

NOTICE

WARREN PUBLIC LIBRARY COMMISSION REGULAR MEETING

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, May 15, 2025 at 6:00 p.m.**

CONTACT/ACCOMMODATIONS INFORMATION:

Anyone with a disability wishing to request an accommodation for participation in the meeting may do so by contacting Library Administration at 586-574-4564 or sending an email to libraryadmin@cityofwarren.org – 48 hours in advanced.

WARREN PUBLIC LIBRARY COMMISSION
REGULAR MEETING
WARREN CIVIC CENTER LIBRARY- MARK TWAIN ROOM
1 CITY SQUARE, SUITE 100
WARREN, MI 48093
May 15, 2025
6:00 p.m.

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Approval of Minutes

– Special Meeting March 31, 2025

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. Branch Updates

- **Busch –**

- Today marks one month and one week that the Busch library returned to regular hours of service for students and patrons. It is my pleasure to report that students are using the library daily and the number of students has increased. Teens stop at the Circulation desk to sign-in, leave their school ID and willingly follow the required procedure to the letter. Three weeks ago, we had 19 students sharing library space in the designated teen and magazine areas. Teens also used computers in the adult area to play games. Subdued conversations took place in the library. The newly installed RO, Officer Barnes at FHS; walks with a teacher around the school campus, and they also stop at Eddie's Pizza, Dairy Queen, and the Busch library to talk briefly with teens and staff. Likewise, Warren police officers have a detail at Busch during dismissal. Thank you, Commissioner Hawkins. Acting Superintendent Fournier and teachers have had a positive

influence on students' acceptable behavior in the library and public places. Everyone's combined effort illustrates that communication and community support is essential in order to accomplish a positive outcome. Kudos to all!

- **Burnette –**

- Faulty breaker was replaced April 24, 2025
- TIFA approved \$800.00 of funding for MI Crusin '53 event
- Requesting TIFA funds to stock fish tank with 2 larger fish
- Burnette Supervisor is asking for a year-round security detail since the number of homeless has increased and Trinity Lutheran facility may no longer be available

- **Miller –**

- Started working on their library of things collection

- **Civic –**

- Purchased 36 chairs and 2 racks to stack chairs from CMPL for the Special Collection room at a cost of \$250.00
- TIFA approved funding for MI Crusin '53 event
- Started working on their library of things collection

c. Current Projects

- Library budget talks commence with council on the following dates: April 28, 2025
- Library will be using BeanStack instead of ReadSquared for Summer Reading program
- Request for bid placed on BidNet for Magazines; bid awarded to Magazine Subscriptions PTP
- Ply+ meetings were scheduled to discuss the library's needs and wants regarding design strategies and the goals for the new branch. Request for bids from contractors for new branch at 13700 Sidonie was placed on BidNet. 9 contract companies attended the pre-Bid meeting.
- Request for bid placed on BidNet for upgrades to Civic Center's Special Collection room

d. Services

- Received check from SLC in the amount of \$391.55 and \$1,046.93 from ProPay credit transactions in the months of February through March 2025 totaling \$1,438.48.

e. Staffing

- **New Hires/Departures**

- M. Harrison, Library Office Assistant hired to fill vacancy; 6 month probation started on April 14, 2025 at the Miller branch.
- E. Khan left service on March 27, 2025

- **Staff Transfers –**

- A. Moss returning to Branch Librarian position at Miller branch starting May 12, 2025
- A. LaDuke, Branch Librarian was transferred from Miller branch to the Civic Center branch on May 12, 2025
- M. Harrison, Library Office Assistant was transferred from Miller branch to the Busch branch on May 12, 2025

- **Extended leave –**

- J. Robertson, Busch Branch Supervisor returned from extended leave on May 9, 2025

f. Marketing/Outreach

- Summer Reading Club, June 7 - Aug 9, 2025: theme is "Color Our World"
- eNewsletter update: All programs listed in the eNewsletter for children, teens, and adults. Computer classes taught by J. Robertson were cancelled for now
- Outreach program focused on Warren residents; home delivery of materials to persons with disabilities and homebound.
- Spring quarterly printing of Warren Today, Activity Guide mailed out to Warren residents. Summer edition went to print on April 16, 2025
- 2 staff members attended MLA (Michigan Library Association) Spring Institute for Youth Services conference, held April 10-11, 2025 in Frankenmuth, MI. See attached reports.
- Library promoted services at Mayor's Budget Presentation held April 14, 2025 at Parks & Recreation auditorium
- 2 staff members attended Advocacy Day in Lansing, held April 30, 2025. See attached reports.
- 2 staff members will attend ALA (American Library Association), Annual, June 6-10 Conference in Philadelphia, PA

g. Discussion items:

- Status of actions related to the process of selecting the Library Director

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:

- Approve 2026 Closed Dates
- Approve 2026 Library Commission Meeting Dates

9. Friends of the Warren Public Library**10. S.L.C. Report****11. Commissioner's Comments****12. Next Meeting Date – September 18, 2025****13. Adjournment**

WARREN PUBLIC LIBRARY COMMISSION
Special Meeting
March 31, 2025

1. Call to Order The special meeting was called to order at 6:00 PM by Frank Pasternak.

2. Role Call:

Commissioners Present: Frank Pasternak, Lorie Barnwell, Don McIntosh, Zosia Ladak, Annette Majka, Emmy Howard, and Natalie Piernak.

Also Present: Oksana Urban, Warren Library Director, Caitlin Murphy, City of Warren Attorney, and Jackie Damron, City of Warren Acting Human Resources Director.

3. Action Items:

A. Interview three prospective candidates for the Library Director position in order to fill the forthcoming vacancy; due to the retirement of the current Library Director.

Candidates interviewed:

- Lynn Bieszka
- Amy Moss
- Matthew Pannkuk

4. Discussion/ Action Items:

A. As a result of the interviews of the candidates and the discussion by the commissioners, a decision was made by the commissioners to schedule a Special Meeting for April 7, 2025, to vote and select the candidate for the Library Director position.

5. Audience Participation:

Several comments were made by the members of the audience.

6. Next Meeting Dates- Regular meeting: May 15, 2025

7. Adjournment: Barnwell made a motion to adjourn the meeting, supported by Majka; motion carried.

Donald J. McIntosh, Secretary

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/24 - 06/30/25

as of 3/31/2025

			<u>BUDGETED</u>	<u>CURRENT BUDGET</u>	<u>YTD EXPENDITURE</u>	<u>YTD ENCUMBERED</u>	<u>YTD UNENCUMBERED</u>	<u>% REMAINING</u>
9271	70300	APPOINTED OFFICIAL	119,737.00	119,737.00	85,551.98	0.00	34,185.02	28.55%
9271	70600	PERMANENT EMPLOYEES	1,579,539.00	1,579,539.00	1,006,573.16	0.00	572,965.84	36.27%
9271	70714	PERMANENT PART-TIME EMP	300,000.00	300,000.00	179,077.21	0.00	120,922.79	40.31%
9271	70900	OVERTIME	20,000.00	20,000.00	1,049.22	0.00	18,950.78	94.75%
9271	71000	SHIFT PREMIUM	15,500.00	15,500.00	3,974.22	0.00	11,525.78	74.36%
9271	71302	EDUCATION ALLOWANCE	25,000.00	25,000.00	22,000.00	0.00	3,000.00	12.00%
9271	71303	CLEAN/CLOTHING ALLOWANCE	9,600.00	9,600.00	8,400.00	0.00	1,200.00	12.50%
9271	71500	SOCIAL SECURITY	165,605.00	165,605.00	102,217.06	0.00	63,387.94	38.28%
9271	71900	EMPLOYEE INSURANCES	491,803.00	491,803.00	327,201.42	0.00	164,601.58	33.47%
9271	71904	RETIREE HEALTH INSURANCE	175,468.00	175,468.00	131,823.00	0.00	43,645.00	24.87%
9271	71905	H.S.A. EXPENSE	28,387.00	28,387.00	17,201.32	0.00	11,185.68	39.40%
9271	71906	SUPPL LIFE INSURANCE EXP	2,428.00	2,428.00	1,320.08	0.00	1,107.92	45.63%
9271	72100	LONGEVITY	47,166.00	47,166.00	27,248.38	0.00	19,917.62	42.23%
9271	72101	BONUS/SICK REDEMPTION	38,926.00	38,926.00	18,350.31	0.00	20,575.69	52.86%
9271	72200	RETIREMENT FUND	336,750.00	336,750.00	252,567.00	0.00	84,183.00	25.00%
9271	72201	DEFINED CONTRIBUTION EXP	179,656.00	179,656.00	105,398.47	0.00	74,257.53	41.33%
9271	72401	UNIFORMS	0.00	0.00	0.00	0.00	0.00	100.00%
9271	72700	OFFICE SUPPLIES	90,000.00	90,000.00	22,650.07	33,060.94	34,288.99	38.10%
9271	72702	COPY MACHINE EXPENSE	20,000.00	20,000.00	8,264.22	6,527.71	5,208.07	26.04%
9271	80100	CONTRACTUAL SERVICES	364,200.00	364,200.00	160,258.03	72,426.80	131,515.17	36.11%
9271	80117	COOPERATIVE SERVICES	225,000.00	225,000.00	148,688.82	0.00	76,311.18	33.92%
9271	80130	LIBRARY COOP INDIRECT AID	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%
9271	80200	POSTAGE	3,000.00	3,000.00	6,176.42	200.00	(3,376.42)	-112.55%
9271	80301	UNEMPLOYMENT COSTS	100.00	100.00	0.00	0.00	100.00	100.00%
9271	82201	DIGITAL VIDEO DISCS	18,600.00	18,600.00	7,401.06	0.00	11,198.94	60.21%
9271	82202	LIBRARY CIRCULATING MAT	108,000.00	108,000.00	46,458.64	0.00	61,541.36	56.98%
9271	82207	PERIODICALS	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00%
9271	85300	TELEPHONE & RADIO	17,700.00	17,700.00	5,600.19	0.00	12,099.81	68.36%
9271	86100	MILEAGE	200.00	200.00	0.00	0.00	200.00	100.00%
9271	86300	VEHICLE MAINTENANCE	3,000.00	3,000.00	1,060.77	0.00	1,939.23	64.64%
9271	86400	CONFERENCES & WORKSHOPS	15,000.00	15,000.00	6,921.09	125.00	7,953.91	53.03%
9271	88011	MARKETING/PROMOTIONS - PRC	50,000.00	50,000.00	4,799.05	4,615.95	40,585.00	81.17%
9271	90200	BOOK BINDING	100.00	100.00	0.00	0.00	100.00	100.00%
9271	91000	INSURANCE & BONDS	50,600.00	50,600.00	37,944.00	0.00	12,656.00	25.01%
9271	92000	PUBLIC UTILITIES	250,000.00	250,000.00	130,127.66	0.00	119,872.34	47.95%
9271	93000	BUILDING MAINTENANCE	47,000.00	47,000.00	23,178.26	7,560.31	16,261.43	34.60%
9271	95000	ADMINISTRATIVE COSTS	285,400.00	285,400.00	214,047.00	0.00	71,353.00	25.00%
9271	96470	TRANS TO FUND 386 BOND PMT	107,503.00	107,503.00	102,402.91	0.00	5,100.09	4.74%
9271	96471	TRANS TO FUND 470 CIV CTR SC	0.00	0.00	0.00	0.00	0.00	100.00%
9271	97400	CAPITAL IMPROVEMENTS	142,000.00	142,000.00	8,306.00	0.00	133,694.00	94.15%
9271	98000	OFFICE EQUIPMENT	56,000.00	56,000.00	2,540.00	0.00	53,460.00	95.46%
9271	98100	VEHICLES	64,000.00	64,000.00	56,475.50	0.00	7,524.50	11.76%
9271	98200	BOOKS	326,000.00	326,000.00	182,105.25	0.00	143,894.75	44.14%
9271	98500	ARPA EXPENDITURES	0.00	233,780.00	172,029.58	0.00	61,750.42	26.41%
9271	98501	EMERGENCY CONNECTIVITY GR	0.00	0.00	0.00	0.00	0.00	100.00%

TOTAL	5,875,968.00	6,109,748.00	3,637,387.35	124,516.71	2,347,843.94	40.47%
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SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/24 - 06/30/25

as of 4/30/2025

			BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	APPOINTED OFFICIAL	119,737.00	119,737.00	94,605.14	0.00	25,131.86	20.99%
9271	70600	PERMANENT EMPLOYEES	1,579,539.00	1,579,539.00	1,118,164.15	0.00	461,374.85	29.21%
9271	70714	PERMANENT PART-TIME EMP	300,000.00	300,000.00	198,770.05	0.00	101,229.95	33.74%
9271	70900	OVERTIME	20,000.00	20,000.00	1,049.22	0.00	18,950.78	94.75%
9271	71000	SHIFT PREMIUM	15,500.00	15,500.00	6,281.87	0.00	9,218.13	59.47%
9271	71302	EDUCATION ALLOWANCE	25,000.00	25,000.00	22,000.00	0.00	3,000.00	12.00%
9271	71303	CLEAN/CLOTHING ALLOWANCE	9,600.00	9,600.00	8,400.00	0.00	1,200.00	12.50%
9271	71500	SOCIAL SECURITY	165,605.00	165,605.00	113,829.28	0.00	51,775.72	31.26%
9271	71900	EMPLOYEE INSURANCES	491,803.00	491,803.00	350,969.03	0.00	140,833.97	28.64%
9271	71904	RETIREE HEALTH INSURANCE	175,468.00	175,468.00	146,470.00	0.00	28,998.00	16.53%
9271	71905	H.S.A. EXPENSE	28,387.00	28,387.00	19,258.02	0.00	9,128.98	32.16%
9271	71906	SUPPL LIFE INSURANCE EXP	2,428.00	2,428.00	1,493.50	0.00	934.50	38.49%
9271	72100	LONGEVITY	47,166.00	47,166.00	31,698.32	0.00	15,467.68	32.79%
9271	72101	BONUS/SICK REDEMPTION	38,926.00	38,926.00	26,097.30	0.00	12,828.70	32.96%
9271	72200	RETIREMENT FUND	336,750.00	336,750.00	280,630.00	0.00	56,120.00	16.67%
9271	72201	DEFINED CONTRIBUTION EXP	179,656.00	179,656.00	117,645.67	0.00	62,010.33	34.52%
9271	72401	UNIFORMS	0.00	0.00	0.00	0.00	0.00	100.00%
9271	72700	OFFICE SUPPLIES	90,000.00	90,000.00	23,171.72	42,057.72	24,770.56	27.52%
9271	72702	COPY MACHINE EXPENSE	20,000.00	20,000.00	8,886.89	5,905.04	5,208.07	26.04%
9271	80100	CONTRACTUAL SERVICES	364,200.00	364,200.00	177,672.40	57,699.43	128,828.17	35.37%
9271	80117	COOPERATIVE SERVICES	225,000.00	225,000.00	186,035.52	0.00	38,964.48	17.32%
9271	80130	LIBRARY COOP INDIRECT AID	75,000.00	75,000.00	37,375.64	0.00	37,624.36	50.17%
9271	80200	POSTAGE	3,000.00	3,000.00	6,180.15	200.00	(3,380.15)	-112.67%
9271	80301	UNEMPLOYMENT COSTS	100.00	100.00	0.00	0.00	100.00	100.00%
9271	82201	DIGITAL VIDEO DISCS	18,600.00	18,600.00	8,386.16	0.00	10,213.84	54.91%
9271	82202	LIBRARY CIRCULATING MAT	108,000.00	108,000.00	48,262.33	0.00	59,737.67	55.31%
9271	82207	PERIODICALS	22,000.00	22,000.00	0.00	23,113.30	(1,113.30)	-5.06%
9271	85300	TELEPHONE & RADIO	17,700.00	17,700.00	6,113.62	0.00	11,586.38	65.46%
9271	86100	MILEAGE	200.00	200.00	0.00	0.00	200.00	100.00%
9271	86300	VEHICLE MAINTENANCE	3,000.00	3,000.00	1,060.77	0.00	1,939.23	64.64%
9271	86400	CONFERENCES & WORKSHOPS	15,000.00	15,000.00	7,046.09	0.00	7,953.91	53.03%
9271	88011	MARKETING/PROMOTIONS - PRC	50,000.00	50,000.00	4,799.05	4,615.95	40,585.00	81.17%
9271	90200	BOOK BINDING	100.00	100.00	0.00	0.00	100.00	100.00%
9271	91000	INSURANCE & BONDS	50,600.00	50,600.00	42,160.00	0.00	8,440.00	16.68%
9271	92000	PUBLIC UTILITIES	250,000.00	250,000.00	148,208.06	0.00	101,791.94	40.72%
9271	93000	BUILDING MAINTENANCE	47,000.00	47,000.00	25,097.36	5,641.21	16,261.43	34.60%
9271	95000	ADMINISTRATIVE COSTS	285,400.00	285,400.00	237,830.00	0.00	47,570.00	16.67%
9271	96470	TRANS TO FUND 386 BOND PMT	107,503.00	107,503.00	107,501.19	0.00	1.81	0.00%
9271	96471	TRANS TO FUND 470 CIV CTR SC	0.00	0.00	0.00	0.00	0.00	100.00%
9271	97400	CAPITAL IMPROVEMENTS	142,000.00	142,000.00	8,306.00	0.00	133,694.00	94.15%
9271	98000	OFFICE EQUIPMENT	56,000.00	56,000.00	2,540.00	0.00	53,460.00	95.46%
9271	98100	VEHICLES	64,000.00	64,000.00	56,475.50	0.00	7,524.50	11.76%
9271	98200	BOOKS	326,000.00	326,000.00	204,731.16	0.00	121,268.84	37.20%
9271	98500	ARPA EXPENDITURES	0.00	233,780.00	202,689.83	0.00	31,090.17	13.30%
9271	98501	EMERGENCY CONNECTIVITY GR	0.00	0.00	0.00	0.00	0.00	100.00%

TOTAL	5,875,968.00	6,109,748.00	4,087,890.99	139,232.65	1,882,624.36	33.09%
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**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME: Warren Public Library
BALANCE AS OF : 3/13/2025

\$ 51,766.79

VENDOR

PURPOSE

AMOUNT

Hoopla service for month of March 2025 (invoice# 506969641)

\$ 3,826.54

133 Microsoft Office Licenses (SLC invoice# 204760)

\$ 9,258.13

\$

\$

\$

\$

TOTAL EXPENSE REQUESTS

NEW BALANCE AS OF : April 9, 2025

\$ 13,084.67

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

\$ 38,682.12

DIRECTOR'S SIGNATURE

Christina Urban

DATE 4/9/2025

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME: Warren Public Library

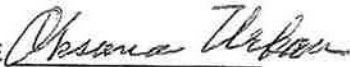
BALANCE AS OF : 4/9/2025

\$ 38,682.12

VENDOR	PURPOSE	AMOUNT
Deposit- computer sale of Dell XPS desktop computer (cash)		\$ (120.00)
		\$
		\$
		\$
		\$
		\$
TOTAL EXPENSE REQUESTS		\$ (120.00)
NEW BALANCE AS OF : April 11, 2025		<u>\$ 38,802.12</u>

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE



DATE 4/11/2025

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME: Warren Public Library
BALANCE AS OF : 4/11/2025

\$ 38,802.12

VENDOR	PURPOSE	AMOUNT
36 Chairs with 2 bases - Clinton-Macomb Public Library (Invoice # 2025/410)		\$ 250.00
		\$
		\$
		\$
		\$
		\$
TOTAL EXPENSE REQUESTS		
NEW BALANCE AS OF : April 15, 2025		\$ 250.00
PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS		\$ 38,552.12

DIRECTOR'S SIGNATURE



DATE 4/15/2025

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME: Warren Public Library
BALANCE AS OF : 4/15/2025

\$ 38,552.12

VENDOR

PURPOSE

AMOUNT

Supplemental Reference Materials - Magazine Subscription Agency (Invoice # 0404-25)

\$ 1,753.85

\$

\$

\$

\$

\$

TOTAL EXPENSE REQUESTS

NEW BALANCE AS OF : April 17, 2025

\$ 1,753.85

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

\$ 36,798.27

DIRECTOR'S SIGNATURE

Chsana Heben

DATE 4/17/2025

BRANCH INCOME REPORT

2024/2025 Fiscal Year

INCOME	July	August	September	October	November	December	TOTAL
Copy Machine	\$ 998.53	\$ 2,814.02	\$ 2,498.80	\$ 2,560.69	\$ 2,052.16	\$ 2,051.57	12,975.77
Video/DVD	\$ 50.21	\$ 102.00	\$ 60.00	\$ 166.52	\$ 36.00	\$ 4.00	418.73
Non-resident Fee	\$ 74.00	\$ 220.00	\$ 168.00	\$ 161.25	\$ 196.33	\$ 141.00	960.58
Fines	\$ 543.76	\$ 1,049.10	\$ 709.08	\$ 907.76	\$ 980.36	\$ 506.10	4,696.16
Lost Materials	\$ 547.61	\$ 908.95	\$ 469.80	\$ 1,114.76	\$ 568.06	\$ 430.66	4,039.84
Miscellaneous	\$ 276.75	\$ 566.50	\$ 440.60	\$ 467.70	\$ 505.40	\$ 399.55	2,656.50
Room Rental	\$ -	\$ 170.00	\$ 80.00	\$ 10.00	\$ 200.00	\$ 120.00	580.00
Referral Fees	\$ 130.00	\$ 264.22	\$ 115.00	\$ 144.53	\$ 224.22	\$ 129.00	1,006.97

INCOME	January	February	March	April	May	June	TOTAL
Copy Machine	\$ 2,735.41	\$ 2,620.37	\$ 2,819.55	\$ 3,222.29			24,373.39
Video/DVD	\$ 7.00	\$ 21.00	\$ 1.00	\$ 1,043.26			1,490.99
Non-resident Fee	\$ 201.41	\$ 247.00	\$ 289.96	\$ 288.20			1,987.15
Fines	\$ 1,045.95	\$ 926.64	\$ 1,187.38	\$ 728.35			8,584.48
Lost Materials	\$ 615.11	\$ 310.62	\$ 559.48	\$ 439.56			5,964.61
Miscellaneous	\$ 403.00	\$ 478.80	\$ 487.35	\$ 580.95			4,606.60
Room Rental	\$ 70.00	\$ -	\$ 20.00	\$ 70.00			740.00
Referral Fees	\$ 286.41	\$ 155.00	205.55	155.00			1,808.93

TOTAL REVENUE

49,556.15

UNIQUE MANAGEMENT SERVICES, INC.

2016 - 2024 Fiscal Years

	TOTALS	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	TOTAL
Accounts Submitted	14,403	566	501	447	15,917
Cash Recovered	106,203.65	11,149.21	8,863.82	8,335.96	134,552.64
Materials Recovered	91,749.34	9,399.06	9,072.92	5,955.13	116,176.45
Waived Amount*	29,959.55	2,420.28	3,101.64	2,686.17	38,167.64
Expenditures	69,684.70	4,065.70	3,203.40	3,669.50	80,623.30

	TOTALS	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	TOTAL
Accounts Submitted	15,917	297	388	207	16,809
Cash Recovered	134,552.64	4,885.58	8,204.81	8,451.74	156,094.77
Materials Recovered	116,176.45	4,805.46	8,436.61	3,995.44	133,413.96
Waived Amount*	38,167.64	1,197.50	3,105.39	1,606.91	44,077.44
Expenditures	80,623.30	3,158.75	3,424.60	2,106.90	89,313.55

	TOTALS	7/1/22-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	TOTAL
Accounts Submitted	16,809	408	458	382	18,057
Cash Recovered	156,094.77	5,100.81	6,082.21	4,595.82	171,873.61
Materials Recovered	133,413.96	9,717.18	11,367.17	10,292.96	164,791.27
Waived Amount*	44,077.44	5,390.80	3,428.84	3,035.04	55,932.12
Expenditures	89,313.55	4,202.40	4,717.40	3,965.50	102,198.85

*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 5/1/2025

Michigan Library Association Spring Institute
April 10-11, 2025
Lisa Martin

Opening Keynote with Gary Schmidt

Presented by: Gary Schmidt

Award-winning author Gary Schmidt discussed the various letters students have written to him about his books.

Enhance Your Library Storytimes with Music and Movement

Presented by: Matthew Archibald, Traverse Area District Library

Singing is important since it is one of the five practices of *Every Child Ready to Read*. Studies show combining movement with story time results in greater gains and children will start to associate books and the library with having fun. His plan includes various songs and reading five books for children ages birth through five. He uses scarves as props and plays the guitar as well.

Toy Libraries: Broaden the Playing Field for All Ages, All Abilities

Presented by: Sue Kirschner, Cuyahoga Public Library

She discussed items to include in toy library and ways to organize and clean them. Toy libraries help with budgets and save space for caregivers. There are options to have an open or closed toy collection. The Brooklyn Branch started the toy collection with 1100 toys and now has 1800 unique titles (4000 toys total) in their collection. They are housed in a warehouse and patrons can place holds. They are shipped in clamshell boxes. A toy collection can be scaled down for smaller libraries. Even ten toys can help someone!

Popcorn Sessions: Early Literacy

Children's librarians took turns answering random questions and sharing ideas they use in story times for babies through preschoolers. Topics included specific book titles, songs, and sensory activities.

First Grade Round Up: Getting Kids Stoked on the Library for Over 30 Years

Presented by Nichole Welz, Canton Public Library

The library hosts field trips for first graders from the community schools. Over 900 first graders per school year received library cards. They have three librarians running three different station-based activities for the students. Every child listens to a story, creates a bookmark, and participates in a tour. This is followed by a puppet show in the community room in a big group. A fourth staff member rotates the groups. Children who have completed a library card application will pick up their cards that day and are allowed to check out one book to take home. Parent chaperones assist as well. Some schools can choose to do this virtually by Zoom and they show a prepared video tour of the library and interact with each classroom.

Hands-On Chaos: Exploring the Joy of Messy Play

Presented by Nicole Munson & Brad Bachelor, Plymouth District Library

The library hosts a messy play program for children from birth through age 4. Children are self-directed to explore an area with six activities. Open-ended play encourages children to have safe space to take risks, improves social skills, and builds their relationship with their caregivers. Activities include painting, washing items, ripping paper, and grasping pom-poms with large tweezers. They use materials in sensory bins as well.

Implementing a Community-Wide Read Program for Youth

Presented by Erin Hart, Grand Rapids Public Library

One Book, One City for kids is a partnership with the local schools to encourage all fifth graders to read the same book together. It culminates with a visit from the author. Each student and educator gets a free copy of the book and a teachers' guide prepared by the library. The budget for this program is \$30K and is supported by a community foundation.

Afternoon Keynote with Kathy MacMillan - Welcoming Deaf Kids and Families to Your Library

The audience practiced several American Sign Language (ASL) signs and learned about communicating with patrons that are deaf or hard of hearing. Accommodations should be provided for library programs. They may include providing an interpreter, a microphone, or a special seating request. She recommended a guide on her web site to have available at public library service desks for librarians.

Morning Keynote - Celebrating Our Stories: Fireside Chat with Author Aisha Saeed

Aisha Saeed is the cofounder of We Need Diverse Books and the author of books for a variety of age groups. She has written picture books, middle grade and young adult books, and a new book for adults. She spoke about her journey to get published and how she helped to start the movement that began as a hashtag and turned into a nonprofit organization to encourage diverse authors to get their works published in the United States.

Spring Institute 2025 (April 10 & 11)

Megan Meservy

Opening Keynote- Gary Schmidt

Presenter: Gary Schmidt

Gary gave a wonderful presentation discussing his books, sharing some of the letters he's been written, and inspired the audience with how he finds libraries and stories to be so important.

Library Arcade

Presenters: Jayah Johnson & Killian Weston (Bloomfield Township Public Library)

Summary: Jayah and Killina discussed how they found several old systems in the library's technology pile that they wanted to use for programming. They began having "Vintage Game Night" programs, as well as "Gamer's lounge." Their first "Vintage Game Night" was aimed for ages 8-13 but they had older kids and adults who started getting in on it, so now they have it as 8 and up. Their "Gamer's Lounge" is run as a more casual, monthly event for elementary and middle schoolers. Kids are able to bring in their own consoles or laptops to just be in a space to hang out together. They have other retro board games/toys while they wait. (Ex: Rubix cubes, yo-yos, light brite, etc) For both events, several systems are set up and the kids are able to rotate through them. Their system for keeping track uses magnets that the kids put their name on and put their name in a "queue" to play a certain system. If no one is waiting when they are done, they may play another round.

Jayah and Killian have seen some really cool stuff come out of these programs. Parents will get into playing the old games that they grew up with, with their kids! The kids help each other out with how to problem solve new games.

What can we do at Warren?

Video games are very popular and fairly easy to set up/run a program using them. The initial cost to start a program like this would be a bit higher to purchase old systems, controllers, games, and adaptors. I think splurging a bit on some of the supplies to get a program like this started would be worth it. Once it gets started, patrons who learn of it may look to donate their own old systems/games (as Bloomfield has had happen) Many days that teens are waiting for rides at Busch, we see them playing video games together, it could be beneficial to allow them a space where they could be a little louder. We could also purchase laptops that would be able to run larger games that kids could play together in the community rooms. I also plan on looking into emulators that would be a cheaper option to potentially running older games.

Teen, Teen, Goose: Creating Whimsy in your Teen Space

Presenters: Karina Gluys & Olivia Pennebaker (Portage District Library)

Summary: Karina and Olivia discussed what they do to let the teens have a space of their own they can enjoy. One thing they do is incorporate the teens into the decor. They have done art projects that teens contribute to and then install it in the teen space. They have lots of passive programming such as origami, coloring sheets, card and board games available, etc. They also provide a suggestion sheet that the teens can leave ideas on, if anything inappropriate gets put

on, they take it away for a few weeks and then put it back. The best thing that they did, is they started having a mascot. Portage Library now has a small collection of porch geese that they dress up and have out in the library. For March Madness, they did a naming contest that got almost 100 suggestions. Mascots can get teens to discuss and make jokes with staff, they have made art of the mascot. Portage has even incorporated their mascot into fun signs about rules, having the funny mascot on brings your attention to something most might not read. They also take their mascot to outreach events and dress it up, allowing people to take silly selfies with it and gave out buttons.

What can we do at Warren?

I think that sometimes we need to bring some of our goofy backroom creativity to the public area. Busch currently has an unofficial mascot that has brought smiles to us and the kids who spot him. Our "Hork" has been incorporated in our shelves behind the desk for several months now. At one point he had a tutu, a tiny bird on his head, and currently he sits in easter grass with several of his horse friends. Having the occasional funny social media posts could be beneficial as well and bring younger generations into the library.

Maybe at Busch, we could have something fun for the teens that do come in, something as simple as origami paper and instructions- we could do paper cranes and have them help us make 1,000 cranes for good luck. Maybe when they sign out we could give them a sticker for their badges. We could potentially throw them a pizza-party for their last day of school.

Aged Out of Storytime...Now What? Programming ages 5-8

Presenters: Michelle Berens, Dana Bussard, & Samantha Stachowiak
(Plymouth District Library)

Summary: For this session, each presenter discussed a program that they have begun.

Dana began a book club where she picks a book series and the kids all read one book from that series. They then meet up and parents wait outside while the kids discuss the book. Dana noticed that doing this helped the kids to open up more. The parents are invited back in after the discussion and help the kids do a craft and/or play a game.

Samantha started a program called "History Makers" in which she reads a picture book biography with the kids and then does a craft and/or activity with them. The parents stay out of the room for the whole program to give the kids a chance to be more open. When she does her craft or activity, she doesn't provide a finished example, which gives the kids a chance to be more creative and not feel like they have to do it a certain way. Samantha also provides a take home packet with activities and fun facts about the person they read about.

Michelle began a "STEM Story Time" and "Tinker Club." She runs the "Tinker Club" weekly in the summer. She picks a specific topic and does an activity that corresponds with it. "STEM Story Time" is run through the school year. She picks a book on a topic and does a corresponding activity, often including a take-home element so they can relearn it at home.

What can we do at Warren?

We already run many programs that incorporate the ages after storytime. This presentation gave great ideas for programs that can be run consistently to include this age group. I particularly enjoyed the idea of Stem Story Time, that gets the parents and kids involved and gets them thinking in fun ways.

Afternoon Keynote- Welcoming Deaf Kids and Families to Your Library

Kathy Macmullin gave a great talk about sign language and the deaf community. Some of the advice she gave when working with the deaf community and individuals:

- Communicate with the individuals or their caregivers, ask what they need (don't assume)
- Use visuals and don't rush
- Not all deaf/hard of hearing people can sign
- There are lots of ways to communicate without speech. Writing, pointing, visual clues, typing, etc.
- Use visuals to get someone's attention such as- slowly flicker lights, raising your hands and having everyone do so.
- When an interpreter is available, go slow and give them time to interpret.
- Look at the person you are speaking to, not the interpreter.

When thinking about the cost of interpreters or other accessibility devices, don't think of it as paying for one family to have access, think about it as making the whole program accessible to all- which we should strive for to begin with.

Morning Keynote- Celebrating Our Stories: Fireside Chat with Aisha Saeed

Aisha Saeed answered questions about her thoughts on libraries, books, and about her own books.

Mix, Measure, Master: Teen Food Programs

Presenters: Laura Dorgelo (Van Buren District Library) & Kayla Koning (Paw Paw District Library)

Summary: Laura and Kayla discussed the food programs they have run. They showed their rooms and supplies, but also discussed what you can do with a smaller space, and as much as a microwave. For their rooms that are carpeted, they put down a large tarp in the area for easy clean-up. These types of programs teach teens great real-life skills, like how to read a recipe, how to make substitutions, and measurements. Teens can also get the chance to try diverse foods from different cultures. Laura and Kayla also provided easy recipes they have done as a resource. Having two staff at these programs

What can we do at Warren?

Food programs are always popular. We can invest in smaller things, such as a hot plate and water kettle. The microwave from the staff room could be used as well. We can also have programs where they make something a bit more complicated, like bread or dough, and they can take it home with instructions on how to bake it.

Dyslexic-Friendly Print Materials in the Library

Presenter: Catherine Trautman (Northville District Library)

Summary: Catherine gave a very informative presentation that included information on Dyslexia and also provided ways that we can all provide accommodations in simple ways. Catherine started a Dyslexic collection at Northville that includes books for all ages. Many of the books have non-glossy pages, more spacing between lines and the margins, specific fonts that are easier to read, and slight letter slanting. Her library also has window bookmarks that make it

easier to follow where you are reading. Dyslexia comes in a variety of forms and degrees, everyone's a little different in what works for them. Her information also gave an idea of what to watch for to see if someone may have it.

What can we do at Warren?

I was very inspired by Catherine's presentation and would like to start incorporating Dyslexic-friendly volumes into our collection. We can make a special sticker to indicate that they are Dyslexic-friendly. I also want to make a kit that will have books on Dyslexia, resources, and include some of the bookmarks that can be used to help people when reading.

Out-of-the-Box Collection Development Strategies

Presenter: Whitney Jones (Northville District Library)

Summary: Whitney discussed ways to develop collections. She discussed how we can perform audits on our collection to see what we may not have in our collection. She also discussed how patron suggestions can be very helpful to see what your community would like to see in the collection. Whitney also provided a lot of resources on awards, lists, journals, etc that we can use to find materials to purchase. She also checks out local museums to see if they have any books that may go well in the collection. She also discussed the importance of weeding.

What can we do at Warren?

A lot of the information given, we all already know. I enjoy all the resources she gave on finding new materials. We need to weed often, as we do not have a lot of shelving space. For some it can be hard to get rid of materials, but we sell what we can and recycle what we can't.

Conference Report
Lynn Bieszka
Warren Public Library – Warren Civic Center Branch

Michigan Library Advocacy Day – Wednesday, April 30, 2025 – Lansing, MI

On April 30, 2025, Jamie Babcock and I participated in Michigan Library Advocacy Day held in Lansing, where I engaged with six legislators, typically accompanied by other local library staff.

The primary objective of this event was to secure funding support for MeL. In the event that the federal government reduces or eliminates funding for MeL, our aim was to rally support from Michigan legislators to compensate for the lost funding.

Below is the essential information provided to us.

The Michigan eLibrary (MeL) is the state's free digital library, administered by the Library of Michigan, an agency of the Michigan Department of Education, in partnership with libraries statewide. MeL includes two key services:

- **MeL Databases:** 80+ curated databases (used by students, job seekers, and researchers) accessed over 19.2 million times in 2024.
- **MeLCat:** A statewide interlibrary loan system linking 435+ libraries, with access to 34 million+ books, films, and audio materials. Over 1 million+ items loaned in 2024.

MeL is funded by both state appropriations and federal funds through the Institute of Museum and Library Services (IMLS). In early March, a federal executive order directed IMLS to drastically reduce operations and on March 31, all of IMLS staff were placed on administrative leave. This effectively cuts more than \$4.8M in IMLS federal funds to Michigan, putting MeL at risk of severe service disruptions.

I met with six legislators or a member of their staff: Senator Paul Wojno, Senator Dan Lauwers, Representative Donovan McKinnney, Representative Ron Robinson, Representative Mike McFall, and Representative Jaime Green. All seemed supportive of our concerns and the effects it may have their constituents,

Submitted 5/7/25 L. Bieszka

Conference Report
Jamie Babcock
Warren Public Library – Arthur J. Miller Branch

Michigan Library Advocacy Day – Wednesday, April 30, 2025 – Lansing, MI

Lynn Bieszka and I attended Advocacy Day together, though we had different planned itineraries for most of the day. Prior to visiting Lansing, Lynn and I prepared by watching a Virtual Advocate Training session and attending a Zoom meeting with other local library staff members.

This year, the unified ASK of Michigan legislators was the funding of Michigan eLibrary (MeL), including 80+ MeL databases and MeLCat, the Library of Michigan's interlibrary loan program linking over 435 libraries. The dismantling of the Institute of Museum and Library Services (IMLS), a move by the federal government currently facing legal disputes, would eliminate more than \$4.8 million in federal funding annually for Michigan.

For each meeting on my itinerary, at least one staff member and as many as five staff members from other libraries were in attendance. Library staff members worked well together to explain the importance of MeL to their patrons and libraries—large and small, public and academic. Regardless of political affiliation and background, the legislators and their staff members with whom I joined in meeting were polite, asked several questions, and seemed receptive (if to varying degrees) to advocating for MeL funding this year.

10:00-10:30 a.m.: Rep. Mike McFall (D)

~~11:00-11:30 a.m.: Rep. Kimberly Edwards (D)~~

Rep. Edwards cancelled the meeting earlier that morning.

11:00-11:30 a.m.: Sen. Dan Lauwers (R)

I accompanied Lynn to this meeting, as my meeting for this time was cancelled.

12:00-12:30 p.m.: Rep. Donovan McKinney (D)

Lynn accompanied me to this visit, as she did not have another meeting scheduled at this time.

1:00-1:15 p.m.: Sen. Paul Wojno (D)

We met with Bill Drake, Chief of Staff for Sen. Wojno.

1:30-2:00 p.m.: Sen. Kevin Hertel (D)

3:45-4:00 p.m.: Rep. Ron Robinson (R)

We met with John Szczotka, Legislative Aide to Ron Robinson.

LIBRARY CLOSURES - 2026

<u>DATE</u>		<u>HOLIDAY</u>	<u>AUTHORITY</u>
1/1	Thursday	New Year's Day	Contract
1/19	Monday	Martin Luther King Day	Contract
2/16	Monday	Presidents' Day	Contract
3/20	Friday	1/2 day for Staff In-service (9-1)	Commission
4/3	Friday	Good Friday	Contract
4/4	Saturday	Easter Saturday	Commission
4/5	Sunday	Easter Sunday	Commission
4/6	Monday	Monday after Easter	Contract
5/10	Sunday	Mother's Day	Commission
5/23	Saturday	Saturday before Memorial Day	Commission
5/24	Sunday	Sunday before Memorial Day	Commission
5/25	Monday	Memorial Day	Contract
6/12	Friday	All Day Staff in-service	Commission
6/19	Friday	Juneteenth	Contract
7/3	Friday	Independence Day Observed	Contract
7/4	Saturday	Independence Day	Commission
9/5	Saturday	Saturday before Labor Day	Commission
9/7	Monday	Labor Day	Contract
9/18	Friday	1/2 day for Staff In-service (9-1)	Commission
10/12	Monday	Columbus Day	Contract
11/3	Tuesday	Election Day	Contract
11/11	Wednesday	Veterans Day	Contract
11/25	Wednesday	Close all branches at 5:00 pm	Commission
11/26	Thursday	Thanksgiving	Contract
11/27	Friday	Friday after Thanksgiving	Contract
11/28	Saturday	Saturday after Thanksgiving	Commission
11/29	Sunday	Sunday after Thanksgiving	Commission
12/18	Friday	All Day Staff in-service	Commission
12/24	Thursday	Christmas Eve	Contract
12/25	Friday	Christmas Day	Contract
12/26	Saturday	Saturday after Christmas	Commission
12/31	Thursday	New Year's Eve	Contract

**LIBRARY COMMISSION
MEETING SCHEDULE
2026**

6:00 PM

**Mark Twain Conference Room
Civic Center Library**

January 15, 2026

March 19, 2026

May 21, 2026

September 17, 2026

November 19, 2026