

## NOTICE

WARREN PUBLIC LIBRARY COMMISSION  
SPECIAL MEETING  
Warren Civic Center Library  
Mark Twain Room  
1 City Square, Suite 100  
Warren, MI 48093

PLEASE TAKE NOTICE THAT there will be a special, in-person meeting of the Warren Public Library Commission on **Wednesday, May 7, 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](mailto:libraryadmin@cityofwarren.org) – 48 hours in advanced.

**WARREN PUBLIC LIBRARY COMMISSION  
SPECIAL MEETING  
WARREN CIVIC CENTER LIBRARY- MARK TWAIN ROOM  
1 CITY SQUARE, SUITE 100  
WARREN, MI 48093  
May 7, 2025  
6:00 p.m.**

**1. Call to Order**

**2. Roll Call**

**3. Approval of Agenda**

**4. Discussion/Action Items**

- Election of Vice-Chairperson
- Discussion and approval of 2025-2026 Library Budget
- Library Director Appointment- discussion and vote on whether to proceed by reposting the position after reviewing or redoing the search and hiring process or move forward with an offer to a current candidate.

**5. 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.

**6. Next Meeting Date – May 15, 2025**

**7. Adjournment**

## **LIBRARY**

The Library Special Revenue Fund accounts for the receipt of specific property taxes, State Aid, user fees and special grants that are used to provide library materials and services at the Warren Public Library. Fines for overdue materials and penal fines collected on state code violations also provide some revenue to operate the library.

In August 2010, the residents of Warren overwhelmingly approved a millage increase of .85 for the next 20 years. This revenue will allow each of the four branches to remain open, maintain adequate staffing levels, and provide substantial funding to increase collections and to upgrade each branch to a state of the art facility.

The Warren Public Library is a member of the Suburban Library Cooperative and participates in the Michigan eLibrary (MeL). Participation in the collaborative provides Warren residents interlibrary loan privileges from library collections throughout the state. The Warren Public Library is also a member of the MLibraryCard program which gives Warren residents the ability to borrow material from over 70 participating Michigan libraries while traveling throughout the state.

2024 featured several highlights for the Warren Public Library. The “Adventure Begins at Your Library” Summer Reading Club program had 1,144 participants. The library featured a local, city of Warren author Aeryne Christie who promoted her first science fiction novel, *Shadecursed: The Bestiary Book One*. Author/Illustrator Matt Faulkner discussed his graphic novels and shared the process by which a book is created. Michigan storyteller Lori Springnether Keel, in honor of Women’s History Month, told the “Hello Girl” story of Oleda Joure Christidies, a switchboard operator in the U.S. Army Signal Corps’ famed “Telephone Girls” brigade in WWI who fought for 60 years to win Veteran status. Other programming included mythological heroes, accepting a plant-based lifestyle, Medicare, pain relief with dry needling, chair yoga, and Seasonal Affective Disorder. The library eResource collection usage increased by 25%; Overdrive circulation increased by 18%; Hoopla circulation increased by 27%.

In 2024, the Miller Branch Library underwent a renovation, added 2 new study rooms, an outdoor electronic messaging sign, and newly painted interior, installed an HVAC unit, and added a motorized scooter for patron in-house use. Senior residents, of Warren enjoyed a free bus trip to the Detroit Institute of Arts to hear the music of G-7 performing Motown classics from the 1960’s, 1970’s and took a self-guided tour through the museum. The library received the Will Eisner Graphic Novel Innovation Grant which funded the development of a graphic novel program for underserved middle school students, fostering literacy and creative expression. The project “My First Library Bag” an early literacy grant was funded by the Suburban Library Cooperative and MISD. The canvas bag for babies from birth through age two included a board book, sensory ball, bib and a list of library resources. The canvas bags for ages 3 to 5 included a picture book, egg shaker, a growth chart. A total of four hundred bags were distributed to Warren residents.

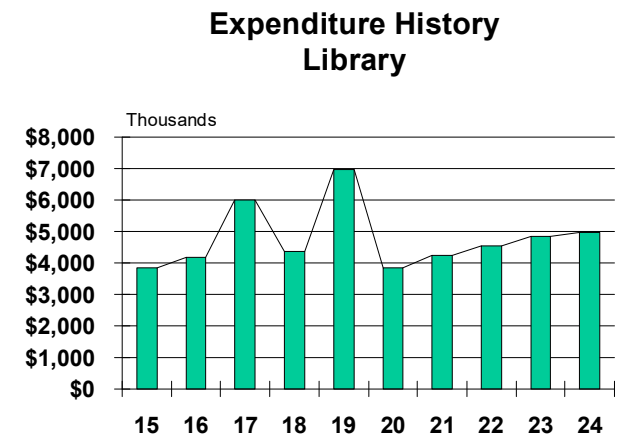
A brief review of 2024 indicates that the Warren Public Library has 70,280 registered borrowers. The library circulated 646,517 items.

## LIBRARY

### Fiscal 2026 Performance Objectives

1. To provide the best selection of current books, periodicals, talking books, electronic books, music CD's, DVD's, and digital access to a variety of materials.
2. To provide residents with the best reference service that the Library can offer through hard copy, on-line databases, eBooks, and the Internet.
3. To provide quality educational, informational and recreational programs for children and adults to enhance quality of life.

| Performance Indicators                    | Fiscal<br>2024<br>Actual | Fiscal<br>2025<br>Budget | Fiscal<br>2025<br>Estimated | Fiscal<br>2026<br>Budget |
|-------------------------------------------|--------------------------|--------------------------|-----------------------------|--------------------------|
| Annual Library visits                     | 213,739                  | 250,000                  | 245,000                     | 255,000                  |
| Total circulation including digital       | 646,517                  | 700,000                  | 686,000                     | 705,000                  |
| Reference information requests            | 54,572                   | 53,000                   | 57,000                      | 60,000                   |
| Total registered borrowers                | 70,280                   | 80,000                   | 70,000                      | 75,000                   |
| Items loaned to other libraries           | 48,050                   | 60,000                   | 53,000                      | 60,000                   |
| Items received from other libraries       | 48,616                   | 50,000                   | 51,000                      | 52,000                   |
| Total circulation of children's materials | 145,881                  | 160,000                  | 154,000                     | 160,000                  |
| Materials added to the collection         | 32,361                   | 31,000                   | 29,000                      | 32,000                   |
| Materials deleted from the collection     | 26,527                   | 20,000                   | 22,000                      | 20,000                   |
| Children's story hour attendance          | 3,645                    | 6,000                    | 5,000                       | 6,000                    |
| Computer sessions, incl. wireless         | 195,357                  | 160,000                  | 200,000                     | 200,000                  |
| Attendance-children programs              | 10,641                   | 11,000                   | 10,000                      | 11,000                   |
| Virtual visits to Library website         | 205,156                  | 215,000                  | 225,000                     | 230,000                  |
| Early Literacy attendance                 | 6,217                    | 5,000                    | 7,000                       | 7,000                    |
| School visits to library                  | 217                      | 200                      | 200                         | 210                      |



SPECIAL REVENUE FUND PERSONNEL

| <u>LIBRARY</u>                                       | <u>Present</u> |             | <u>Requested(a)</u> |             | <u>Recommended<br/>By Mayor(a)</u> |             | <u>Adopted<br/>By Council(a)</u> |             |
|------------------------------------------------------|----------------|-------------|---------------------|-------------|------------------------------------|-------------|----------------------------------|-------------|
|                                                      | <u>No.</u>     | <u>Rate</u> | <u>No.</u>          | <u>Rate</u> | <u>No.</u>                         | <u>Rate</u> | <u>No.</u>                       | <u>Rate</u> |
| Library Director                                     | 1              | \$ 117,691  | 1                   | \$ 117,691  |                                    |             |                                  |             |
| Senior Administrative Secretary                      | 1              | 70,987      | 1 (e)               | 75,755      |                                    |             |                                  |             |
| Branch Library Supervisor                            | 4              | 93,761      | 5 (b)               | 93,761      |                                    |             |                                  |             |
| Branch Librarian                                     | 5              | 75,755      | 6 (b)               | 75,755      |                                    |             |                                  |             |
| Library Technician                                   | 6              | 64,716      | 8 (b)               | 64,716      |                                    |             |                                  |             |
| Office Assistant                                     | 5              | 43,894      | 1 (d)               | 43,894      |                                    |             |                                  |             |
| Circulation Clerk                                    | -              | -           | 6 (b)               | 60,967      |                                    |             |                                  |             |
| Library Asst - Outreach Grant                        | 1              | 68,928      | 1 (f)               | 75,755      |                                    |             |                                  |             |
| Library Building & Grounds Maintenance Specialist    | 1              | 69,618      | 1                   | 69,618      |                                    |             |                                  |             |
| Custodian                                            | -              | -           | 3 (b)               | 44,783      |                                    |             |                                  |             |
| Library Pages and Assistant Librarians (Substitutes) |                | 300,000     |                     | 300,000     |                                    |             |                                  |             |
| Overtime                                             | —              | 20,000      | —                   | 20,000      |                                    |             |                                  |             |
| Total Personnel                                      | <u>24</u>      |             | <u>33</u>           |             |                                    |             |                                  |             |

(a) Wage rates are based on Local 412 Unit 35, Warren Supervisors and Local 227 contracts that expire 6/30/25.

(b) New Position.

(d) Eliminate Position.

(e) Reflects additional wage increase of \$4,768 (6.72%) prior to 7/1/25 contractual raise.

(f) Reflects additional wage increase of \$6,827 (9.90%) prior to 7/1/25 contractual raise.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

| FY 2024<br>Actual<br>Year | FY 2025<br>Actual to<br>December 31 | FY 2025<br>Estimated<br>To June 30 | FY 2025<br>Amended Budget<br>December 31 | <b><u>LIBRARY</u></b><br><b><u>SPECIAL REVENUE FUND</u></b><br><b><u>REVENUES:</u></b> | FY 2026<br>Departmental<br>Request | FY 2026<br>Recommended<br>By Mayor | FY 2026<br>Adopted<br>By Council |
|---------------------------|-------------------------------------|------------------------------------|------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------|------------------------------------|----------------------------------|
| \$ 5,141,060              | \$ 2,701,086                        | \$ 5,380,815                       | \$ 5,380,815                             | Property Tax Revenue                                                                   | \$ 5,542,239                       |                                    |                                  |
| 30,999                    | 21,930                              | 43,865                             | 43,865                                   | Industrial Facilities Tax                                                              | 45,181                             |                                    |                                  |
| 787,934                   | 271,130                             | 275,000                            | 275,000                                  | Reimbursement for Personal Property Loss                                               | 775,000                            |                                    |                                  |
| 78,000                    | -                                   | 90,000                             | 90,000                                   | Penal Fines                                                                            | 90,000                             |                                    |                                  |
| 11,143                    | 4,894                               | 25,000                             | 25,000                                   | Over the Counter Fines                                                                 | 25,000                             |                                    |                                  |
| 348,108                   | 192,672                             | 200,000                            | 200,000                                  | Interest on Investments                                                                | 225,000                            |                                    |                                  |
| -                         | 82,342                              | 2,000,000                          | 2,000,000                                | Other Federal Grants - ARPA                                                            | -                                  |                                    |                                  |
| -                         | -                                   | -                                  | -                                        | Emergency Connectivity Grant                                                           | -                                  |                                    |                                  |
| 142,253                   | -                                   | 75,000                             | 75,000                                   | State Aid                                                                              | 75,000                             |                                    |                                  |
| -                         | -                                   | -                                  | -                                        | Renaissance Zone Reimbursement                                                         | -                                  |                                    |                                  |
| 30,382                    | 13,611                              | 30,000                             | 30,000                                   | Copy Machine User Fees                                                                 | 30,000                             |                                    |                                  |
| 11,268                    | 5,060                               | 11,000                             | 11,000                                   | Lost Book Fees                                                                         | 11,000                             |                                    |                                  |
| 994                       | 206                                 | 2,000                              | 2,000                                    | Video User Fees                                                                        | 2,000                              |                                    |                                  |
| 3,906                     | 1,588                               | 8,000                              | 8,000                                    | Non-Resident Internet Fees/Room Use                                                    | 8,000                              |                                    |                                  |
| 236,952                   | 6,160                               | 10,500                             | 10,500                                   | Miscellaneous                                                                          | 10,500                             |                                    |                                  |
| -                         | -                                   | -                                  | -                                        | Fund Balance Appropriated                                                              | -                                  |                                    |                                  |
| <u>\$ 6,822,999</u>       | <u>\$ 3,300,679</u>                 | <u>\$ 8,151,180</u>                | <u>\$ 8,151,180</u>                      | <b>Total Revenues</b>                                                                  | <u>\$ 6,838,920</u>                |                                    |                                  |
|                           |                                     |                                    |                                          | <b><u>EXPENDITURES:</u></b>                                                            |                                    |                                    |                                  |
| \$ 1,724,475              | \$ 866,506                          | \$ 2,034,776                       | \$ 2,034,776                             | Personnel Services                                                                     | \$ 2,772,491                       |                                    |                                  |
| 1,337,900                 | 716,589                             | 1,500,789                          | 1,500,789                                | Employee Benefits                                                                      | 1,801,131                          |                                    |                                  |
| 67,651                    | 11,844                              | 90,000                             | 90,000                                   | Supplies                                                                               | 90,000                             |                                    |                                  |
| 1,400,076                 | 623,541                             | 1,662,403                          | 1,662,403                                | Other Services and Charges                                                             | 1,793,512                          |                                    |                                  |
| 453,342                   | 251,734                             | 2,588,000                          | 2,588,000                                | Capital Outlay                                                                         | 794,500                            |                                    |                                  |
| <u>\$ 4,983,444</u>       | <u>\$ 2,470,214</u>                 | <u>\$ 7,875,968</u>                | <u>\$ 7,875,968</u>                      | <b>Total Expenditures</b>                                                              | <u>\$ 7,251,634</u>                |                                    |                                  |
|                           |                                     |                                    |                                          | <b>NET INCREASE (DECREASE) IN FUND</b>                                                 |                                    |                                    |                                  |
| \$ 1,839,555              | \$ 830,465                          | \$ 275,212                         | \$ 275,212                               | <b>BALANCE DURING THE PERIOD</b>                                                       | \$ (412,714)                       |                                    |                                  |
|                           |                                     |                                    |                                          | <b>ESTIMATED FUND BALANCE</b>                                                          |                                    |                                    |                                  |
| 5,868,783                 | 7,708,338                           | 7,708,338                          | 7,708,338                                | <b>BEGINNING OF PERIOD</b>                                                             | 7,983,550                          |                                    |                                  |
|                           |                                     |                                    |                                          | <b>RESERVE FOR:</b>                                                                    |                                    |                                    |                                  |
| (289,419)                 | (289,419)                           | (289,419)                          | (289,419)                                | <b>COMPENSATED ABSENCES</b>                                                            | (289,419)                          |                                    |                                  |
|                           |                                     |                                    |                                          | <b>LESS: FUND BALANCE</b>                                                              |                                    |                                    |                                  |
| -                         | -                                   | -                                  | -                                        | <b>APPROPRIATED</b>                                                                    | -                                  |                                    |                                  |
| <u>\$ 7,418,919</u>       | <u>\$ 8,249,384</u>                 | <u>\$ 7,694,131</u>                | <u>\$ 7,694,131</u>                      | <b>ESTIMATED FUND BALANCE</b>                                                          |                                    |                                    |                                  |
|                           |                                     |                                    |                                          | <b>(DEFICIT) END OF PERIOD</b>                                                         | <u>\$ 7,281,417</u>                |                                    |                                  |

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

| FY 2024<br>Actual<br>Year | FY 2025<br>Actual to<br>December 31 | FY 2025<br>Estimated<br>To June 30 | FY 2025<br>Amended Budget<br>December 31 | <b><u>LIBRARY</u></b><br><b><u>SPECIAL REVENUE FUND</u></b><br><b><u>EXPENDITURES:</u></b> | FY 2026<br>Departmental<br>Request | FY 2026<br>Recommended<br>By Mayor | FY 2026<br>Adopted<br>By Council |
|---------------------------|-------------------------------------|------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------|------------------------------------|----------------------------------|
|                           |                                     |                                    |                                          | <b>Personnel Services:</b>                                                                 |                                    |                                    |                                  |
| \$ 113,181                | \$ 58,393                           | \$ 119,737                         | \$ 119,737                               | Appointed Official                                                                         | \$ 123,341                         |                                    |                                  |
| 1,412,244                 | 680,559                             | 1,579,539                          | 1,579,539                                | Permanent Employees                                                                        | 2,312,150                          |                                    |                                  |
| 189,757                   | 125,285                             | 300,000                            | 300,000                                  | Permanent Part-time Employees - Pages                                                      | 300,000                            |                                    |                                  |
| 222                       | 84                                  | 20,000                             | 20,000                                   | Overtime                                                                                   | 20,000                             |                                    |                                  |
| 9,071                     | 2,185                               | 15,500                             | 15,500                                   | Shift Premium                                                                              | 17,000                             |                                    |                                  |
|                           |                                     |                                    |                                          | <b>Employee Benefits:</b>                                                                  |                                    |                                    |                                  |
| 22,000                    | 22,000                              | 25,000                             | 25,000                                   | Education Allowance                                                                        | 29,000                             |                                    |                                  |
| 138,143                   | 71,030                              | 165,605                            | 165,605                                  | Social Security                                                                            | 224,930                            |                                    |                                  |
| 396,757                   | 232,356                             | 494,231                            | 494,231                                  | Employee Insurance                                                                         | 663,065                            |                                    |                                  |
| 207,221                   | 99,830                              | 203,855                            | 203,855                                  | Retiree Health Insurance                                                                   | 219,407                            |                                    |                                  |
| 32,036                    | 15,465                              | 38,926                             | 38,926                                   | Bonus/Sick Redemption                                                                      | 52,259                             |                                    |                                  |
| 41,491                    | 25,870                              | 47,166                             | 47,166                                   | Longevity                                                                                  | 63,875                             |                                    |                                  |
| 491,677                   | 241,638                             | 516,406                            | 516,406                                  | Retirement Fund                                                                            | 535,395                            |                                    |                                  |
| 8,575                     | 8,400                               | 9,600                              | 9,600                                    | Clothing Allowance                                                                         | 13,200                             |                                    |                                  |
| 67,651                    | 11,844                              | 90,000                             | 90,000                                   | <b>Office Supplies</b>                                                                     | 90,000                             |                                    |                                  |
|                           |                                     |                                    |                                          | <b>Other Services and Charges:</b>                                                         |                                    |                                    |                                  |
| 10,230                    | 4,243                               | 20,000                             | 20,000                                   | Copy Machine Expense                                                                       | 20,000                             |                                    |                                  |
| 216,858                   | 110,131                             | 364,200                            | 364,200                                  | Contractual Services                                                                       | 406,700                            |                                    |                                  |
| 174,519                   | 101,483                             | 225,000                            | 225,000                                  | Cooperative Services                                                                       | 250,000                            |                                    |                                  |
| 71,127                    | -                                   | 75,000                             | 75,000                                   | Library Cooperative-Indirect Aid                                                           | 75,000                             |                                    |                                  |
| 95                        | 16                                  | 3,000                              | 3,000                                    | Postage                                                                                    | 4,500                              |                                    |                                  |
| 724                       | -                                   | 100                                | 100                                      | Unemployment Costs                                                                         | 1,000                              |                                    |                                  |
| 16,151                    | 4,153                               | 18,600                             | 18,600                                   | Digital Video Discs                                                                        | 21,200                             |                                    |                                  |
| 100,985                   | 28,828                              | 108,000                            | 108,000                                  | Library Circulating Materials                                                              | 127,000                            |                                    |                                  |
| 25,949                    | -                                   | 22,000                             | 22,000                                   | Periodicals                                                                                | 40,000                             |                                    |                                  |
| 6,783                     | 3,020                               | 17,700                             | 17,700                                   | Telephone                                                                                  | 17,700                             |                                    |                                  |
| -                         | -                                   | 200                                | 200                                      | Mileage                                                                                    | 200                                |                                    |                                  |
| 961                       | 693                                 | 3,000                              | 3,000                                    | Vehicle Maintenance Expense                                                                | 4,000                              |                                    |                                  |
| 12,224                    | 4,838                               | 15,000                             | 15,000                                   | Conferences & Workshops                                                                    | 15,000                             |                                    |                                  |
| -                         | -                                   | 50,000                             | 50,000                                   | Marketing/Promotions                                                                       | 50,000                             |                                    |                                  |
| -                         | -                                   | 100                                | 100                                      | Book Binding                                                                               | 100                                |                                    |                                  |
| 208,109                   | 85,035                              | 250,000                            | 250,000                                  | Public Utilities                                                                           | 250,000                            |                                    |                                  |
| 122,274                   | 10,704                              | 47,000                             | 47,000                                   | Building Maintenance                                                                       | 57,500                             |                                    |                                  |
| 107,287                   | 102,403                             | 107,503                            | 107,503                                  | Cap Imprvmt Refunding Bonds, Series 2021C                                                  | 107,112                            |                                    |                                  |
| 48,700                    | 25,296                              | 50,600                             | 50,600                                   | Insurance and Bonds                                                                        | 52,600                             |                                    |                                  |
| 277,100                   | 142,698                             | 285,400                            | 285,400                                  | Administrative Expense                                                                     | 293,900                            |                                    |                                  |

(Continued)

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

| FY 2024<br>Actual<br>Year | FY 2025<br>Actual to<br>December 31 | FY 2025<br>Estimated<br>To June 30 | FY 2025<br>Amended Budget<br>December 31 | <u>LIBRARY</u><br><u>SPECIAL REVENUE FUND</u><br><u>EXPENDITURES (Continued):</u><br><b>Capital Outlay:</b> | FY 2026<br>Departmental<br>Request | FY 2026<br>Recommended<br>By Mayor | FY 2026<br>Adopted<br>By Council |
|---------------------------|-------------------------------------|------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------|----------------------------------|
| \$ 118,255                | \$ -                                | \$ 142,000                         | \$ 142,000                               | Improvements                                                                                                | \$ 379,000                         |                                    |                                  |
| -                         | 56,476                              | 64,000                             | 64,000                                   | Vehicles                                                                                                    | -                                  |                                    |                                  |
| 24,089                    | 2,540                               | 56,000                             | 56,000                                   | Equipment                                                                                                   | 63,500                             |                                    |                                  |
| 310,998                   | 110,376                             | 326,000                            | 326,000                                  | Books                                                                                                       | 352,000                            |                                    |                                  |
| -                         | -                                   | -                                  | -                                        | Emergency Connectivity Grant                                                                                | -                                  |                                    |                                  |
| -                         | 82,342                              | 2,000,000                          | 2,000,000                                | ARPA Expenditures                                                                                           | -                                  |                                    |                                  |
| <u>\$ 4,983,444</u>       | <u>\$ 2,470,214</u>                 | <u>\$ 7,875,968</u>                | <u>\$ 7,875,968</u>                      | <b>Total Expenditures</b>                                                                                   | <u>\$ 7,251,634</u>                |                                    |                                  |



SPECIAL REVENUE FUNDS  
CAPITAL OUTLAYS  
FISCAL YEAR 2026

| <u>Department/Item</u>                       |       | Departmental Request |                   | Recommended By Mayor |               | Adopted By Council |               | New or Replacement Item |
|----------------------------------------------|-------|----------------------|-------------------|----------------------|---------------|--------------------|---------------|-------------------------|
|                                              |       | <u>Qty</u>           | <u>Amount</u>     | <u>Qty</u>           | <u>Amount</u> | <u>Qty</u>         | <u>Amount</u> |                         |
| <u>Library</u>                               |       |                      |                   |                      |               |                    |               |                         |
| Electronic Message Center - Busch & Burnette | 97400 |                      | \$ 60,000         |                      |               |                    |               | Replacement             |
| Shelving - Busch                             | 97400 |                      | 19,000            |                      |               |                    |               | New                     |
| Roof - Civic Center                          | 97400 |                      | 300,000           |                      |               |                    |               | Replacement             |
| Computer Rollaway Chairs                     | 98000 |                      | 14,000            |                      |               |                    |               | Replacement             |
| Library of Things Materials                  | 98000 |                      | 21,000            |                      |               |                    |               | Replacement             |
| ADA Compliance Equipment                     | 98000 |                      | 10,000            |                      |               |                    |               | Replacement             |
| Sidewalk Snow Plow                           | 98000 |                      | 18,500            |                      |               |                    |               | New                     |
|                                              |       |                      | <u>\$ 442,500</u> |                      |               |                    |               |                         |