Library Commission Members
Natalie Piernak, Chairman
Emma Howard, Vice-Chairman
Donald McIntosh, Secretary
Annette Majka, Treasurer
Zofia Sylwanowicz Ladak, Trustee
William Rudd, Trustee
Lorie Barnwell, City Treasurer Trustee

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, September 18, 2025 at 6:00 p.m**.

CONTACT/ACCOMMODATIONS INFORMATION:

* If you have any questions, concerns, or require disability-related accommodations for the meeting, please contact Caitlin Murphy at cmurphy@cityofwarren.org or 586 574-4671– to request assistance

WARREN PUBLIC LIBRARY COMMISSION
REGULAR MEETING
WARREN CIVIC CENTER LIBRARY- MARK TWAIN ROOM
1 CITY SQUARE, SUITE 100
WARREN, MI 48093
September 18, 2025
6:00 p.m.

1. **Call to Order**

2. **Roll Call**
   a. **Newly appointed Trustee, William Rudd**

3. **Approval of Agenda**

4. **Approval of Minutes**
   – Regular Meeting July 17, 2025
   – Special Meeting August 4, 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 –**
        - 2025-2026 Fitzgerald School year started on August 25, 2025
        - Branch will continue following the same successful procedures as in the former 2024-2025 school year.
      - **Burnette** –
        - Spartan 6 Securities will resume service on October 1, 2025
      - **Miller –**
        - Purchasing and processing a variety of items for their Library of Things collection
      - **Civic –**
        - Library of Things items are available for checkout starting September 2, 2025. List of Library of Things (attached)

c. Current Projects

- City Council approved construction of the new library to be located at Underwood Park. Quadrate Construction, LLC., was awarded the contract; amount not to exceed $2,556,737.70.
- Thalner Telesystems was awarded the bid of the Special Collections Room project; convert room for dual use: programming events and future Makerspace. Thalner will be installing AV with WiFi connectivity.
- Great Lakes Power and Lighting to install electric hand dryers in public restrooms at the Civic Center
- Reached out to Casper Corporation for pricing for additional shelving at Busch branch

d. Services

- Received checks from SLC in the amount of $568.66 and $437.46 from ProPay credit transactions in the months of June through July 2025 totaling $1,006.12.

e. Staffing

- A. French, Page at the Miller Branch resigned as of 9/06/2025

f. Marketing/Outreach

- Summer Reading Club, June 7 - Aug 9, 2025: theme is "Color Our World" (see attached)
- eNewsletter update: All programs listed in the eNewsletter for children, teens, and adults.
- Outreach program focused on Warren residents; home delivery of materials to persons with disabilities and homebound.
- Fall quarterly printing of Warren Today, Activity Guide mailed out to Warren residents.
- 2 staff members attended ALA (American Library Association) Annual conference, June 26-30 in Philadelphia, PA (see attached)

g. Discussion items:

- Posting of the Director of Libraries job description
- Assistant Director, a Supervisory Union position

7. Audience Participation

Members of the audience who would like to address the Library Commission this evening may do so under the audience portion. Patrons have 3 (three) minutes to speak.

8. **Action Items**

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

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

11. **Commissioner's Comments**

12. **Next Meeting Date – November 20, 2025**

13. **Adjournment**

WARREN PUBLIC LIBRARY COMMISSION
REGULAR MEETING
WARREN CIVIC CENTER LIBRARY- MARK TWAIN ROOM
1 CITY SQUARE, SUITE 100
WARREN, MI 48093
July 17, 2025
6:00 p.m.

1. Call to Order: Meeting was called to order at 6:03 p.m. by Natalie Piernak.

2. Roll Call:
Commissioners Present: Natalie Piernak, Annette Majka, Emma Howard, Zosia Ladak, Don McIntosh
Also Present: O. Urban, Library Director of Warren Public Libraries; C. Murphy, City of Warren Attorney
Absent: Lorie Barnwell

3. Approval of Agenda: Ladak moved to approve the agenda, supported by Majka; motion carried.
4. Approval of Minutes:
E. Howard correction for 3-13-25 meeting minutes; Howard's name mispelled; F. Pasternak in attendance and chaired the meeting. Majka moved to approve minutes with corrections, supported by Ladak; motion carried.
E. Howard correction for 3-20-25 meeting minutes; Howard in attendance. Howard moved to approve with corrections, supported by Majka; motion carried.
E. Howard correction for 5-15-25 meeting minutes; Howard's name mispelled. Howard moved to approve with corrections, supported by Majka; motion carried.
Majka moved to approve 6-25-25 meeting minutes, supported by Howard; motion carried.
5. Financial Reports:

a. Ran reports as late as possible for accuracy. Spending went very well.
b. Encouraged to spend the allocation money.
c. As of June collected over $52,000; a lot of revenue from the copy machines.

6. Director's Report:

a. **Unique Management** is doing a good job for the library. In the near future there will be a purge of this list.
b. **Busch:** Fitzgerald asked for Busch to be closed due to early release and fighting on campus for precaution. **Burnette:** Would have to ask for a bit of an increase to get a security guard there year round. **Miller:** Working on a collection of things for their library. **Civic:** There was an outage; staff were sent home.
c. **Current Projects:** Council approved the budget. Moved to Beanstack for the summer reading platform. Bids for the construction of new library are to be passed on to council. Bid for special collections room was awarded to Thalner Electronic Labs.
d. Services.
e. **Staffing:** New library page Ahtker hired at Civic; Urban noted she is pleasant, efficient, and they are happy to have her with WPL.
f. **Marketing/Outreach:** Two staff members attended ALA and will have reports for the following meeting.
g. **Discussion Items:** Timeline decided on how to move forward with the new director hiring process with HR. Special meeting for August; to revise the job description, interview questions. Piernak would like to schedule an evaluation training with SLC. Hope to post 9/1/25 and field

applicants for the following four weeks. Will likely call special meeting in October to contact candidates for interview scheduling. Interviews for first or second week of November, leaving timeline open for second interviews in the end of November. Plan is to have new director by the top of the new year. Commission discussed available dates for the SLC training.
Addendum: Ladak moved to approve the proposed addendum to current meeting agenda, supported by Majka; the motion carried.
***Underwood Park Library** Ply+ mockup was presented by O. Urban. Urban discussed how many was saved in changes of materials; library's design is meant to be fluid and flexible. Price of furniture and collections are not included; those will come from the library budget. Urban presented estimates for the ongoing cost expenditures of materials, utilities, and personnel. Urban also emphasized the importance of the millage renewal, and suggested an increase with reduction in years to sustain the libraries.

7. Audience Participation: Concerns expressed about the cost cutting measures for the new library. Question about the fish tank funding, and the unhoused at Burnette. Another audience member was dismayed with the proposed size of the new library building. Questions about staff members working overtime. There was also concern about talk of closing Miller library; would like to see the library promote more programming.
8. Action Items:

- **Fill Vice-Chairperson Vacancy:** Piernak nominated Howard for Vice-Chairperson, supported by Majka. E. Howard appointed Vice-Chairperson with unanimous vote.
    - D. McIntosh announced retirement; will need to nominate new secretary.
- **WPL Bylaws Revision:** Majka moved to change bylaws with the following revisions; Meeting frequency; from every other calendar month to monthly under Article IV. Changes to Director Evaluation and expansion of Chairperson duties under Article IX. Supported by Howard; the motion carried.
- **2026 Library Commission Meeting Dates:** Majka moved to approve twelve regular meetings with the amendment of 2026 meeting dates to include an additional meeting in December, supported by Piernak; the motion carried.
- **Appoint Library Commissioner to the Commission of Commissioners:** Piernak volunteered to appoint herself to Commission of Commissioners. Piernak was appointed to the Commission of Commissioners.
- ***Proceed with Construction of Underwood Park Library:** Majka moved to approve the construction of the Underwood Park Library, supported by McIntosh; Piernak abstained; the motion carried.

9. Friends of the Warren Public Library: A. Ladak promoted the upcoming book sales; hopeful for more traffic from garden walk event.
10. S.L.C. Report: Urban relayed information about the purge of library patrons who have not utilized their cards in a certain number of years to keep the library system current.
11. Commissioners' Comments.
12. Next Meeting Date – September 18, 2025
13. Adjournment: Ladak moved to adjourn the meeting at 7:29 p.m., supported by Majka; the motion carried.

***agenda item added as part of addendum**

WARREN PUBLIC LIBRARY COMMISSION
SPECIAL MEETING
WARREN CIVIC CENTER LIBRARY- MARK TWAIN ROOM
1 CITY SQUARE, SUITE 100
WARREN, MI 48093
August 4, 2025
6:00 p.m.

1. Call to Order: Special meeting was called to order at 6:04 p.m. by Natalie Piernak.

2. Roll Call:
Commissioners Present: Natalie Piernak, Emma Howard, Annette Majka, Zosia Ladak, Lorie Barnwell
Also Present: O. Urban, Library Director of Warren Public Libraries; C. Murphy, City of Warren Attorney; J. Gajos, Human Resource Director
Absent: D. McIntosh

3. Approval of Agenda: Majka moved to approve the agenda, supported by Ladak; motion carried.

4. Discussion/Action Items
- **New Library Director:** Review of job description. Human Resources to post the job on various channels deemed suitable to field eligible candidates that meet the desired criteria. Piernak submitted the job posting materials approved by Gajos for the commission to review. Barnwell and Piernak requested Gajos' input on the updated job posting description. Redundant items were removed for a more concise posting to be made. Changed the minimum requirements to previous experience as a director of a Class VI library from the previously listed Class V or VI. The commission decided against posting to LinkedIn and emphasized the importance of working with the communications team to create traffic. Motion was made to add city social media channels to the pre-approved list by Majka, and seconded by Barnwell; motion carried.

Howard moved to have the job listing posted by Human Resources on 9/1/25 and to remain open for applicants for the following four weeks from that date, with the changes made to the job description as previously stated, as well as the approved posting sites. Majka seconded; motion carried.

Special meeting in October will be scheduled to go over interview questions and review applicants.

- **Director Evaluation process:** Commission members received director evaluation training from the Suburban Library Coop before the special meeting. Training was specifically in regard to evaluating the new director. Proposed six-month probationary review, then annual reviews thereafter, with opportunities for the board of commissioners as well as staff members to contribute.

5. Audience Participation: Audience members expressed concern with the timeline for the hiring process and the overall efficiency of the board in their preparations.

6. Next Meeting Date – September 18, 2025
7. Adjournment: Ladak moved to adjourn the meeting at 6:34 p.m., supported by Majka; motion carried.

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/25 - 06/30/26

as of 7/30/2025

		BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
271-9271-70300	APPOINTED OFFICIAL	151,961.00	151,961.00	10,038.46	0.00	141,922.54	93%
271-9271-70600	PERMANENT EMPLOYEES	1,573,587.00	1,573,587.00	109,425.31	0.00	1,464,161.69	93%
271-9271-70714	PERMANENT PART-TIME EMP	300,000.00	300,000.00	13,420.24	0.00	286,579.76	96%
271-9271-70900	OVERTIME	20,000.00	20,000.00	721.20	0.00	19,278.80	96%
271-9271-71000	SHIFT PREMIUM	17,000.00	17,000.00	0.00	0.00	17,000.00	100%
271-9271-71302	EDUCATION ALLOWANCE	25,000.00	25,000.00	24,000.00	0.00	1,000.00	4%
271-9271-71303	CLEAN/CLOTHING ALLOWANCE	9,200.00	9,200.00	8,800.00	0.00	400.00	4%
271-9271-71500	SOCIAL SECURITY	168,266.00	168,266.00	13,037.81	0.00	155,228.19	92%
271-9271-71900	EMPLOYEE INSURANCES	443,080.00	443,080.00	28,367.20	0.00	414,712.80	94%
271-9271-71904	RETIREE HEALTH INSURANCE	175,768.00	175,768.00	14,647.00	0.00	161,121.00	92%
271-9271-71905	H.S.A. EXPENSE	28,229.00	28,229.00	2,383.50	0.00	25,845.50	92%
271-9271-71906	SUPPL LIFE INSURANCE EXP	2,182.00	2,182.00	173.42	0.00	2,008.58	92%
271-9271-72100	LONGEVITY	48,053.00	48,053.00	7,425.34	0.00	40,627.66	85%
271-9271-72101	BONUS/SICK REDEMPTION	45,497.00	45,497.00	0.00	0.00	45,497.00	100%
271-9271-72200	RETIREMENT FUND	290,226.00	290,226.00	24,186.00	0.00	266,040.00	92%
271-9271-72201	DEFINED CONTRIBUTION EXP	168,117.00	168,117.00	14,463.70	0.00	153,653.30	91%
271-9271-72401	UNIFORMS	0.00	0.00	0.00	0.00	0.00	0%
271-9271-72700	OFFICE SUPPLIES	90,000.00	90,000.00	62.64	43,887.66	46,049.70	51%
271-9271-72702	COPY MACHINE EXPENSE	20,000.00	20,000.00	0.00	12,400.00	7,600.00	38%
271-9271-80100	CONTRACTUAL SERVICES	406,700.00	406,700.00	2,835.00	158,636.70	245,228.30	60%
271-9271-80117	COOPERATIVE SERVICES	250,000.00	250,000.00	37,361.70	0.00	212,638.30	85%
271-9271-80130	LIBRARY COOP INDIRECT AID	75,000.00	75,000.00	0.00	0.00	75,000.00	100%
271-9271-80200	POSTAGE	4,500.00	4,500.00	8.09	200.00	4,291.91	95%
271-9271-80301	UNEMPLOYMENT COSTS	1,000.00	1,000.00	0.00	0.00	1,000.00	100%
271-9271-82201	DIGITAL VIDEO DISCS	21,200.00	21,200.00	0.00	0.00	21,200.00	100%
271-9271-82202	LIBRARY CIRCULATING MAT	127,000.00	127,000.00	0.00	0.00	127,000.00	100%
271-9271-82207	PERIODICALS	40,000.00	40,000.00	0.00	0.00	40,000.00	100%
271-9271-85300	TELEPHONE & RADIO	17,700.00	17,700.00	524.92	0.00	17,175.08	97%
271-9271-86100	MILEAGE	200.00	200.00	0.00	0.00	200.00	100%
271-9271-86300	VEHICLE MAINTENANCE	4,000.00	4,000.00	126.29	0.00	3,873.71	97%
271-9271-86400	CONFERENCES & WORKSHOPS	15,000.00	15,000.00	425.00	85.00	14,490.00	97%
271-9271-88011	MARKETING/PROMOTIONS - PRC	50,000.00	50,000.00	0.00	0.00	50,000.00	100%
271-9271-90200	BOOK BINDING	100.00	100.00	0.00	0.00	100.00	100%
271-9271-91000	INSURANCE & BONDS	52,600.00	52,600.00	4,383.33	0.00	48,216.67	92%
271-9271-92000	PUBLIC UTILITIES	250,000.00	250,000.00	12,197.77	0.00	237,802.23	95%
271-9271-93000	BUILDING MAINTENANCE	57,500.00	57,500.00	0.00	6,500.00	51,000.00	89%
271-9271-95000	ADMINISTRATIVE COSTS	293,900.00	293,900.00	24,491.67	0.00	269,408.33	92%
271-9271-96470	TRANS TO FUND 386 BOND PMT	107,112.00	107,112.00	0.00	0.00	107,112.00	100%
271-9271-96471	TRANS TO FUND 470 CIV CTR SC	0.00	0.00	0.00	0.00	0.00	0%
271-9271-97400	CAPITAL IMPROVEMENTS	379,000.00	379,000.00	0.00	15,143.95	363,856.05	96%
271-9271-98000	OFFICE EQUIPMENT	63,500.00	63,500.00	0.00	0.00	63,500.00	100%
271-9271-98100	VEHICLES	0.00	0.00	0.00	0.00	0.00	0%
271-9271-98200	BOOKS	352,000.00	352,000.00	0.00	2,064.00	349,936.00	99%
271-9271-98500	ARPA EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0%
271-9271-98505	EMERGENCY CONNECTIVITY GR	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL	**6,144,178.00**	**6,144,178.00**	**353,505.59**	**238,917.31**	**5,551,755.10**	**94.25%**

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/25 - 06/30/26

as of 8/31/2025

		BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
271-9271-70300	APPOINTED OFFICIAL	151,961.00	151,961.00	21,192.30	0.00	130,768.70	86%
271-9271-70600	PERMANENT EMPLOYEES	1,573,587.00	1,573,587.00	232,618.73	0.00	1,340,968.27	85%
271-9271-70714	PERMANENT PART-TIME EMP	300,000.00	300,000.00	34,859.99	0.00	265,140.01	88%
271-9271-70900	OVERTIME	20,000.00	20,000.00	742.95	0.00	19,257.05	96%
271-9271-71000	SHIFT PREMIUM	17,000.00	17,000.00	0.00	0.00	17,000.00	100%
271-9271-71302	EDUCATION ALLOWANCE	25,000.00	25,000.00	24,000.00	0.00	1,000.00	4%
271-9271-71303	CLEAN/CLOTHING ALLOWANCE	9,200.00	9,200.00	9,200.00	0.00	0.00	0%
271-9271-71500	SOCIAL SECURITY	168,266.00	168,266.00	25,527.83	0.00	142,738.17	85%
271-9271-71900	EMPLOYEE INSURANCES	443,080.00	443,080.00	56,517.09	0.00	386,562.91	87%
271-9271-71904	RETIREE HEALTH INSURANCE	175,768.00	175,768.00	29,294.00	0.00	146,474.00	83%
271-9271-71905	H.S.A. EXPENSE	28,229.00	28,229.00	4,397.89	0.00	23,831.11	84%
271-9271-71906	SUPPL LIFE INSURANCE EXP	2,182.00	2,182.00	346.26	0.00	1,835.74	84%
271-9271-72100	LONGEVITY	48,053.00	48,053.00	10,825.34	0.00	37,227.66	77%
271-9271-72101	BONUS/SICK REDEMPTION	45,497.00	45,497.00	6,692.40	0.00	38,804.60	85%
271-9271-72200	RETIREMENT FUND	290,226.00	290,226.00	48,372.00	0.00	241,854.00	83%
271-9271-72201	DEFINED CONTRIBUTION EXP	168,117.00	168,117.00	26,955.13	0.00	141,161.87	84%
271-9271-72401	UNIFORMS	0.00	0.00	0.00	0.00	0.00	0%
271-9271-72700	OFFICE SUPPLIES	90,000.00	90,000.00	3,733.02	42,410.37	43,856.61	49%
271-9271-72702	COPY MACHINE EXPENSE	20,000.00	20,000.00	3,111.50	9,288.50	7,600.00	38%
271-9271-80100	CONTRACTUAL SERVICES	406,700.00	406,700.00	23,800.34	138,021.36	244,878.30	60%
271-9271-80117	COOPERATIVE SERVICES	250,000.00	250,000.00	47,182.70	0.00	202,817.30	81%
271-9271-80130	LIBRARY COOP INDIRECT AID	75,000.00	75,000.00	0.00	0.00	75,000.00	100%
271-9271-80200	POSTAGE	4,500.00	4,500.00	6,198.45	200.00	(1,898.45)	-42%
271-9271-80301	UNEMPLOYMENT COSTS	1,000.00	1,000.00	0.00	0.00	1,000.00	100%
271-9271-82201	DIGITAL VIDEO DISCS	21,200.00	21,200.00	648.39	0.00	20,551.61	97%
271-9271-82202	LIBRARY CIRCULATING MAT	127,000.00	127,000.00	1,384.11	0.00	125,615.89	99%
271-9271-82207	PERIODICALS	40,000.00	40,000.00	0.00	0.00	40,000.00	100%
271-9271-85300	TELEPHONE & RADIO	17,700.00	17,700.00	1,072.87	0.00	16,627.13	94%
271-9271-86100	MILEAGE	200.00	200.00	0.00	0.00	200.00	100%
271-9271-86300	VEHICLE MAINTENANCE	4,000.00	4,000.00	126.29	0.00	3,873.71	97%
271-9271-86400	CONFERENCES & WORKSHOPS	15,000.00	15,000.00	595.00	0.00	14,405.00	96%
271-9271-88011	MARKETING/PROMOTIONS - PRC	50,000.00	50,000.00	0.00	0.00	50,000.00	100%
271-9271-90200	BOOK BINDING	100.00	100.00	0.00	0.00	100.00	100%
271-9271-91000	INSURANCE & BONDS	52,600.00	52,600.00	8,766.66	0.00	43,833.34	83%
271-9271-92000	PUBLIC UTILITIES	250,000.00	250,000.00	27,205.09	0.00	222,794.91	89%
271-9271-93000	BUILDING MAINTENANCE	57,500.00	57,500.00	852.81	14,331.24	42,315.95	74%
271-9271-95000	ADMINISTRATIVE COSTS	293,900.00	293,900.00	48,983.34	0.00	244,916.66	83%
271-9271-96470	TRANS TO FUND 386 BOND PMT	107,112.00	107,112.00	0.00	0.00	107,112.00	100%
271-9271-96471	TRANS TO FUND 470 CIV CTR SC	0.00	0.00	0.00	0.00	0.00	0%
271-9271-97400	CAPITAL IMPROVEMENTS	379,000.00	379,000.00	0.00	15,143.95	363,856.05	96%
271-9271-98000	OFFICE EQUIPMENT	63,500.00	63,500.00	0.00	915.88	62,584.12	99%
271-9271-98100	VEHICLES	0.00	0.00	0.00	0.00	0.00	0%
271-9271-98200	BOOKS	352,000.00	352,000.00	13,167.23	0.00	338,832.77	96%
271-9271-98500	ARPA EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0%
271-9271-98505	EMERGENCY CONNECTIVITY GR	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL	**6,144,178.00**	**6,144,178.00**	**718,369.71**	**220,311.30**	**5,205,496.99**	**88.31%**

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM

LIBRARY NAME Warren Public Library

BALANCE AS OF August 31, 2025 $10,128.19

VENDOR	PURPOSE	AMOUNT
		$
		$
		$
		$
		$
		$

TOTAL EXPENSE REQUESTS $

NEW BALANCE AS OF _____ $

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE _____

DATE _____

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM

LIBRARY NAME: Warren Public Library
BALANCE AS OF : 7/31/2025 $ 43,972.19

VENDOR	PURPOSE	AMOUNT
Purchase of 3 new Dell Optiplex AIO and 10 new Dell Optiplex	for Miller Branch	$ 11,430.00
Purchase of 2 new Dell Optiplex AIO and 21 new Dell Optiplex	for Busch Branch	$ 22,414.00
		$
		$
		$
		$

TOTAL EXPENSE REQUESTS $ 33,844.00

NEW BALANCE AS OF : August 4, 2025 $ 10,128.19

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE Shawna Walker
DATE 8/4/25

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM

LIBRARY NAME Warren Public Library

BALANCE AS OF July 31, 2025 $43,972.19

VENDOR	PURPOSE	AMOUNT
		$
		$
		$
		$
		$
		$

TOTAL EXPENSE REQUESTS $

NEW BALANCE AS OF _____ $

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE _____

DATE _____

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM

LIBRARY NAME: Warren Public Library
BALANCE AS OF : 7/7/2025 $ 9,481.80

VENDOR	PURPOSE	AMOUNT
Unique management collection services - invoices #6140950 &6140951		$ 326.30
Reimbursement- ALA conference expenses (Lynn Bieska)		$ 220.22
		$
		$
		$
		$

TOTAL EXPENSE REQUESTS $ 546.52

NEW BALANCE AS OF : July 10, 2025 $ 8,935.28

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE Elaina Weber
DATE 7/10/2025

BRANCH INCOME REPORT

2025/2026 Fiscal Year

INCOME	July	August	September	October	November	December	TOTAL
Copy Machine	$ 3,127.78	$ 3,629.68					6,757.46
Video/DVD	$ -	$ -					0.00
Non-resident Fee	$ 164.00	$ 175.39					339.39
Fines	$ 529.37	$ 1,238.61					1,767.98
Lost Materials	$ 322.97	$ 1,218.95					1,541.92
Miscellaneous	$ 445.30	$ 582.80					1,028.10
Room Rental	$ 10.00	$ 20.00					30.00
Referral Fees	$ 100.00	$ 206.00					306.00

INCOME	January	February	March	April	May	June	TOTAL
Copy Machine							6,757.46
Video/DVD							0.00
Non-resident Fee							339.39
Fines							1,767.98
Lost Materials							1,541.92
Miscellaneous							1,028.10
Room Rental							30.00
Referral Fees							306.00

TOTAL REVENUE **11,770.85**

UNIQUE MANAGEMENT SERVICES, INC.

2016 - 2024 Fiscal Years

	TOTALS	7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	TOTAL
Accounts Submitted	**14,969**	501	447	297	**16,214**
Cash Recovered	**117,352.86**	8,863.82	8,335.96	4,885.58	**139,438.22**
Materials Recovered	**101,148.40**	9,072.92	5,955.13	4,805.46	**120,981.91**
Waived Amount*	**32,379.83**	3,101.64	2,686.17	1,197.50	**39,365.14**
Expenditures	**73,750.40**	3,203.40	3,669.50	3,158.75	**83,782.05**

	TOTALS	7/1/20-6/30/21	7/1/21-6/30/22	7/1/22-6/30/23	TOTAL
Accounts Submitted	**16,214**	388	207	408	**17,217**
Cash Recovered	**139,438.22**	8,204.81	8,451.74	5,100.81	**161,195.58**
Materials Recovered	**120,981.91**	8,436.61	3,995.44	9,717.18	**143,131.14**
Waived Amount*	**39,365.14**	3,105.39	1,606.91	5,390.80	**49,468.24**
Expenditures	**83,782.05**	3,424.60	2,106.90	4,202.40	**93,515.95**

	TOTALS	7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	TOTAL
Accounts Submitted	**17,217**	458	400	135	**18,210**
Cash Recovered	**161,195.58**	6,082.21	4,974.03	1,006.22	**173,258.04**
Materials Recovered	**143,131.14**	11,367.17	10,888.18	2,227.54	**167,614.03**
Waived Amount*	**49,468.24**	3,428.84	3,230.04	639.00	**56,766.12**
Expenditures	**93,515.95**	4,717.40	4,233.30	844.60	**103,311.25**

*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 9/1/2025

WARREN
PUBLIC LIBRARY

LIBRARY OF THINGS

AT THE CIVIC CENTER LIBRARY

The Warren Public Library is pleased to announce our newly added Library of Things collection at the Warren Civic Center Library. With this new collection, patrons will be able to check out items, free of charge, that will be useful around the house including electronic items and tools as well as games for indoor and outdoor play. Items will check out for a 7-day loan period and must be returned to the Warren Civic Center Library circulation desk.

ELECTRONIC ITEMS

- Portable DVD Player
- Video 2 Digital Converter
- Ghost Hunting Equipment
- Retro Game Console
- Toniebox
- Kodak Slide N Scan
- Stop Motion Equipment
- Green Screen Video Production Kit
- Dewey Video Podcasting Stand
- Dewey the Document Camera Stand
- Selfie Stick Tripod

TOOLS

- Stud Finder with Laser Level
- Furniture Lifter & Sliders Kit
- Large Furniture Dolly
- Metal Detector
- Headlamp Flashlight
- Bulb Planting Garden Tool Set
- Camping Lanterns

OUTDOOR GAMES

- Cornhole
- Disc Golf
- Bocce Ball
- Pickleball Set for 2 Players
- Croquet Set for 4 Players
- Spikeball
- Volleyball
- Badminton
- Volleyball/Badminton Net
- Large Jenga Tower
- Bubble Machine

HEALTH

- Blood Pressure Monitor
- Strength & Abdominal Exercise Kit
- Hand Grip Workout Kit

INDOOR GAMES

- Scrabble and Chinese Checkers
- Taco vs Burrito and Sushi Go
- Exploding Kittens and Uno Show 'Em No Mercy
- Bananagrams and Boggle
- Dominoes
- Battleship
- Rack-o and Rummikub
- Magnetic Chess Board
- Jumbo Checkers
- Yahtzee and Trouble
- Cat in the Box and Boop

SAMPLE

WARREN

Library of Things Use Agreement

I _____ am requesting to borrow _____ from the Warren Library of Things. I acknowledge and agree to all of the following use conditions:

Please read, acknowledge, and check off each use condition to indicate your agreement.

☐ I am over the age of eighteen, a Warren resident, and have a Warren Public Library account that was opened at **least ninety (90) days** before today's date and is in good standing.

☐ No one in my household (including myself) is currently borrowing no more than two Library of Things items **from any Warren Library.**

☐ I understand that an item may be checked out for **seven days**. There are no renewals, and there is a 24-hour hold before I can check out the same item again. The **overdue fine is $2.00 a day.**

☐ I agree to use the item in a safe and appropriate manner and according to all manufacturer instructions and recommendations. The library staff will not assist me in using the item. Any comments or statements made by staff about the use of the item should not be construed as advice.

☐ I understand that using an item from the Library of Things may cause serious injury to myself, others, or property. I am solely responsible for any injury/damage to people, property, or the item itself.

☐ I agree to return the borrowed item in clean, complete (including manuals, packaging, and parts/accessories), and good working order to the **Civic Center Branch Circulation Desk** before or on the item's due date.

☐ Items returned to any other library, or any book drops (indoor or outdoor) will be charged **$25** (in addition to any cleaning, repair, or replacement fees).

☐ I have inspected the item and agree that it is complete, clean, and in good working order.

☐ Upon return, **I agree to be charged for any cleaning, repair or replacement fees,** as determined by the library staff. If I fail to return the item, I agree to be charged the full replacement cost.

☐ Failing to return an item or returning it damaged, missing parts, or dirty may result in revocation of my borrowing privileges.

☐ I indemnify the Warren Library, the City of Warren, its officers, employees, and agents from and against any claim of liability; penalties; damages; attorney fees; or other fees or expenses arising from or in connection with the use of the above-listed item.

Collection agency fees will be added to unpaid balances (for overdue fines, damaged items, non-return of materials, etc.)

Signature: _____ Date: _____

Printed name: _____

Phone number: _____

For Office Use Only:

Library Card No.	Staff Initials:	Date:	Item No.

Library of Things

XS

XS1 Blood Pressure Monitor Kit
XS2 Headlamps Kit
XS3 Retro Game Console Kit
XS4 Dominoes Kit
XS5 Stud Finder with Laser Level kit
XS6 Bulb Planting Kit
XS7 Kodak Slide N Scan Kit
XS8 Family Game Night I
XS9 Family Game Night II
XS10 Family Game Night III
XS11 Family Game Night IV
XS12 Family Game Night V
XS13 Camping Lantern Kit
XS14 Furniture Lifter & Sliders Mover Kit
XS15 FitBeast Hand Grip Workout Kit
XS16 Charades and My First Bananagrams Games Kit
XS17 Mancala and Don't Let the Ball Drop Games Kit
XS18 Toddler Scavenger Hunt Kit
XS19 Go Fish and Workout Dice Kit
XS20 Uno Junior, Tic-Tac-Toe and Matching Letter Game Kit
XS21 Toniebox Audio Kit 1 (Laurie Berkner, Pete the Cat)
XS22 Toniebox Audio Kit 2: Frozen
XS23 Toniebox Audio Kit 3: Disney
XS24 Toniebox Audio Kit 4

S

S1 Matching Games Kit I
S2 Matching Games Kit II
S3 Battleship Game
S4 Beach Treasure Hunt Kit
S5 Lawn Darts Kit
S6 Pete the Cat Games
S7 Bocce Ball Kit
S8 Selfie Stick Tripod
S9 Video 2 Digital Converter
S10 Bubble Machine
S11 Ghost Hunting Equipment Kit
S12 Rack-O and Rummikub Games Kit
S13 Volleyball & Pump Kit
S14 Cat in the Box and Boop Games Kit
S15 Strength & Abdominal Exercise Kit

M

M1 Metal Detector Kit
M2 Pickleball Kit
M3 Rustic Ring Toss
M4 Magnetic Chess Board
M5 Portable DVD Player
M6 Portable Podcast Mixer
M9 Children's Nostalgic Board Game Kit
M10 Yahtzee and Trouble Board Games Kit
M11 Guess Who? And Connect 4 Board Games Kit
M12 Sorry and Clue Games Kit
M13 Pete the Cat Meow Match and Big Lunch Card Game Kit

L

L1 Jumbo Checkers Kit
L2 Spikeball Kit
L3 Large Jenga Tower Game

XL

XL1 Kids Croquet Kit
XL2 Outdoor Movie Night Kit
XL3 Badminton Kit

SUMMER READING 2025
PROGRAM RESULTS

ADULTS

	Total Readers Enrolled	Total Completions	Logged Days
Arthur J. Miller	106	74	4096
Civic Center Library	288	185	10033
Dorothy Busch	49	33	1790
Maybelle Burnette	36	24	1252
Grand Totals	**479**	**316**	**17171**

Babies Ages 2 And Under

	Total Readers Enrolled	Total Completions	Logged Days
Arthur J. Miller	17	14	849
Civic Center Library	35	27	1591
Dorothy Busch	5	5	251
Maybelle Burnette	4	3	117
Grand Totals	**61**	**49**	**2808**

3rd Through 6th Grades

	Total Readers Enrolled	Total Completions	Logged Days
Arthur J. Miller	36	27	1516
Civic Center Library	141	89	4363
Dorothy Busch	13	7	375
Maybelle Burnette	19	14	631
Grand Totals	**209**	**137**	**6885**

Preschool To 2nd Grade

	Total Readers Enrolled	Total Completions	Logged Days
Arthur J. Miller	50	37	1987
Civic Center Library	166	162	8016
Dorothy Busch	21	15	751
Maybelle Burnette	14	10	528
Grand Totals	**251**	**224**	**11282**

Teens 7th Through 12th Grades

	Total Readers Enrolled	Total Completions	Logged Days
Arthur J. Miller	26	6	795
Civic Center Library	62	15	2066
Dorothy Busch	10	1	153
Maybelle Burnette	9	1	149
Grand Totals	**107**	**23**	**3163**

SUMMER READING 2025
PROGRAM RESULTS

	Total Readers Enrolled	Total Completions	Logged Days
Babies Ages 2 And Under	61	49	2808
Preschool To 2nd Grade	251	224	11282
3rd Through 6th Grades	209	137	6885
Teens 7th Through 12th Grades	107	23	3163
Adults	479	316	17171
Grand Total	**1107**	**749**	**41309**

ALA Conference 2025 in Philadelphia – Lynn Bieszka

During the conference, I attended two sessions on AI. The first session was AI for Beginners. After a short introduction, the rest of the session consisted of using AI powered robots to follow paths around a small area. We do have robots that are used for programming at WCV so that wasn't really what I had hoped to get out of the session. The next session was Beyond the Hype: How 2 Urban Libraries Are Approaching AI. This session gave me more of the type of information that I was interested in. They showed examples of how their staff was using Microsoft Copilot to generate materials for programs like scavenger hunts and bingo cards. They had speakers come in and do patron programs with an introduction to AI, chatbots, and generative AI. One of the libraries used AI to increase their number of active card holders with targeted promotional initiatives, personalized card holder emails, and card holder follow ups.

I went to a session called Build Your Brand, Build Your Community. They talked about the importance of having an official logo. There can be a color version, a black and white version, and a version if it is going to be on a white or dark background. Do not recolor, stretch, squish, or excessively shrink your logo. Make sure that it isn't pixelated. Your brand is your signature. If your library partners with someone, make sure that they have your correct logo and you have theirs. Avoid undefined abbreviations. Ex: Don't use the abbreviation WPL unless somewhere else in the document you use Warren Public Library (WPL). Their library has many rules about making flyers and other branded literature including capitalization, dates, times, numbers, and fonts. They said that your logo should be in the upper left corner or lower right corner of any flyers so that it is the first or last thing that people will see.

The Kenosha Public Library started a program called Growing Terrific Talkers. They brought in professionals (pediatricians, speech pathologists, and occupational and physical therapists) to talk about childhood milestones and common illnesses, developmental toys, maternal health, and feelings. They had professionals do early child development screening and hold question and answer sessions. This was done in conjunction with their infant and toddler storytimes so the parent could listen to the professional while the child might be occupied with storytime and then the caregiver could practice their new skills right away in the library. They recommended adding Stephanie Cohen's books to your collection. She has Learn-to-talk series and an I Can Say series.

Governor Gretchen Whitmer was featured in the opening session. She talked about the importance of diversity and how some politicians do not support it and threaten funding and how she stays optimistic in these turbulent times.

George Takei was the featured speaker on Saturday afternoon. He talked about living in internment camps when he was young because he was Japanese American. His family's imprisonment was not based on anything that they had done but on the way they looked and where their ancestors had come from. His family was taken from their home in California to a camp in Arkansas. Even when his family returned to California, they were still mistreated. He talked about being gay and keeping it secret for much of his life due to fear for his career and well-being. He finally came out as gay in 2005 and has since been a vocal advocate for civil rights for all. Libraries are a crucial part of making sure that children see themselves positively by filling their collections with diverse books.

The closing general session featured Geena Davis. I was not aware that she had started the Geena Davis Institute of Gender in Media in 2004. The main goal is to improve the portrayal of female characters. That includes reducing or eliminating negative stereotypes and increasing diversity. She started the institute over 20 years ago when her daughter was young and she really looked at what her daughter was watching on TV and in movies. Of course, she stressed that this representation is important in literature as well and that most librarians try to have a balanced collection and have more choices to that end now than they did 20 years ago.

The exhibit hall was busy as usual. My favorite find was a gentleman from Mission Telecom who said that they are a nonprofit that works with T-Mobile and offers mobile hotspot service for $7 per month per device. We currently have our hotspot service directly from T-Mobile and pay closer to $30 per month per device. If what he told us is accurate/true, the library could save over $5000 per year. I referred him to our library director. We viewed an addition to our self-check station that would allow patrons to pay their fees at the self-check. Two questions related to this are whether it would be compatible with our ILS and how much would it cost both in credit card fees and cost of the addition up front and yearly. Janway offers $1 bags that I hope our SRC prize committee will consider next year because I prefer bags with flat bottoms. There were over 600 vendors so we saw booths displaying books from big publishers and independent publishers and furniture and outdoor musical instruments and WhaZoodles (which we recently purchased) and promotional materials and equipment and databases. Unfortunately, I still did not find a source for current adult Arabic books.

Conference Report
Jamie Babcock
Warren Miller Branch Library

American Library Association Annual Conference & Exhibition 2025 – Philadelphia, PA
Dates Attended: Friday, June 27, 2025 – Monday, June 30, 2025

In addition to listening to speakers and attending education sessions (partially or in full; some sessions are noted below), I visited multiple vendor and author booths in the exhibit hall, speaking with numerous vendors about their offerings and several authors and illustrators about their works.

FRIDAY, JUNE 27, 2025

Opening General Session featuring Governor Gretchen Whitmer

In discussing the young adult version of her memoir *True Gretch: What I've Learned About Life, Leadership, and Everything in Between*, Gretchen Whitmer related the challenges that she has faced, both as governor and as private citizen, and provided advice on navigating professional and personal issues. She recognized the changing times affecting young adults, stating that she wanted to make her book "a tool of empowerment."

SATURDAY, JUNE 28, 2025

Featured Speaker: George Takei

George Takei spoke about his life as an Asian American, as an internment camp prisoner, as an actor, and as a member of the LGBTQIA+ community, and how these experiences have informed his books and his activism. He encouraged the audience to oppose injustice, even if it is difficult, even if it doesn't affect you personally, and related several stories from his past. He stressed that librarians are "a pillar of democracy" and "bring sanity into this world," and that progressives should not give up hope for the future.

Autism-Ready Libraries: Designing Inclusive Early Literacy Programs

Through their research, the presenters identified needs of, and social/sensory barriers for, children with autism and their families. Many families fear judgement of their children in spaces that are considered quiet, and circumstances as simple and overlooked as fluorescent lighting may impact children with autism. Neuroinclusive storytimes rather than specialized storytimes are important because some parents are unaware that their children have autism, families who recognize autism want to be included, and both neurotypical and neuroatypical children benefit from association in an accommodating environment.

The presenters identified three elements of creating a neuroinclusive storytime: 1. "address participation barriers" (lighting, unexpected sounds, undefined storytime space, etc.); 2. "utilize autism-inclusive early literacy engagement" (hands-on activities, short and engaging books, multiple copies of storytime books, etc.); 3. "provide multiple means of participation" (verbally acknowledging that children may

participate/react in various ways, asking questions that children may answer verbally or by signing or with manipulatives, etc.).

Having presented separate storytimes for neurotypical and neuroatypical kids (though the latter was promoted as "inclusive"), I appreciated the presenters' approach to making all storytimes accessible and welcoming for all children without necessarily drawing attention to inclusivity. The presentation also provided me with ideas for making non-storytime programs more successful for older kids and teens who may be neuroatypical.

SUNDAY, JUNE 29, 2025

Creating Third Places for Teens: Utilizing a Multifaceted Approach to Develop Teen-Friendly, Inclusive, Social Environments

The presenter, a young adult services librarian, explored the significance of "third places"—public gathering spaces beyond one's home and work/school—for teens. The presenter's library discovered during the pandemic that teens wanted less formal socializing (via Zoom, if necessary), rather than structured, planned, staff-led events, and she explained how her library accommodated that want. Beyond some innovative ideas for teen programming, the presenter provided numerous suggestions for providing a teen-friendly space: policy changes (teen-only space, etc.); room design/layout changes (less shelving, more seating, more outlets); passive activities (like board games) and craft supplies for open-ended creativity and interaction. The presenter also offered ideas to foster a sense of ownership and belonging within the space: teen-created displays and artwork (bookmarks, friendship bracelets, kindness rocks, poetry); cookbooks created with teen collaboration and added to collection; leadership opportunities (teen advisory boards, etc.); and a Teen Calming Corner for teens who need a safe space to pause and reset. She also stressed that the space as a whole should be ever-evolving, removing elements that don't work in favor of new ones that do.

We often struggle with accommodating teen patrons in the library, and the presenter offered some creative ideas for providing a welcoming space, providing creative outlets, and encouraging teens to *want* to visit the library, as well as inspiring them to view libraries in a fresh and positive way.

MONDAY, JUNE 30, 2025

Navigating Difficult Situations in Public Libraries: Trauma-Informed Strategies for De-Escalation

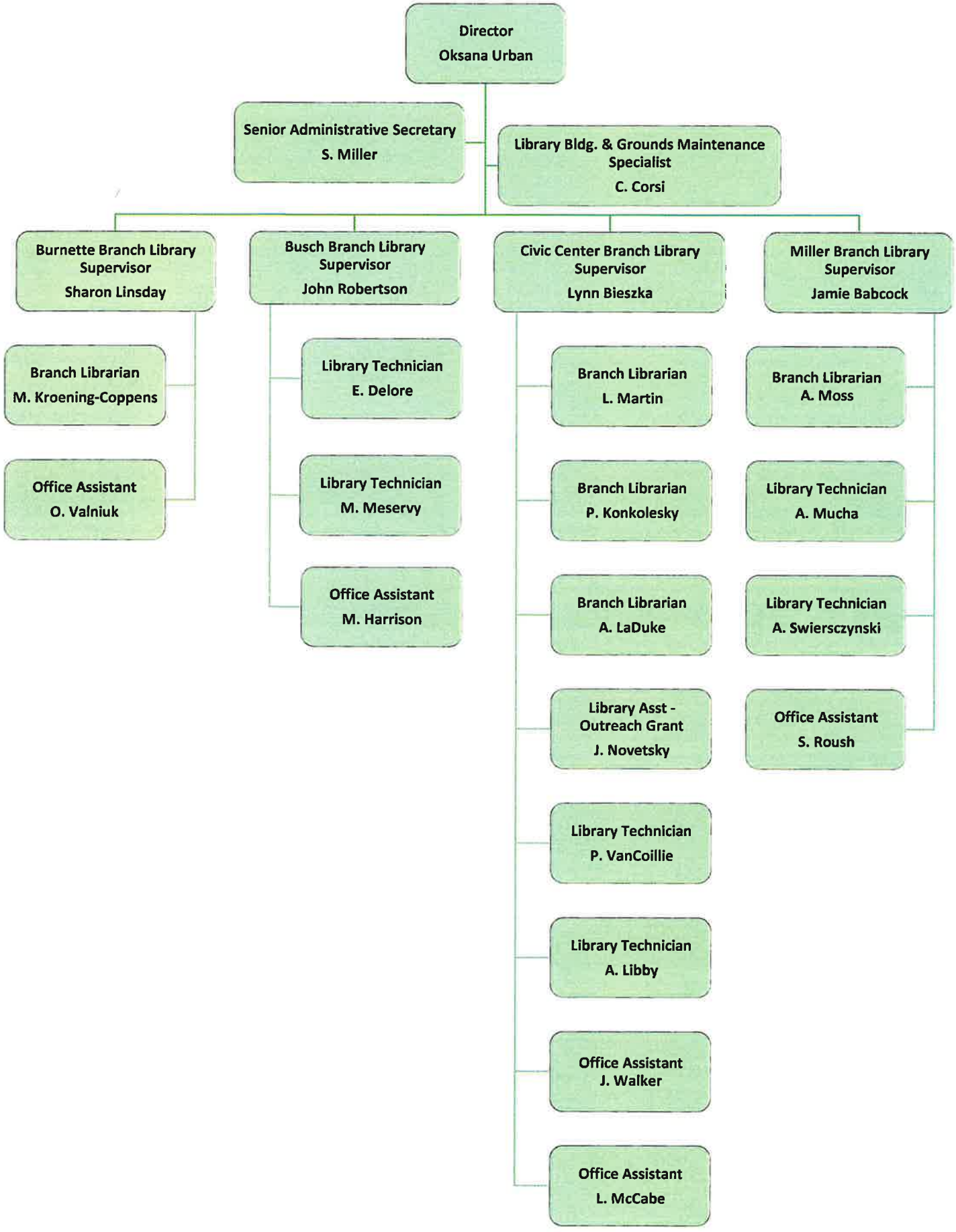
The presenter, a licensed clinical social worker who worked in that role at a public library, provided "evidence-informed approaches" to both challenging interactions and their impact on library workers, based upon her training in social work, psychology, and counseling. She offered de-escalation skills as "tools"—"reflect tool," "connect tool," etc.—with self-reflective questions for library workers to understand behaviors, as well as understanding that both patrons and workers may experience trauma during interactions and have trauma-informed responses. A library worker's toolkit should contain knowledge—of biases, stress responses, communication styles, nonverbal/paraverbal cues, compassion fatigue, etc.

Library workers of all classifications frequently find themselves needing to de-escalate situations and then immediately interacting with other members of the public. For workers to best serve the public, it is essential that we have the best methods to approach interactions and handle resulting trauma for all involved, and I plan to read the presenter's book of the same name.

Closing General Session featuring Geena Davis

Actor Geena Davis spoke about her career in the film industry, her parenting, her institute, and the picture book that she based on her childhood wish, as a "shy and self-conscious" kid, to "take up less space"; in the book, the main character eventually takes up more space and finds her voice. Davis's institute, focusing on gender in media, examines the biases in entertainment media and encourages inclusion and the reduction of stereotypes. She spoke about choosing acting roles throughout her career that portray women in strong, positive (and often feminist) ways.

WPL Organizational Chart - Current



Updated September 10, 2025