

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, May 18, 2023 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
May 18, 2023
6:00 p.m.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**
 - Regular Meeting of March 16, 2023**
 - Special Meeting of April 25, 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**
 - Modular library project relocated to 13700 Sidonie, also known as Underwood Park
 - New AV equipment installed; awaiting programming of equipment and staff instruction
 - 12 barrel chairs are being reupholstered by Unique Short Tree; company reupholsters 3 chairs at a time
 - Miller library's vacant room conversion into 2 study rooms was placed on BidNet. Contractor to be approved by City Council.
 - Painting of the Miller library was placed on BidNet and color palette was selected by colorist, Carol Haldane from Living In Color
 - Magazine Subscriptions Service Agency was awarded the periodical order for the branches

- D/A Central will update one security camera in Main Reading area and install a camera to record activity in delivery area at Civic Center
- Burnette and Civic Center libraries will participate in the Van Dyke Wheels Cruisin'53 on June 3, 2023. Burnette will have Rosco the Clown perform magic tricks and create balloon animals. Also, Friends will have a Book Sale at Burnette. Civic Center will feature Howell Nature Center – Alexandria's Nature Bus; Spin Prize Wheel for Kids + Crafts + Treats; promote Summer Reading Club at both branches.

c. Services

- Busch branch closed on April 27, 2023 due to gas leak in area and reopened for service at 12pm.

d. Staffing

- Hired a Branch Librarian Substitute, J. Salerno and Library Page, I. Brooks
- Newly hired Office Assistant resigned on May 8, 2023
- 3 staff members will attend American Library Association annual conference in Chicago, IL (June 23 -27, 2023).
- 4 staff members attended MLA Spring Institute (reports attached)
- 2 staff members attended MLA Advocacy Day, April 25, 2023 held in Lansing at the Michigan State Capitol Building.

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 to residents in Warren; home delivery of materials to persons with disabilities and homebound
- Summer Reading Club, "Read Beyond The Beaten Path" will start June 3, 2023 and end on August 12, 2023
- Seed garden catalogs are now available at Civic Center and Maybelle Burnette branches.
- Monitor installed at Civic Center to run promotional information about library programs and services

f. Discussion items:

Representative from Hubbell, Roth, & Clark, Inc. will explain location selection for the City Hall Egress Stair.

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

- Closure of all branches on December 23, 2023.
- Construction of City Hall Emergency Egress Stair location is in the southwest area of City Hall, in the children's garden (Tabled April 25, 2023)

9. Friends of the Warren Public Library

10.S.L.C. Report

11.Commissioner's Comments

12.Next Meeting Date – September 21, 2023

13. Adjournment

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

March 16, 2023

1. Call to Order:

The regular meeting was called to order at 6:59 PM by Frank Pasternak.

2. Roll Call:

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

McIntosh moved to excuse Barnwell, supported by Majka; motion carried.

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 January 19, 2023: Ladak moved to approve the Minutes of the Regular Meeting of January 19, 2023, supported by McIntosh; motion carried.

5. Financial Reports:

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Reports of 1/31/2023 and 2/28/2023 were reviewed. It was noted that spending is occurring at a normal rate through the budget year and the goal of meeting the budget should be met.

b) Suburban Library Allocation Account: The Suburban Library Allocation Account of February 1, 2023 was reviewed. As of February 1, 2023 the balance in the account was \$65,319.95. The funds from the sale of our used computers is put into our account at the SLC. The account is healthy.

c) Branch Income Report: The Branch Income Report from July, 2022 through February, 2023 was \$38,657.88, with 44 percent attributed to copy machine 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 3/01/2023 was reviewed. Since 7/1/2015, 10,497 accounts have been submitted with a total recovery (including "waived" amounts) of \$343,424.67. Expenditures totaled \$92,279.95. It was noted that the larger amount of waived funds in this report period was due to the cancellation of the \$5.00 processing fee once the patron returns the materials or paid for the lost item.

b. Current Projects:

- The purchase agreement for the 13723 Couwlier property was executed on February 13, 2023 for \$130,939.82. And, the warranty deed has been obtained. The parcel, #12-13-36-301-035, is adjacent to the City of Warren owned property which is to be used for the purpose of building a library in this underserved area of Warren. Palmer suggested that the house on the purchased property might be sold and moved to another property to recover some of the cost of the new library project. St. Pierre Jr. will investigate the possibility of doing that idea.
- A new Canon copier has replaced the 15 year old Toshiba copier at the Civic Center Branch. The Canon comes with a reduction in copy rate costs.
- Installation of updated AV equipment in the Mark Twain Conference Room will begin March 20, 2023 and should be completed by March 24, 2023.
- A bid was awarded to Unique Short Tree for the re-upholstery of 12 barrel chairs at the Civic Center Branch. The upholstery work will begin around the first of April, 2023.
- The Miller Branch has a 20'2" x 14'6" vacant room that can be converted into two study rooms. The library is in process of putting this project on BidNet for RFP.
- InsideOut Design+Development has been contracted 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 February 22, 2023.
- There was a power outage at the Busch Branch from February 23, 2023 at 1:10 pm until it was restored on February 25, 2023.
- Miller Branch had an internet outage from February 23, 2023 until February 25, 2023.
- Busch Branch had an internet outage from February 28, 2023 until March 1, 2023.

d. Staffing:

- L. Clark, library page, resigned. It was noted that the number of library pages has been reduced to 12 from 20. One reason for the reduction is that other library pages are being paid \$13/hour verses what the Warren library pages are paid.
- Interviews are being conducted for library page openings at the Burnette, Busch, and Civic Center libraries.
- Four staff members will attend the MLA Spring Institute on March 30, 2023 being held in Ann Arbor, Michigan.
- Outreach Librarian, Julianne Novetsky, attended the Great Lakes Comic Con at the Macomb Expo Center in Warren, Michigan.

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, lead by Julianne Novetsky, is delivering library materials to persons with disabilities and to those who are homebound.

f. Discussion Items:

- Homeless guests working through Trinity Christian Church are staying in the community room at the Burnette Branch. Their stay has been extended to April 1, 2023. Two to twelve guests have been coming to the library.

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

7. Audience Participation:

- It was stated that the Macomb Daily was still not on-line.
- It was noted that the library should have done something in celebrating of Women’s History Month.
- There was a question as to when a plan for the construction of the new library would be available.
- A suggestion was made stating that library events should be available at all of the branch libraries.
- To be more competitive for library employee positions the minimum wage should be \$15 per hour.
- It was suggested that the City Web site should have the ability to transfer from one language to another.

8. Action Items:

- Nothing to act on.

9. Friends of the Warren Public Library:

- It was noted that the Friends are having a \$10.00 a bag book sale this Saturday.

10. S.L.C. Report

- Nothing to report.

11. Commissioner's Comments:

- Majka asked if the date has been set for the City of Warren Commissions' Dinner.
- Palmer stated that it was a good meeting tonight.

12. Next Meeting Date: May 18, 2023.

13. Adjournment: McIntosh moved to adjourn the meeting at 8:01 PM, supported by Palmer; motion passed.

Donald J. McIntosh, Secretary

WARREN PUBLIC LIBRARY COMMISSION

Special Meeting

April 25, 2023

1. Call to Order:

The regular meeting was called to order at 6:00 PM by Frank Pasternak.

2. Roll Call:

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

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

3. Approval of Agenda:

Ladak moved to approve the agenda with interchanging the order of item b with item a, supported by Majka; motion carried.

4. Discussion/Action Items:

- a. Relocate modular library to Underwood Park, 13700 Sidonie Ave., Warren, Michigan 48089: St. Pierre Jr. indicated that the property title is clear and should be no problem with a site plan approval. To insure that the property would be suitable for the modular library a property survey would be needed. Majka made a motion to approve the relocation of the modular library to the Underwood Park location subject to a property survey, supported by Palmer; motion carried.
- b. Construction of a City Hall Emergency Egress Stair; location in southwest area of City Hall building in the children's garden: It was stated that the loss of some or a good portion of the children's garden would be replaced by an extension of available property. Barnwell suggested that another alternative to the loss of the children's garden could be building the emergency egress stair in the open area at the rear of the City Hall building. Barnwell made a motion to table the proposal until a study could be made by the appropriate parties to evaluate the two alternatives, supported by Majka; motion carried.

5. Audience Participation:

None.

6. Commissioner's Comments:

It was suggested that future Regular Commission Meetings start at 6:00 PM instead of the current 7:00 PM. McIntosh made a motion to start the Regular Commission Meetings at 6:00 PM instead of 7:00 PM, supported by Barnwell; motion carried.

6. Next Meeting Date: May 18, 2023

8. Adjournment: Barnwell moved to adjourn the meeting at 6:35 PM, supported by Majka; motion carried.

Donald J. McIntosh, Secretary

as of 4/30/2023

EMERGENCY CONNECTIVITY GRANT ECF

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/22 - 06/30/23

as of 3/31/2023

		BUDGETED	CURRENT	YTD	EXPENDITURE	YTD	UNENCUMBERED	YTD	%
			BUDGET						REMAINING
9271	70300	110,296.00	110,296.00	80,288.30	0.00	30,007.70	27.21%		
9271	70600	1,442,917.00	1,442,917.00	1,007,326.72	0.00	427,890.28	29.65%		
9271	70714	220,000.00	220,000.00	100,251.70	0.00	119,748.30	54.43%		
9271	70900	20,000.00	20,000.00	316.60	0.00	19,683.40	98.42%		
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	0.00	0.00%		
9271	71303	1,500.00	1,500.00	7,650.00	0.00	1,450.00	-100.00%		
9271	71500	146,957.00	146,957.00	95,327.12	0.00	51,629.88	35.13%		
9271	71900	432,047.00	432,047.00	253,473.11	0.00	178,573.89	41.33%		
9271	71904	182,696.00	182,696.00	137,025.00	0.00	45,671.00	25.00%		
9271	71905	25,783.00	25,783.00	17,364.45	0.00	8,418.55	32.65%		
9271	71906	2,178.00	2,178.00	1,475.82	0.00	702.18	32.24%		
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	279,981.00	0.00	93,327.00	25.00%		
9271	72201	155,027.00	155,027.00	105,172.01	0.00	49,854.99	32.16%		
9271	72401	300.00	300.00	0.00	0.00	300.00	100.00%		
9271	72700	90,000.00	90,000.00	32,836.09	18,773.46	38,390.45	42.66%		
9271	72702	20,000.00	20,000.00	6,170.93	6,855.67	6,973.40	34.87%		
9271	80100	263,950.00	263,950.00	141,037.72	56,961.40	86,950.88	32.94%		
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	176.22	63.22	2,760.56	92.02%		
9271	80301	125.00	125.00	0.00	0.00	125.00	0.00%		
9271	82201	16,100.00	16,100.00	7,766.96	0.00	8,333.04	51.76%		
9271	82202	101,000.00	101,000.00	42,359.04	0.00	58,640.96	58.06%		
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	16,701.72	1,366.06	6,932.22	27.73%		
9271	86100	200.00	200.00	33.48	0.00	166.52	83.26%		
9271	86300	3,000.00	3,000.00	782.25	0.00	2,217.75	73.93%		
9271	86400	15,000.00	15,000.00	2,612.00	835.00	11,553.00	77.02%		
9271	90200	100.00	100.00	0.00	0.00	100.00	100.00%		
9271	91000	46,900.00	46,900.00	35,172.00	0.00	11,728.00	25.01%		
9271	92000	215,000.00	215,000.00	153,157.66	0.00	61,842.34	28.76%		
9271	93000	72,500.00	72,500.00	9,287.48	15,867.40	37,345.12	51.51%		
9271	95000	269,100.00	269,100.00	201,825.00	0.00	67,275.00	25.00%		
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	38,228.75	19,663.91	190,107.34	76.66%		
9271	98000	94,900.00	94,900.00	18,402.27	7,381.54	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	158,305.13	980.40	155,714.47	49.43%		
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%		
TOTAL		7,469,991.00	7,469,991.00	3,395,838.32	128,748.06	3,986,473.10	53.37%		

EMERGENCY CONNECTIVITY GRANT ECF

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME: Warren Public Library
BALANCE AS OF : Apr 27, 2023

\$ 62,896.78

VENDOR	PURPOSE	AMOUNT
T-Mobile HotSpot Service 3/21/2023 - 4/20/2023		\$ (2,173.55)
		\$
		\$
		\$
		\$
		\$
TOTAL EXPENSE REQUESTS		<u>\$ (2,173.55)</u>
NEW BALANCE AS OF : May 2, 2023		<u>\$ 60,723.23</u>

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE 
DATE 5/2/2023

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM

LIBRARY NAME: Warren Public Library
BALANCE AS OF : April 3, 2023

\$ 63,671.78

VENDOR	PURPOSE	AMOUNT
GFL Recycling Program- February 2023		\$ (225.00)
GFL Recycling Program - March 2023		\$ (350.00)
		\$
		\$
		\$
		\$

TOTAL EXPENSE REQUESTS

\$ (775.00)

NEW BALANCE AS OF : Apr 27, 2023

\$ 62,896.78

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS



DIRECTOR'S SIGNATURE

DATE 4/27/2023

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	\$ 2,629.36	\$ 2,137.59	\$ -	\$ -	21,899.45
Video/DVD	\$ 109.00	\$ 106.00	\$ 96.00	\$ 104.00	\$ -	\$ -	1,271.40
Non-resident Fee	\$ 232.00	\$ 196.00	\$ 253.40	\$ 284.80	\$ -	\$ -	2,291.48
Fines	\$ 713.38	\$ 657.54	\$ 898.96	\$ 713.62	\$ -	\$ -	10,122.35
Lost Materials	\$ 322.89	\$ 331.21	\$ 416.71	\$ 231.90	\$ -	\$ -	5,208.52
Miscellaneous	\$ 605.35	\$ 477.75	\$ 617.00	\$ 633.75	\$ -	\$ -	5,175.60
Room Rental	\$ -	\$ 58.40	\$ 30.00	\$ 10.00	\$ -	\$ -	546.45
Referral Fees	\$ 110.00	\$ 80.00	\$ 195.00	\$ 113.00	\$ -	\$ -	1,507.72

TOTAL REVENUE

48,022.97

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	349		10,558
Cash Recovered	147,643.03	8,451.74	3,915.04		160,009.81
Materials Recovered	129,418.52	3,995.44	6,089.43		139,503.39
Waived Amount*	42,470.53	1,606.91	4,580.55		48,657.99
Expenditures	87,206.65	2,106.90	3,594.70		92,908.25

*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 5/1/2023

Cruisin' 53 @ Civic Center South



**Saturday
June 3, 2023
23345 Van Dyke**

- **Car Show from 10 AM - 4 PM**
- **Friends of the Library Book Sale from 12 - 4 PM**
- **DJ, Food, Bounce House & More!**

**Rosco's Silly Magic Show @ 12:30 PM
+ Balloon Animals Afterwards**



Live Music 1:30 - 3 PM

Prize Wheel for Kids + More



Sign up for Summer Reading Club!
This year's theme is "Read Beyond the Beaten Path"

Cruisin' 53 @ Civic Center



**Saturday
June 3, 2023
1 City Square**



Car Show from 10 AM - 4 PM



**Howell Nature Center
Alexandria's Nature Bus
2:00 - 3:30 pm**



**Prize Wheel for Kids + Crafts + Treats!
2:00 - 3:30 pm**



Sign up for Summer Reading Club!

Michigan Library Association Spring Institute
March 30, 2023
Lisa Martin

Story Project: Helping Kids Publish Books for Your Collection

Presented by: Herrick District Library

Library staff discussed an educational writing program for students ages 6-12. It was a seven week program with the goal of each student becoming a published author at the end. They partnered with people in the community including a retired English teacher and graphic novelist Ben Hatke to teach some of the sessions. Published books were added to the library collection for circulation. The children enjoyed an author celebration during the last week of the program.

Self-Regulation Tools and Tricks in Storytime

Presented by: Kent District Library

Self-regulation includes managing your reaction to stress and anxiety. We can teach self-regulation by demonstrating skills such as breathing techniques, body movement, emotional freedom technique (EFT/body tapping), and affirmations. *Breathe Like a Bear* by Kira Willey is a helpful resource to use for specific activities. She presented several movement rhymes and suggested using yoga poses during storytime. I already used one of her rhymes in my preschool storytime class!

Putting Community Partnerships in Practice

Presented by: Sturgis District Library

Sturgis District Library has an outreach van they use at community events. They formed partnerships with several local parks to have a poetry walk and a storywalk. They participate in community events like a local parade and Trunk or Treat to promote the library. They invite community groups such as the local cheerleaders or bands to hold programs at the library.

MLA Spring Institute 2023 – Ann Arbor, MI

March 30, 2023

J. Novetsky

Story Project: Helping Kids Publish Books for Your Collection

Herrick District Library held a seven week program in which children wrote and “published” their own books. The first week included an introduction and a “publishing contract.” The second, third, and fourth week had special guests included an author who spoke about characters, a teacher who talked about plot, and a professor/graphic novelist who spoke about illustration. The fifth week had peer and professional reviews, and week six was used for revisions. The final week was a book release party where each child had a table with balloons, and was able to sign copies of their books. The books were then published through Barnes and Noble press, and available for check out in the library.

In order to reach kids who could not visit the library, they also visited a few classrooms. For younger kids they had a sentence or brainstorm, and then the students filled in the page and illustrated. For older groups, each student in the class wrote a page of the book.

I think this would be really fun to do as an outreach with our schools. I am thinking about proposing the idea with some of my school contacts next year (Chatterton, Warren Woods Middle School, etc.) I believe that school involvement may help this type of project to be successful, especially when we are first starting out. It also gives the students a meaningful project to contribute to. I have wanted to do something similar with the “zine” contest that we hold in November each year for teens. At some point, when we have enough submissions, I would like to make a copy to be available in the library. If this was popular, it may allow for a larger scale project to grow out of it in the future.

Find Your Way in MLA

This session was hosted by Library of Michigan staff. There was also a speaker from Ferndale Library, who is on the Intellectual Freedom Taskforce. Mostly this presentation was about different work groups and committees that are open to members of MLA. There was also discussion of a website called mirighttoread.com which includes talking points for library staff when a book is challenged. Mary Grahame, who is a member of the Intellectual Freedom Task Force mentioned being available to speak to other librarians, which could be a potential option for an in service.

Putting Community Partnerships Into Practice

Sturgis Public Library discussed their experience with outreach into their community. Some of the helpful takeaways were to start small, ask for suggestions and ideas for the community and staff, and ask how you can contribute or help with other people’s projects. Sturgis Library has a book van, which they use to visit events and give away from books in the summer. We have done this at the fountain, but it may be interesting to locate other sites that we can give books away. They also spent some time telling us about a temporary poetry walk that they had in two of their local parks. The storyboards were

grant funded. I thought it may be interesting to create a story with the schools (as discussed in the story project blurb) and then reproducing that in a story board. This could change relatively frequently, but it would be a very fun way to connect with our community, and share the work of our young students. For example, if we visited three classes for this project next year, we could have one for each month in the summer.

Story Project: Helping Kids Publish Books for Your Collection

Rob Carpenter and Adrienne Baker, librarians from the Herrick District Library, presented on a program they created for their Elementary aged patrons. This program was designed to teach kids how to write their own books and eventually get them published and made available for circulation in their library. Kids had to commit to attend five sessions of a seven week course and were able to meet with a local author, illustrator, and their peers for constructive criticism. Their books were published and bound through Barnes and Noble and the kids had a book signing and after they were added to the library's permanent collection. The kids were able to get to a better understanding of how their library works and really enjoyed seeing their stories available to the public for check out. This program went over so well they are considering offering it again.

Self-Regulation Tools and Tricks in Storytime

With a focus on Early Literacy, librarian Brittany Zuehlke from Kent District Library, showed examples on how to add self-regulation techniques into Storytimes. These techniques are helpful to small children who may need help in dealing with stress, anxiety and trauma. They help handle frustration, embarrassment, and control impulses. Examples such as breathing techniques, body tapping and good touch/affirmation were explained. Songs, rhymes and book examples were given to incorporate into storytimes.

Totally TUBular: How Rotating Tub-Based Activities Can Simplify Your Teen Programming

Kent District Librarians Kathy Cheney and Jason Kotarski presented on a tween/teen portable program using Teen Tubs that can be transferred between their branches or brought to outreach for schools. These tubs contain activities that are of high interest, easy to use and transport easily to other branches. Some of the popular tubs include Perler beads, Bingo, Jewelry making, Gummy Bear pendants and Shrinky Dinks. The teens are asked what they would like to see in the tubs and input is given consideration. Supplies are ordered and last about a year. It is up to the staff using it to organize and keep it neat and also to order new supplies as needed.

MLA Spring Institute 2023 – Ann Arbor, MI

March 30, 2023

A. Libby

Session 1 “Training and Outreach with Mel Services.”

Mel.org provides both online and in person training for learning all about mel services and databases. They even offer a “Mel Maven” badge for online training. It was also recommended that staff do their own in-house training, where one or two people do a deep dive into one aspect of the resources and databases then presents and trains the rest of the staff at monthly meetings.

Mel.org also provides training resources for schools and for those that home school. These include pamphlets or packets available to print and hand out, online resource guides, as well as in person training.

There are also business resources available through mel.org, including Gale Business demographics now and the Small business reference center. These are great options for local and small businesses to research demographics in the community. These are also useful for grant writing.

Mel.org is also useful for leveling up a library of things collection. You can link to mel resources using QR codes to link telescope viewing resources, anatomy models, and even specific ebsco ebooks that are available.

When it comes to elementary school outreach, as well as in library help for home school parents, there are two different resources depending on grade level. For Kindergarten through second grade PebbleGo by Capstone is incredibly useful. A good way to teach the kids how to use it is to ask them to find any animal they are interested in, and ask them for one interesting fact about the animal. For grades 3 through 5 the Britannica school database is great. There are 3 different levels of comprehension the kids can choose. The lowest is the elementary level, if that’s too simple they can go up a level to middle school and even up to the high school comprehension level. For this training, it’s useful to ask the kids to create a slide about one animal with questions to answer, such as “Where does this animal live?” “What does this animal eat?” and “How big does this animal get?” if kids have a hard time thinking of an animal, you can have a grab bag with all the animals contained on Britannica on pieces of paper for the kids to choose at random.

For teachers, there is always training available online verifiable by geo IP address. As long as you are in the state of Michigan, mel resources are available. Training online is always up to date as well as scalable for different class room settings. Mel.org can also be imbedded into google chrome as well as google classroom so when students do a google search, the more reliable mel resources come up on the top of the list instead of unverified paid advertisements.

Other useful resources provided by mel.org include Novelist+ which provide much better read-alike options than other websites such as goodreads.com. novelist also provides descriptions and tags that often help patrons define why and what it was about a book they like. Often times, people have a hard time finding the right words to convey what they liked about a book, but when they see the tags, it helps

them find the right words. The tags also help link to good reading suggestions. There are also career development resources available such as learning express library and job and career accelerator that can help build resumes and cover letters. Libraries can even partner with Michigan Works to have a program on how to use these resources to the best advantage. The resume and cover letter building tools are also useful to pass on to patrons in the library at any time. There is a mel educator guide that includes curriculum ideas instead of programming which can be useful for home school parents. There is also a “how to” page that can help you create your own mel learning program. There are also plenty of opportunities for free mel resource training from mel.org and their trainers both virtual and in person.

Session 2 “Self-Regulation Tips and Tricks in Storytime”

According to the CDC 9.4% of kids age 3-17 have anxiety and 4.4% of kids between ages 3-17 are diagnosed with depression. Anxiety can present as fear, worry, irritation or anger. Depression is defined as persistent feelings of sadness, hopelessness, and irritability. There are three types of stress response, positive, tolerable, and toxic. Positive response is a normal, healthy response to stress that soon returns to normal. Tolerable is a more severe stress in response to a significantly longer stressor that can take longer to recover from. Toxic is a severe and prolonged exposure to stress that can have long lasting effects on the person. Self-regulation is the ability to manage your reactions to feelings and stimuli and it can help reduce the negative effects of stress response in children. It can also teach them how to respond to stress in the future. It over all helps to handle intense emotion. There are four techniques discussed that help in self-regulation, breathing techniques, body movement, EFT or emotional freedom technique (body tapping), and affirmations and good touch. All four techniques have an aspect of mindfulness to them, which is being tuned in and aware of all aspects of your body and mind.

Breathing techniques include deep breathing and controlled breathing. Deep breathing can have many benefits. You can include movement with the breathing, such as opening your arms wide when taking a deep breath in then, closing your arms while breathing out. A Hoberman sphere or breathing ball is useful as a visual cue for small children, expanding the ball on the big breath in, collapsing the ball on the big breath out. You can also have kids lay on the floor on their backs, then put a small stuffed animal on their belly to watch it rise and fall as they take deep controlled breaths in and out. A useful resource is the book “Alphabreathes” that teaches different breathing techniques and exercises by going through the alphabet.

Body movement can be used for a single pointed focus and mindfulness and can release oxytocin in the system. You can do face and neck stretches to warm up. You can easily include movement rhymes such as “I’m a little teapot” and other fun techniques. Including yoga in story time or have a full yoga story time is a great way to get kids moving and stretching. Not all yoga moves will work with kids, so you may need to adjust poses. Modify as needed and trust the yoga books for kids. There are yoga flash cards you can use to incorporate one pose a day into story time as well. Cross lateral movement is when you cross part of your body, such as an arm, across either of your body’s midlines. Midlines are either from top down the middle of your both, divided into left and right, or across the middle, divided into top and bottom. Crossing arms and bending over your midlines provide a great way to activate different parts of your brain. These activities are easy to incorporate manipulatives with, such as shakers and scarves.

EFT or emotional freedom technique is also called body tapping and can be used for stress relief or calming mindfulness. There are 8 spots on the body, all laying along midlines that tapping 5-7 times on each can help resolve stress while thinking about the stress. They spots are on top of the head, between the eyes, on the outside of the eyes on the temple, under the nose but above the top lip, the front of the chin, the collarbone (on each side), under the arm on the side (this one can be tough to reach), and finally, on the side of the palm, below the pinky finger.

Affirmations are positive sayings we can repeat to ourselves to build confidence and positive attitude. They build self-esteem as well as feeling of safety and being loved. Good touch can include hugs and cuddles with a child's caregiver. These can be incorporated into story times through rhymes and stories. These are especially easy to incorporate into a baby lapsit story time where the caregiver can bounce and hug and tickle the baby. Tickling needs to be cleared with the child, not all kids like tickles. Touch can be comforting as well as give the child a sense of being cared for as well as security.

Self-regulation techniques can also be used with crafts. Things such as drawing calming circles can be used. Repetitive drawing of shapes can be useful to both learning hand eye control, as well as learning shapes. Pinwheels can be used to practice breathing techniques and control. Bubble blowing and feather floating can also be used to incorporate breathing control. Calming jars are also a great craft to use with mindfulness. Kids can shake the jar up to get their anger or frustration out, then calm down by watching it return to normal.

Session 3 "Totally TUBular: Teen Crafts in a Tub"

This was a teen craft program that was developed by the Kent District Library that rotated tub based activities between their libraries. Due to the variety in the sizes and types of libraries within the system, teen programs varied as well by how many teens attended as well as what types of activities they enjoyed. The tubs allowed for each library to adjust to their own needs. Due to time and money constraints, the tub based activities were portable, easy to use, had high interest, were easy to share, as well as sustainable. When an activity was not a hit, they were able to repurpose the materials with in the kit to create a new kit or to resupply another existing kit. These tubs were used for both in-house programming as well as outreach programs to the local schools.

Details that were included in each tub included Staff documents, student documents, and a budget sample. The staff documents included an inventory of everything included within the tub, a list of materials the branch would have to supply (such as glue or scissors), an instruction sheet on how to use the tub, common errors that usually occur during the program, and a list of links to purchase replacement materials. The student documents included a set of instructions on how to do the craft. The budget sample included how much supplies cost for the craft and usually had a budget of no more than \$300 for the season (spring, summer, fall, winter) to replenish supplies.

Maintenance of the tubs included keeping the tubs neat. After every use, the library that used it was expected to put things back in order and keep it neat for the next library. Replacing materials when needed was also expected of the libraries that used up materials. The central storage facility ran a yearly check to make sure all the tubs were in working order. Organized routing from the central storage facility

was key to helping everything run smoothly. Libraries filled out a request for the tubs they wanted for specific dates and the central facility shipped them out.

Some of the issues they had were with routing. Cost and supply issues came up as well. Sometimes the materials for certain crafts stopped being available, so those crafts had to either find an alternative, or be rotated out of use and replaced. Some staff found certain crafts too intimidating, especially if they had no prior experience with the craft or there were a lot of parts to the tub. Sometimes the teens themselves did not like the craft so those crafts were disassembled in order to use the materials in other crafts. Other times, the messiness of the craft wasn't worth the hassle.

The library set up a website called teen zone menu to help train staff. This worked well with new hires as well. The website is at kdl.org/teentubs. Tubs included 3 different types of activities, games, crafts, and miscellaneous. Some of the ideas included bingo, jewelry making, shrink dinks, gummy bear pendants that used a silicon candy mold, hot glue, and sharpies to make gummy bears, and a protect our pollinators tub that included seed bombs, bee baths, and flower seeds.



Read Beyond The Beaten Path

SINCE 1981
iREAD
BY LIBRARIANS FOR LIBRARIANS

iREADPROGRAM.ORG

SUMMER READING CLUB 2023

JUNE 3 - AUGUST 12, 2023

All Ages: Babies, Kids, Teens, and Adults!

warrenlibrary.readsquared.com

CREATE
YOUR ACCOUNT
NOW!

**ATTEND
EVENTS!**

READ!

**WIN
PRIZES!**

For Babies

- ♦ Stuffed animals

For Kids

- ♦ Nintendo Switch Lite
- ♦ Kindle Fire
- ♦ Detroit Zoo membership
- ♦ Scooter
- ♦ Trampoline
- ♦ Themed prize baskets
- ♦ ...and more!



For Teens

- ♦ Nintendo Switch Lite
- ♦ Gift cards
- ♦ Themed prize baskets
- ♦ ...and more!

For Adults

- ♦ Hammock with stand
- ♦ Themed prize baskets
- ♦ Gift cards
- ♦ ...and more!



www.warrenlibrary.net

586.574.4564

Sponsored by:





SUMMER READING 2023

June 3 - August 12, 2023

All Ages: Babies, Kids, Teens, and Adults!

warrenlibrary.readsquared.com

Create
your account
now!

**ATTEND
EVENTS!**

READ!

**WIN
PRIZES!**

For Babies

- ♦ Stuffed animals

For Kids

- ♦ Nintendo Switch Lite
- ♦ Kindle Fire
- ♦ Detroit Zoo membership
- ♦ Scooter
- ♦ Trampoline
- ♦ Themed prize baskets
- ♦ ...and more!

**GRAND
PRIZES**

For Teens

- ♦ Nintendo Switch Lite
- ♦ Gift cards
- ♦ Themed prize baskets
- ♦ ...and more!

For Adults

- ♦ Hammock with stand
- ♦ Themed prize baskets
- ♦ Gift cards
- ♦ ...and more!



www.warrenlibrary.net

586.574.4564

Sponsored by:

