65,229.95

**DIRECTOR'S SIGNATURE** *Christina Urban*  
**DATE** 01/20/23

**SUBURBAN LIBRARY COOPERATIVE  
CENTRALIZED PURCHASING EXPENSE FORM**

**LIBRARY NAME: Warren Public Library**  
**BALANCE AS OF : Feb 1, 2023**

\$ 65,229.95

VENDOR	PURPOSE	AMOUNT
Deposit -- Sale of 1 Optiplex 7040 PC at \$90.00 ea. (paid in check)		\$ 90.00
		\$
		\$
		\$
		\$
		\$
<b>TOTAL EXPENSE REQUESTS</b>		<b>\$ 90.00</b>
<b>NEW BALANCE AS OF : Mar 1, 2023</b>		<b>\$ 65,319.95</b>

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

**DIRECTOR'S SIGNATURE** *Christina Urban*  
**DATE** 3/01/23

# 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	\$ 1,742.13	\$ 2,365.84	\$ -	\$ -	\$ -	\$ -	17,132.50
Video/DVD	\$ 109.00	\$ 106.00	\$ -	\$ -	\$ -	\$ -	1,071.40
Non-resident Fee	\$ 232.00	\$ 196.00	\$ -	\$ -	\$ -	\$ -	1,753.28
Fines	\$ 713.38	\$ 657.54	\$ -	\$ -	\$ -	\$ -	8,509.77
Lost Materials	\$ 322.89	\$ 331.21	\$ -	\$ -	\$ -	\$ -	4,559.91
Miscellaneous	\$ 605.35	\$ 477.75	\$ -	\$ -	\$ -	\$ -	3,924.85
Room Rental	\$ -	\$ 58.40	\$ -	\$ -	\$ -	\$ -	506.45
Referral Fees	\$ 110.00	\$ 80.00	\$ -	\$ -	\$ -	\$ -	1,199.72

**TOTAL REVENUE**

**38,657.88**

# 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	8,870
Cash Recovered	92,735.44	13,468.21	11,149.21	126,216.68
Materials Recovered	79,174.95	12,574.39	9,399.06	110,221.32
Waived Amount*	26,246.35	3,713.20	2,420.28	35,481.47
Expenditures	63,124.35	6,560.35	4,065.70	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	10,002
Cash Recovered	126,216.68	8,335.96	4,885.58	147,643.03
Materials Recovered	110,221.32	5,955.13	4,805.46	129,418.52
Waived Amount*	35,481.47	2,686.17	1,197.50	42,470.53
Expenditures	76,953.80	3,669.50	3,158.75	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	288	10,497
Cash Recovered	147,643.03	8,451.74	2,447.10	158,541.87
Materials Recovered	129,418.52	3,995.44	3,505.85	136,919.81
Waived Amount*	42,470.53	1,606.91	3,885.55	47,962.99
Expenditures	87,206.65	2,106.90	2,966.40	92,279.95

\*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 3/1/2023