

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, July 17, 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
July 17, 2025
6:00 p.m.

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Approval of Minutes

- **Special Meeting March 13, 2025**
- **Regular Meeting March 20, 2025**
- **Regular Meeting May 15, 2025**
- **Special Meeting June 25, 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 –**

- Branch closed on June 6, 2025, from 10:45 am to noon by request of the FHS Administration due to fighting on school premises.

- **Burnette –**

- Requesting TIFA funds to stock fish tank with 2 larger fish
- Burnette Supervisor is asking for a year-round security guard since the number of homeless has increased and Trinity Lutheran facility may no longer be available

- **Miller –**

- Recently started purchasing items for the library of things collection

- **Civic –**

- Branch was closed at noon on June 5, 2025 due to power outage.

c. Current Projects

- Library budget approved with changes by council.
- Library will be using BeanStack instead of ReadSquared for Summer Reading program
- Request for bids from contractors for new branch at 13700 Sidonie was placed on BidNet. 9 contract companies attended the pre-Bid meeting.
- Bid for upgrades to Civic Center's Special Collection room awarded to Thalner Electronic Labs, Inc.

d. Services

- Received check from SLC in the amount of \$383.49 and \$578.46 from ProPay credit transactions in the months of April through May 2025 totaling \$961.95.

e. Staffing

- **New Hires/Departures**

- N. Akther hired as Library Page, started at Civic Center on June 16, 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.
- Summer quarterly printing of Warren Today, Activity Guide mailed out to Warren residents.
- 2 staff members attended ALA (American Library Association), Annual, June 26-30 Conference in Philadelphia, PA (Staff reports forthcoming)

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:

- Fill Vice-Chairperson - vacancy
- WPL Bylaw Revisions
- 2026 Library Commission Meeting Dates
- Appoint Library Commissioner to the Commission of Commissioners

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
Civic Center Branch - Mark Twain Room
Special Meeting 6:00 pm
March 13, 2025

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

2. Roll Call:

Commissioners Present: Frank Pasternak, Zosia Ladak, Emily Howard, Annette Majka, Natalie Piernak, Lorie Barnwell

3. Also Present: Oksana Urban, Warren Library Director, Caitlin Murphy, City of Warren Attorney

4. Absent: Don McIntosh, excused

5, Meeting Started: 6:10 pm

6. Approval of Agenda:

Motion to approve the agenda; motion carried.

7. Director's Report:

a. Statistics/Output Measures:

- Unique Management Report

b. Branch Updates:

- **Busch:** Discussion covered the various aspects of stabilizing the behavioral conduct of FHS students which was aptly addressed by Acting Superintendent Laurie Fournier by stressing to the students the importance of conducting themselves in a manner that was acceptable by the library staff and the patrons visiting the library. Official FHS letters were mailed to parents informing them of unacceptable conduct and the ramifications that would follow if the FHS Students' Rights & Responsibilities and Code of Conduct were not followed.

Basic procedures for students visiting the library are: sign-in, leave school ID with the staff, sign-out, pick up school ID from library staff. Also, follow Patrons Code of Conduct.

A detail of 2 Warren Police officers arrive daily at 2:45pm, at school dismissal time to interact with students; likewise, an FHS teacher and an RO visit Eddie's Pizza store and the library to interact with the students.

7. Discussion items:

Date to re-open the Busch library

8. Audience Participation:

9. Action Items:

Re-open Busch Branch for regular hours on Monday March 17, 2025

10. Friends of the Warren Public Library

11. S.L.C. Report

12. Commissioner's Comments

13. Next Meeting Date – May 15, 2025

14. Adjournment:

Meeting adjourned at 6:50pm

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

March 20, 2025

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

2. Roll Call:

Commissioners Present: Zosia Ladak, Annette Majka, Natalie Piernak

Also Present: Oksana Urban, Warren Library Director, Caitlin Murphy, City of Warren Attorney

3. Approval of Agenda:

Motion to approve the agenda; motion carried.

4. Approval of Minutes, Regular Meeting of January 16, 2025 and Special Meeting February 3, 2025

Motion to approve the agenda; motion carried.

5. Financial Reports:

a. Monthly Line Item Budget Report

b. Suburban Library Allocation Account

c. Branch Income Report

Motion to receive and file the Monthly Line Item Budget Report, the Suburban Library Allocation Account, and the Branch Income Report; motion carried.

6. Director's Report:

a. Statistics/Output Measures:

- Unique Management Report

b. Branch Updates:

- Busch:

- Electric hand dryers installed in public restrooms

- Branch closed early on February 12, 2025 due to weather conditions

- Burnette:

- Trinity Lutheran Church closing March 22, 2025

- Spartan 6 Security Inc. service time frame is March 10, 2025 – April 30, 2025; return for service November 1, 2025 – April 30, 2026
- Electric hand dryers installed in public restrooms
- **Miller:**
 - RFID staff badge reader installed on the north door entrance
 - Branch closed early on January 22, 2025 due to building issues
- **Civic:**
 - Branch closed early on February 12, 2025 due to weather conditions

c. Current Projects:

- State Aid submitted
- Library budget submitted to Mayor Stone
- Ply+ meetings were scheduled to discuss the library's needs and wants regarding design strategies and the goals for the new branch. Design plans completed by Ply+ for the new branch at 13700 Sidonie.
- Planning and Zoning commissions approved the necessary changes for the new library
- Viewed and Selected furniture options for new branch at ISCG
- Request for quote placed on BidNet for landscaping and fertilization services for the Busch and Burnette branches
- Notice posted by HR for search of Library Director

- d. Services:

- Received check from SLC in the amount of \$318.27 and \$709.35 from ProPay credit transactions in the months of December 2024 through January 2025 totaling \$1,027.62.

e. Staffing:

- New Hires/Departures

- L. McCabe, Library Office Assistant hired to fill vacancy; 6 month probation started on February 7, 2025 at the Civic Center branch.
- M. West, Library Office Assistant hired to fill vacancy; 6 month probation started on February 21, 2025 at the Miller branch and resigned on March 8, 2025.
- D. Soucy left service on March 3, 2025
- E. Khan, Library Page, started March 7, 2025 at Busch branch.

- Staff Transfers –

- Extended leave –

- J. Robertson, Busch Branch Supervisor is on extended leave

— A. Libby returning from leave on March 17, 2025

- Training

— Busch FTE staff completed student Trauma Training on Thursday, March 6, 2025

f. Marketing/Outreach:

- 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.
- Quarterly printing of Warren Today, Activity Guide mailed out to Warren residents.

Motion to moved to receive and file the Director's Report; motion carried.

7. Discussion items:

8. Audience Participation

- Resident brought up the issue they see of a new library. Resident stated in the summer of 2010 there was the big issue about the libraries were closing because there wasn't the money, and the taxpayers generously approved the special revenue fund village, and then the libraries were open ever since then. With this they questioned with knowing the history of the library, the funding and the financing the Civic Center is the DDA library, the Chippewa library is Burnette, and that the building authority library is Miller; what funding source, bond funding source is going to be for the new library?
- Resident wanted to officially nominate the new library to be named after the Palmers.
- Resident concerns on the delay in breaking ground on the new library

9. Action Items:

a. Appoint Vice-Chair

Nomination made for Natalie Piernak. Voting to occur next meeting since there was no quorum.

10.Friends of the Warren Public Library

- No report

11.S.L.C. Report

- No report

12.Commissioner's Comments

13.Next Meeting Date – May 15, 2025

14.Adjournment

Meeting adjourned at 6:50pm

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

May 15, 2025

1. Call to Order The special meeting was called to order at 6:02 PM by Natalie Piernak.

2. Rol Call:

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

Also Present: Oksana Urban, Warren Library Director; Caitlin Murphy, City of Warren Attorney; Henry Newman, City of Warren Councilman; and Mallorie DeVilbiss, Director of Suburban Library Cooperative.

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3. Approval of Agenda:

Majka made a motion to approve the agenda as amended to include a discussion on the process of selecting the new Library Director, supported by McIntosh; motion carried.

4. Approval of the Minutes of the Special Meetings of March 31, 2025 and May 7, 2025: Majka made a motion to approve the Minutes of the Special Meetings of March 31, 2025 and May 7, 2025, supported by Ladak; motion carried.

5. Financial Reports:

a. Monthly Line Item Budget Report

b. Suburban Library Allocation Account

c. Branch Income Report

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

6. Director's Report:

a. Statistics/Output Measures:

-Unique Management Report.

b. Branch Updates:**- Busch:**

- Students are using the library daily and the number of students has increased.

- Burnette:

- Faulty breaker replaced 4/24/2025.
- TIFA approved \$800 funding for MI Crusin'53 event.
- Requesting TIFA funds to stock fish tank with two larger fish.
- Burnette supervisor is requesting a year-round security detail.

- Miller:

- Started working on their library of things collection.

- Civic:

- Purchased 36 chairs and two racks to stock chairs from CMPL for the Special Collection room at a cost of \$250.
- TIFA approved funding for MI Crusin '53 event.
- Started working on their library of things collection.

c. Current Projects:

- Library budget talks commence with the City of Warren Council 4/28/25.
- Library will be using BeanStack instead of ReadSquared for the Summer Reading Program.
- Request for bid placed on Bidnet for Magazines; bid awarded to Magazine Subscription 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 the contractors for the new branch at 13700 Sidonie were placed on BidNet. Nine contractors attended the pre-bid meeting.
- Request for bid was placed on BidNet for upgrades to Civic Center's Special Collection room.

d. Services:

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

e. Staffing:

- New Hires/Departures:

- M. Harrison, Library Office Assistant, was hired to fill a vacancy; the six month probation period started 4/14/2025 at the Miller branch.

- E. Klan left service on 3/27/2025.

- Staff Transfers:

- A. Moss is returning to Branch Librarian position at the Miller Branch starting 5/12/2025.

- A. LaDuke, Branch Librarian, was transferred from the Miller Branch to the Civic Center Branch on 5/12/2025.

- M. Harrison, Library Office Assistant was transferred from the Miller Branch to the Busch Branch on 5/12/2025.

- Extended Leave:

- J. Robertson, Busch Branch Supervisor, returned from extended leave on 5/9/2025.

f. Marketing/Outreach:

- Summer Reading Club extends from 6/7/2025 through 8/9/2025 with a “Color Our World” theme.

- eNewsletter update: All programs are listed in the eNewsletter for children, teens, and adults. Computer classes taught by J. Robertson are cancelled for now.

- Outreach program is focused on Warren residents with home delivery of materials to persons with disabilities and are homebound.

- Spring quarterly printing of the Warren Today, Activity Guide was mailed to Warren residents. The summer edition went to print on 4/16/2025.

- Two staff members attended the MLA (Michigan Library Association) Spring Institute for Youth Services Conference, held 4/10/2025 and 4/11/25 in Frankenmuth, Michigan. Reports were available.

- Library services were promoted at the Mayor’s Budget Presentation held 4/14/2025 at the Parks and Recreation auditorium.

- Two staff members attended Advocacy Day in Lansing, Michigan held 4/30/2025. Reports were available.

- Two staff members will attend the ALA (American Library Association) Annual Conference on 6/6-10/2025 in Philadelphia, PA.

g. Discussion/ Action Items:

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

- A Special Meeting was to be scheduled for June 11, 2025, to review and revise the process for selecting the Library Director. The meeting was

subsequently changed to meet on June 25, 2025, to include a review of Bylaw revisions.

- Mallorie DeVilbiss, Director of SLC, agreed to have a "training" session on selecting a library director. It was agreed to meet at 5:00 PM, one hour before the 6:00 PM Special Meeting on June 25, 2025.

- **Scheduling of Regular Meetings:**

- Piernak suggested returning to monthly Regular Meetings. Barnwell made a motion to schedule a July 17, 2025, Regular Commission Meeting, supported by Majka; motion carried.

- **Security Guard:**

- Barnwell made a motion to extend the security guard contract for the Burnette Branch Library for a full year for the safety of the library staff and the homeless, support by Ladak; motion carried. It was noted that this would require Council approval.

7. Audience Participation:

- A suggestion was made to have the library maintenance person report to the Library and not to the City Maintenance Department.

8. Action Items:

- Barnwell made a motion to approve the 2026 Library Closed Dates, supported by Majka; motion carried.
- Approval of the 2026 Library Commission Meeting Dates was tabled for now.
- Election of Commission Officers was held with the following results:
 - Chairman: Natalie Piernak
 - Vice Chairman: Open
 - Treasurer: Annette Majka
 - Secretary: Donald McIntosh

9. Friends of the Warren Public Library:

- Nothing to report.

10. S.L.C. Report:

- Nothing to report.

11. Commissioners' Comments:

- Majka indicated she would meet with the Mayor to be reappointed as a Commissioner, but only to continue in that position until a Library Director was selected.

12. Next Regular Meeting Date: July 17, 2025

13. Adjournment:

Barnwell moved to adjourn the meeting at 8:08 PM, supported by Majka; motion carried.

Donald J. McIntosh, Secretary

WARREN PUBLIC LIBRARY COMMISSION
Special Meeting
Civic Center Library- Mark Twain Room
1 City Square, Suite. 100
Warren, MI 48093
June 25, 2025
6:00 p.m.

1. Call to Order:

Special meeting was called to order at 6:19p.m. by Natalie Piernak.

2. Roll Call:

Commissioners Present: Natalie Piernak, Emma Howard, Annette Majka, Zosia Ladak, Lorie Barnwell

Also Present: C. Murphy, City of Warren Attorney; M. Magee, Councilwoman; J. Gajos, Human Resource Director

Absent: D. McIntosh, O. Urban

3. Approval of Agenda:

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

4. Discussion/Action Items

a. Compose Job description – Library Director – Warren Public Library

Library Director job descriptions were selected from libraries based in Macomb County which were reviewed by a sub-committee at the first posting. Warren HR director has a job description which can be modified for the position of library director for the Warren Public Library.

A comprehensive list of desirable/required qualifications need to be compiled, such as: experience in annual budget preparation, state aid reporting, millage and leadership experience, management and administrative work, number of years served as a director, construction/renovation experience, State of Michigan certification, master's degree from a school accredited by the American Library Association; possess a Level 1- Librarian's Permanent Professional Certification.

Provide candidates with highlights of the city of Warren's community, diverse population of 139,387; membership in the Suburban Library Cooperative. In conjunction with hiring a Director, a recommendation was made to hire an Assistant Director which was differed to the upcoming 2026-2027 budget.

b. Marketing – Posting – Duration of posting

Post job description on various sites: SLC, TLN, MLA, Michlib-l, ALA, social media, Indeed, LinkedIn, and on HR recommended sites. Post job description for a period of 3 – 4 weeks.

c. Location for Interview

Concern was expressed that the size of the Twain room might be inadequate for the unknown number of interested patron attendees. A larger venue would be the first-floor conference room at City Hall.

d. Compile Interview questions – Limit to 10-15 questions

Review applicants' resumes, qualifications, and experience. Select applications of candidates who meet required/desirable qualifications. Compose questions focusing on required/desired number of years served as director, etc.

The members of the Library Commission should all agree on the questions that will be asked of the candidates. Chairwoman N. Piernak can work with the HR Director, composing interview questions.

e. Interview Process (Subject to Open Meetings Act)

Question posed was whether there should be a panel of questioners or one individual who would question the candidates; thus, allowing the library commission members to focus on the answers provided by the candidate.

Recommendation was to have J. Gajos, Resource Director ask the selected questions. All qualifying candidates will be asked the same questions.

Applicant can ask for a closed meeting. Personal information about the candidate is not to be discussed. Also mentioned was to have staff and union members 'meet and greet' candidate. If staff member is unable to attend during work hours, they can submit their written questions to member who is able to attend the "meet and greet."

f. Hiring/Pay Scale

Starting pay can be \$117,000.00 contingent on candidate's experience. Utilize sliding pay scale which can be incrementally increased (include evaluation of performance) and capped at \$145,000.00 after X number (4 - 5) of years employment. Selected candidate will receive a "letter of interest to hire" from HR; informing candidate that he/she was selected to fill the vacancy of Director. Candidate will receive all the necessary paperwork that will need to be submitted to HR for processing.

5. Bylaw Revision – Article IX Director

e) Evaluation:

f) Discipline/Dismissal

2. Library Commission of Trustees...authorized...dismissal of the director...

Bylaw Revision – Article III Officers

c) The Chairperson of the Commission shall preside...

6. Audience Participation:

Conversation focused on hiring a Library Director from within the current staff since outside hires were not successful in retaining their directorship; blaming their dismissal on political conditions in the city of Warren. Also, concurred with the recommendation of hiring an Assistant Director.

7. Next Meeting Date: July 17, 2025

8. Adjournment:

Ladak made a motion to adjourn the meeting at 7:21 p.m. supported by Howard motion passed.

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY
PERIOD 07/01/24 - 06/30/25
as of 5/31/2025

		BUDGETED	CURRENT	YTD	EXPENDITURE	YTD	ENCUMBERED	YTD	UNENCUMBERED	%
			BUDGET							REMAINING
9271	70300	119,737.00	119,737.00		108,184.88		0.00		11,552.12	9.65%
9271	70600	1,579,539.00	1,579,539.00		1,293,464.06		0.00		273,674.94	17.33%
9271	70714	300,000.00	300,000.00		224,464.58		0.00		75,535.42	25.18%
9271	70900	20,000.00	20,000.00		1,049.22		0.00		18,950.78	94.75%
9271	71000	15,500.00	15,500.00		6,281.87		0.00		9,218.13	59.47%
9271	71302	25,000.00	25,000.00		22,000.00		0.00		3,000.00	12.00%
9271	71303	9,600.00	9,600.00		8,400.00		0.00		1,200.00	12.50%
9271	71500	165,605.00	165,605.00		130,752.47		0.00		34,852.53	21.05%
9271	71900	491,803.00	491,803.00		379,424.20		0.00		112,378.80	22.85%
9271	71904	175,468.00	175,468.00		161,117.00		0.00		14,651.00	8.35%
9271	71905	28,387.00	28,387.00		22,339.89		0.00		6,047.11	21.30%
9271	71906	2,428.00	2,428.00		1,666.92		0.00		761.08	31.35%
9271	72100	47,166.00	47,166.00		42,951.31		0.00		4,214.69	8.94%
9271	72101	38,926.00	38,926.00		26,097.30		0.00		12,828.70	32.96%
9271	72200	336,750.00	336,750.00		308,693.00		0.00		28,057.00	8.33%
9271	72201	179,656.00	179,656.00		135,760.15		0.00		43,895.85	24.43%
9271	72401	0.00	0.00		0.00		0.00		0.00	100.00%
9271	72700	90,000.00	90,000.00		31,086.75		34,494.18		24,419.07	27.13%
9271	72702	20,000.00	20,000.00		8,886.89		6,005.04		5,108.07	25.54%
9271	80100	364,200.00	364,200.00		195,683.53		42,942.44		125,574.03	34.48%
9271	80117	225,000.00	225,000.00		186,035.52		0.00		38,964.48	17.32%
9271	80130	75,000.00	75,000.00		37,375.64		0.00		37,624.36	50.17%
9271	80200	3,000.00	3,000.00		12,310.02		200.00		189.98	6.33%
9271	80301	100.00	100.00		0.00		0.00		100.00	100.00%
9271	82201	18,600.00	18,600.00		9,849.08		0.00		8,750.92	47.05%
9271	82202	108,000.00	108,000.00		60,380.09		0.00		47,619.91	44.09%
9271	82207	22,000.00	22,000.00		0.00		23,113.30		1,286.70	5.85%
9271	85300	17,700.00	17,700.00		6,625.42		0.00		11,074.58	62.57%
9271	86100	200.00	200.00		0.00		0.00		200.00	100.00%
9271	86300	3,000.00	3,000.00		1,347.20		0.00		1,652.80	55.09%
9271	86400	15,000.00	15,000.00		9,400.81		0.00		5,599.19	37.33%
9271	88011	50,000.00	50,000.00		4,799.05		4,758.77		40,442.18	80.88%
9271	90200	100.00	100.00		0.00		0.00		100.00	100.00%
9271	91000	50,600.00	50,600.00		46,376.00		0.00		4,224.00	8.35%
9271	92000	250,000.00	250,000.00		160,485.08		0.00		89,514.92	35.81%
9271	93000	47,000.00	47,000.00		27,426.63		3,311.94		16,261.43	34.60%
9271	95000	285,400.00	285,400.00		261,613.00		0.00		23,787.00	8.33%
9271	96470	107,503.00	107,503.00		107,501.19		0.00		1.81	0.00%
9271	96471	0.00	0.00		0.00		0.00		0.00	100.00%
9271	97400	142,000.00	142,000.00		8,306.00		3,564.44		130,129.56	91.64%
9271	98000	56,000.00	56,000.00		2,540.00		0.00		53,460.00	95.46%
9271	98100	64,000.00	64,000.00		56,475.50		0.00		7,524.50	11.76%
9271	98200	326,000.00	326,000.00		236,377.29		0.00		89,622.71	27.49%
9271	98500	0.00	233,780.00		209,418.87		0.00		24,361.13	10.42%
9271	98501	0.00	0.00		0.00		0.00		0.00	100.00%
TOTAL		5,875,968.00	6,109,748.00		4,552,946.41		118,390.11		1,438,411.48	25.48%

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

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

as of 6/30/2025

NOT OFFICIAL FINAL TOTALS

		BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	119,737.00	119,737.00	117,238.04	0.00	2,498.96	2.09%
9271	70600	1,579,539.00	1,567,139.00	1,411,929.52	0.00	155,209.48	9.90%
9271	70714	300,000.00	300,000.00	241,891.58	0.00	58,108.42	19.37%
9271	70900	20,000.00	20,000.00	1,729.15	0.00	18,270.85	91.35%
9271	71000	15,500.00	15,500.00	6,281.87	0.00	9,218.13	59.47%
9271	71302	25,000.00	25,000.00	22,000.00	0.00	3,000.00	12.00%
9271	71303	9,600.00	9,600.00	8,400.00	0.00	1,200.00	12.50%
9271	71500	165,605.00	165,605.00	141,666.45	0.00	23,938.55	14.46%
9271	71900	491,803.00	491,803.00	402,042.12	0.00	89,760.88	18.25%
9271	71904	175,468.00	175,768.00	175,768.00	0.00	0.00	0.00%
9271	71905	28,387.00	28,387.00	24,280.38	0.00	4,106.62	14.47%
9271	71906	2,428.00	2,428.00	1,840.34	0.00	587.66	24.20%
9271	72100	47,166.00	47,166.00	42,951.31	0.00	4,214.69	8.94%
9271	72101	38,926.00	38,926.00	26,097.30	0.00	12,828.70	32.96%
9271	72200	336,750.00	336,750.00	336,750.00	0.00	0.00	0.00%
9271	72201	179,656.00	179,656.00	147,338.20	0.00	32,317.80	17.99%
9271	72401	0.00	0.00	0.00	0.00	0.00	100.00%
9271	72700	90,000.00	90,000.00	51,936.84	5,446.64	32,616.52	36.24%
9271	72702	20,000.00	20,000.00	10,764.37	1,633.32	7,602.31	38.01%
9271	80100	364,200.00	364,200.00	227,794.84	13,556.27	122,848.89	33.73%
9271	80117	225,000.00	225,000.00	186,035.52	0.00	38,964.48	17.32%
9271	80130	75,000.00	75,000.00	37,375.64	0.00	37,624.36	50.17%
9271	80200	3,000.00	12,700.00	12,312.21	0.00	387.79	3.05%
9271	80301	100.00	100.00	0.00	0.00	100.00	100.00%
9271	82201	18,600.00	18,600.00	11,250.43	0.00	7,349.57	39.51%
9271	82202	108,000.00	108,000.00	75,063.22	0.00	32,936.78	30.50%
9271	82207	22,000.00	24,400.00	23,113.30	0.00	1,286.70	5.27%
9271	85300	17,700.00	17,700.00	7,165.82	0.00	10,534.18	59.52%
9271	86100	200.00	200.00	0.00	0.00	200.00	100.00%
9271	86300	3,000.00	3,000.00	1,347.20	0.00	1,652.80	55.09%
9271	86400	15,000.00	15,000.00	9,543.54	0.00	5,456.46	36.38%
9271	88011	50,000.00	50,000.00	9,557.82	0.00	40,442.18	80.88%
9271	90200	100.00	100.00	0.00	0.00	100.00	100.00%
9271	91000	50,600.00	50,600.00	50,600.00	0.00	0.00	0.00%
9271	92000	250,000.00	250,000.00	193,173.25	0.00	56,826.75	22.73%
9271	93000	47,000.00	47,000.00	28,187.69	1,010.04	17,802.27	37.88%
9271	95000	285,400.00	285,400.00	285,400.00	0.00	0.00	0.00%
9271	96470	107,503.00	107,503.00	107,501.19	0.00	1.81	0.00%
9271	96471	0.00	0.00	0.00	0.00	0.00	100.00%
9271	97400	142,000.00	142,000.00	10,088.00	1,782.44	130,129.56	91.64%
9271	98000	56,000.00	56,000.00	2,540.00	0.00	53,460.00	95.46%
9271	98100	64,000.00	64,000.00	56,475.50	0.00	7,524.50	11.76%
9271	98200	326,000.00	326,000.00	262,208.53	0.00	63,791.47	19.57%
9271	98500	0.00	233,780.00	209,418.87	0.00	24,361.13	10.42%
9271	98501	0.00	0.00	0.00	0.00	0.00	100.00%
TOTAL		5,875,968.00	6,109,748.00	4,977,058.04	23,428.71	1,109,261.25	18.54%

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME: Warren Public Library
BALANCE AS OF : 5/6/2025

VENDOR		PURPOSE	AMOUNT
Hoopla service for month of May 2025 (invoice# 5507257903)			\$ 32,964.63
Purchase of 2 new Dell Optiplex AIO and 1 new Dell Optiplex for Burnette Branch			\$ 3,427.20
Purchase of 8 new Dell Optiplex AIO and 3 new Dell Optiplex for Civic Center Branch			\$ 2,809.00
			\$ 10,387.00
			\$
			\$
			\$
TOTAL EXPENSE REQUESTS			
NEW BALANCE AS OF : June 4, 2025			\$ 16,623.20
			\$ 16,341.43

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE *Chasara Hillman*
DATE 6/4/2025

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME: Warren Public Library
BALANCE AS OF : 6/4/2025

VENDOR	PURPOSE	AMOUNT
Motor City Aquarium- services for months of April, May, and June 2025 (invoices 3788, 3789, 3790)		\$ 2,198.89
		\$
		\$
		\$
		\$
		\$
TOTAL EXPENSE REQUESTS		
NEW BALANCE AS OF : June 12, 2025		\$ 2,198.89
PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS		\$ 14,142.54

DIRECTOR'S SIGNATURE 
DATE 6/12/2025

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM

LIBRARY NAME: Warren Public Library
BALANCE AS OF : 6/12/2025

VENDOR	PURPOSE	AMOUNT
Overdrive Digapalooza registration fee (invoices DIGIP-00474)		\$ 14,142.54
Amazon linecards (invoice 14J9-JTN6-XCC3)		\$ 299.00
Hoopla service for month of June 2025 (invoice# 507397986)		\$ 37.49
T-Mobile Hotspot service for month of June		\$ 3,283.00
		\$ 1,041.25
		\$
		\$
TOTAL EXPENSE REQUESTS		
NEW BALANCE AS OF : July 7, 2025		\$ 4,660.74
PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS		\$ 9,481.80

DIRECTOR'S SIGNATURE Phasara Urban
DATE 7/7/2025

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	\$ 3,458.46	\$ 3,229.51	31,061.36
Video/DVD	\$ 7.00	\$ 21.00	\$ 1.00	\$ 1,043.26	\$ 2.00	\$ -	1,492.99
Non-resident Fee	\$ 201.41	\$ 247.00	\$ 289.96	\$ 288.20	\$ 274.00	\$ 235.02	2,496.17
Fines	\$ 1,045.95	\$ 926.64	\$ 1,187.38	\$ 728.35	\$ 1,304.84	\$ 1,084.35	10,973.67
Lost Materials	\$ 615.11	\$ 310.62	\$ 559.48	\$ 439.56	\$ 595.99	\$ 808.32	7,368.92
Miscellaneous	\$ 403.00	\$ 478.80	\$ 487.35	\$ 580.95	\$ 714.05	\$ 577.75	5,898.40
Room Rental	\$ 70.00	\$ -	\$ 20.00	\$ 70.00	\$ 140.00	\$ 140.00	1,020.00
Referral Fees	\$ 286.41	\$ 155.00	\$ 205.55	\$ 155.00	\$ 227.57	\$ 191.36	2,227.86

TOTAL REVENUE

62,539.37

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	400	18,075
Cash Recovered	156,094.77	5,100.81	6,082.21	4,974.03	172,251.82
Materials Recovered	133,413.96	9,717.18	11,367.17	10,888.18	165,386.49
Waived Amount*	44,077.44	5,390.80	3,428.84	3,230.04	56,127.12
Expenditures	89,313.55	4,202.40	4,717.40	4,233.30	102,466.65

*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 7/1/2025

LIBRARY COMMISSION MEETING SCHEDULE 2026

6:00 PM

**Mark Twain Conference Room
Civic Center Library**

January 15, 2026

July 16, 2026

February 19, 2026

August 20, 2026

March 19, 2026

September 17, 2026

April 16, 2026

October 15, 2026

May 21, 2026

November 19, 2026

June 18, 2026