



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, November 20, 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
November 20, 2025
6:00 p.m.

- **Call to Order**
- **Roll Call**
- **Approval of Agenda**
- **Approval of Minutes**
 - **Regular Meeting September 18, 2025**
 - **Special Meeting October 2, 2025**
 - **Special Meeting October 23, 2025**
- **Financial Reports**
 - a. Monthly Line-Item Budget Report
 - b. Suburban Library Allocation Account
 - c. Branch Income Report
- **Director's Report**
 - a. **Statistics/Output Measures**
 - Unique Management report
 - b. **Branch Updates**
 - **Busch**
 - Requested additional shelving for teen room and shelving to expand adult collection on the west wall adjacent to the study room
 - **Burnette –**
 - Spartan 6 Securities resumed service on October 2, 2025
 - **Miller –**
 - Purchasing/processing items for the Library of Things collection.
 - **Civic –**
 - Patron D. Morris trespassed by police from using Warren libraries for accessing inappropriate sites on computer
 - Inservice on December 12, 2025 planned to teach staff how to mend/repair books

- Holodomor program presented by Doris Duzyj on the genocide of millions of Ukrainians in USSR orchestrated by Stalin during 1932-1933.

c. Current Projects

- State Aid
- Library Budget FY26-27
- 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.
- Special Collections Room at Civic Center has been completed for use by staff for program events.
- Installation of electric hand dryers in public restrooms at the Civic Center completed
- Received quote from Casper Corporation for pricing on additional shelving in teen room at Busch branch

d. Services

- Received checks from SLC in the amount of \$385.22 and \$493.19 from ProPay credit transactions in the month of August through September 2025 totaling \$878.41.

e. Staffing

- T. Riju, Page at the Miller Branch started on 10/1/2025
- R. Natzke, Page at the Civic Center Branch started on 10/15/2025
- M. Northcott, Branch Librarian Substitute started on 10/17/2025

f. Marketing/Outreach

- 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.
- Three staff members attended Guild of Library Makers Conference (GOLMCON) at the Rochester Hills Public Library on September 12, 2025. See attached reports.
- Three staff members attended Michigan Library Association Annual conference on October 30, 2025 in Lansing. See attached reports.
- Fall quarterly printing of Warren Today, Activity Guide mailed out to Warren residents.

g. Discussion items:

- Update on status of Director of Libraries
- Resume Sunday hours at Civic Center Library – City Hall

- **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.

- **Action Items:**

Resume Sunday hours at Civic Center Library - City Hall

- **Friends of the Warren Public Library**
- **S.L.C. Report**
- **Commissioner's Comments**
- **Next Meeting Date – January 15, 2026**
- **Adjournment**

WARREN PUBLIC LIBRARY COMMISSION

REGULAR MEETING

WARREN CIVIC CENTER LIBRARY – MARK TWAIN ROOM

1 CITY SQUARE SUITE 100

WARREN, MI 48093

September 18, 2025

6:00pm

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

2. **Roll Call:**

Commissioners Present: Annette Majka, Emma Howard, Zosia Ladak, Don McIntosh, Natalie Piernak, Lorie Barnwell, and William Rudd.

Also Attending: O. Urban, Director of Warren Public Libraries, J. Garos, Human Resource Director, C. Murphy, City of Warren Attorney and D. Cline, Union Representative.

3. **Approval of Agenda:** N. Piernak asked for amendment to Discussion Item regarding status of Director search in the agenda; L. Barnwell motioned to approve the amended agenda, E. Howard supported. Motion carried.
4. **Approval of Minutes:** L. Barnwell motioned to approve both minutes presented. E. Howard supported. Motion carried.
5. **Financial Reports:** O. Urban reported that the library was able to close out the 2025 budget. Will be represented in the next meeting. One area noted where the budget was in the red in postage. Warren Activity Guide had been distributed successfully. Urban reported the library was two months and two weeks into the budget. Everything was running smoothly.
6. **Director's Report:**
 - a. **Unique Management:** still successfully recovering accounts on behalf of Warren Public Libraries.
 - b. **Branch Updates:** No major incidents to report at the Busch branch; procedures from following school year are still in place and proving successful. Urban requested retainment of Spartan Securities for annual coverage in the amount of \$40,000 from City Council. Miller working on their Library of Things; Barnwell discussed bringing Library of Things to South Warren as opposed to Miller. The inter-library loaning system was proposed as a possible solution to this problem. Civic Center to receive electric hand dryers in the restrooms.

- c. Discussion Items: Urban suggested opening the job search up to Class V library directors. Gajos and Piernak explained the commission's justification for posting the job description as it was. Applicants to be reviewed at the next special meeting. It was discussed that none of the commission members would see the interview questions beforehand, and J. Garos would be the one to ask the questions on the date of the interview. Discussed the potential of creating an Assistant Director position that may be helpful during the library expansion process. C. Murphy would need to review Union contract associated with Assistant Director position.
- 7. **Audience Participation:** Residents and library staff mentioned discrepancies in the job postings. Other residents wanted the commission to schedule more regular meetings as opposed to special meetings.
- 8. Action Items
- 9. **Friends of the Warren Public Library:** A. Majka reported that Friends now has an advertisement in the Warren water bill.
- 10. **S. L. C. Report:** Director is resigning, SLC will be posting for a new Director as a result.
- 11. **Commissioner's Comments:** A. Majka commented that if things would have been done correctly the first time we would most likely already have a new Library Director.
- 12. **Next Meeting Date** – November 20, 2025
- 13. **Adjournment:** Motion to adjourn made by Rudd, supported by McIntosh. Motion carried, meeting adjourned at 7:18 pm.

WARREN PUBLIC LIBRARY COMMISSION

SPECIAL MEETING

WARREN CIVIC CENTER LIBRARY – MARK TWAIN ROOM

1 CITY SQUARE SUITE 100

WARREN, MI 48093

October 2, 2025

6:00pm

1. **Call to Order:** Meeting was called to order at 6:11 pm by Natalie Piernak.

2. **Roll Call:**

Commissioners Present: Annette Majka, Emma Howard, Zosia Ladak, Natalie Piernak, Lorie Barnwell, and William Rudd.

Also Attending: O. Urban, Director of Warren Public Libraries, J. Garos, Human Resource Director, C. Murphy, City of Warren Attorney, Henry Newnan, Warren City Council.

Absent: Don McIntosh; Motion to excuse absence made by A. Majka, supported by Z. Ladak. Motion carried.

3. **Approval of Agenda:** Barnwell motioned to approve the agenda, Majka supported. Motion carried.

4. **Discussion/Action Items:** Status of hiring new Library Director. Commission discussed how to reword the job posting to obtain candidates that meet the requirements. Must include verbiage for out-of-state equivalencies. Commission also agreed to expand the job posting to include experience in a Class V library system. Rolling over the applicants from the previous application window. Include what the Class system equates to, and a space for out-of-state applicants to write in. Barnwell made a motion to make a new posting with the new requirements, additions and timeline as agreed upon by the Commission, Howard supported. Motion carried.

Majka made a motion to reopen discussion for reconsideration, supported by Ladak. Commission discussed amending the motion to include Class IV library director experience. Majka made a motion to amend the new job posting and application window with this addition, supported by Ladak. Barnwell opposed. Motion carried.

5. **Audience Participation:** A resident had a question about how the training of the new Library Director would work in terms of the budget. Resident also wanted to know if H. Newnan had the right to participate in board discussion. Urban remarked that she was pleased with the Commission's decision.
6. **Next Meeting Date** – November 20, 2025
7. **Adjournment:** Motion to adjourn made by Rudd, supported by Majka. Motion carried, meeting adjourned at 6:56 pm.

WARREN PUBLIC LIBRARY COMMISSION

SPECIAL MEETING

WARREN CIVIC CENTER LIBRARY – MARK TWAIN ROOM

1 CITY SQUARE SUITE 100

WARREN, MI 48093

October 23, 2025

6:00pm

1. **Call to Order:** Meeting was called to order at 6:00 pm by Natalie Piernak.

2. **Roll Call:**

Commissioners Present: Annette Majka, Emma Howard, Zosia Ladak, Natalie Piernak, Don McIntosh, and William Rudd.

Also Attending: O. Urban, Director of Warren Public Libraries, J. Garos, Human Resource Director, C. Murphy, City of Warren Attorney.

Absent: Lorie Barnwell. Majka motioned to excuse Lorie's absence. McIntosh supported. Motion carried.

3. **Approval of Agenda:** Howard motioned to approve the agenda, Majka supported. Motion carried.

4. **Discussion/Action Items:** Status of Hiring New Library Director; commission members discussed applicants to move forward with in the hiring process. Rudd motioned for HR to invite three candidates to interview with the commission for the Library Director position. The applicants will have the option to interview in person or virtually on Friday, November 21, 2025. Supported by Ladak. Motion carried.

5. **Audience Participation:** Library staff member recommended Burnette for interview space. A resident asked commission to be mindful of outside influence.

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

7. **Adjournment:** Motion to adjourn made by Howard, supported by Majka. Motion carried, meeting adjourned at 6:17 pm.

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM

LIBRARY NAME Warren Public Library

BALANCE AS OF September 30, 2025

\$12,014.14

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 October 31, 2025

\$12,014.14

VENDOR	PURPOSE	AMOUNT
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL EXPENSE REQUESTS		\$
		\$
NEW BALANCE AS OF		\$

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE

DATE

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

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

as of 9/30/2025

	BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
271-9271-70300	151,961.00	151,961.00	32,346.14	0.00	119,614.86	79%
271-9271-70600	1,573,587.00	1,573,587.00	355,033.23	0.00	1,218,553.77	77%
271-9271-70714	300,000.00	300,000.00	53,320.69	0.00	246,679.31	82%
271-9271-70900	20,000.00	20,000.00	742.95	0.00	19,257.05	96%
271-9271-71000	17,000.00	17,000.00	0.00	0.00	17,000.00	100%
271-9271-71302	25,000.00	25,000.00	25,000.00	0.00	0.00	0%
271-9271-71303	9,200.00	9,200.00	9,200.00	0.00	0.00	0%
271-9271-71500	168,266.00	168,266.00	38,023.68	0.00	130,242.32	77%
271-9271-71900	443,080.00	443,080.00	81,236.37	0.00	361,843.63	82%
271-9271-71904	175,768.00	175,768.00	43,941.00	0.00	131,827.00	75%
271-9271-71905	28,229.00	28,229.00	6,593.23	0.00	21,635.77	77%
271-9271-71906	2,182.00	2,182.00	519.68	0.00	1,662.32	76%
271-9271-72100	48,053.00	48,053.00	23,867.58	0.00	24,185.42	50%
271-9271-72101	45,497.00	45,497.00	8,178.30	0.00	37,318.70	82%
271-9271-72200	290,226.00	290,226.00	72,568.00	0.00	217,668.00	75%
271-9271-72201	168,117.00	168,117.00	40,012.25	0.00	128,104.75	76%
271-9271-72401	0.00	0.00	0.00	0.00	0.00	0%
271-9271-72700	90,000.00	90,000.00	7,202.70	38,940.69	43,856.61	49%
271-9271-72702	20,000.00	20,000.00	4,190.39	8,209.61	7,600.00	38%
271-9271-80100	406,700.00	406,700.00	41,078.29	121,854.31	243,767.40	60%
271-9271-80117	250,000.00	250,000.00	56,345.45	0.00	193,654.55	77%
271-9271-80130	75,000.00	75,000.00	0.00	0.00	75,000.00	100%
271-9271-80200	4,500.00	4,500.00	6,198.45	200.00	(1,898.45)	-42%
271-9271-80301	1,000.00	1,000.00	0.00	0.00	1,000.00	100%
271-9271-82201	21,200.00	21,200.00	1,207.48	0.00	19,992.52	94%
271-9271-82202	127,000.00	127,000.00	4,937.08	0.00	122,062.92	96%
271-9271-82207	40,000.00	40,000.00	0.00	0.00	40,000.00	100%
271-9271-85300	17,700.00	17,700.00	1,599.80	0.00	16,100.20	91%
271-9271-86100	200.00	200.00	0.00	0.00	200.00	100%
271-9271-86300	4,000.00	4,000.00	260.49	0.00	3,739.51	93%
271-9271-86400	15,000.00	15,000.00	1,795.86	1,412.00	11,792.14	79%
271-9271-88011	50,000.00	50,000.00	0.00	0.00	50,000.00	100%
271-9271-90200	100.00	100.00	0.00	0.00	100.00	100%
271-9271-91000	52,600.00	52,600.00	13,149.99	0.00	39,450.01	75%
271-9271-92000	250,000.00	250,000.00	32,448.81	0.00	217,551.19	87%
271-9271-93000	57,500.00	57,500.00	1,009.34	14,174.71	42,315.95	74%
271-9271-95000	293,900.00	293,900.00	73,475.01	0.00	220,424.99	75%
271-9271-96470	107,112.00	107,112.00	0.00	0.00	107,112.00	100%
271-9271-96471	0.00	0.00	0.00	0.00	0.00	0%
271-9271-97400	379,000.00	379,000.00	0.00	15,143.95	363,856.05	96%
271-9271-98000	63,500.00	63,500.00	902.14	13.74	62,584.12	99%
271-9271-98100	0.00	0.00	0.00	0.00	0.00	0%
271-9271-98200	352,000.00	352,000.00	33,345.58	0.00	318,654.42	91%
271-9271-98500	0.00	0.00	0.00	0.00	0.00	0%
271-9271-98505	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	6,144,178.00	6,144,178.00	1,069,719.96	199,949.01	4,874,509.03	82.59%

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY
PERIOD 07/01/25 - 06/30/26
as of 10/31/2025

	BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
271-9271-70300	151,961.00	151,961.00	49,076.90	0.00	102,884.10	68%
271-9271-70600	1,573,587.00	1,573,587.00	538,654.98	0.00	1,034,932.02	66%
271-9271-70714	300,000.00	300,000.00	83,029.22	0.00	216,970.78	72%
271-9271-70900	20,000.00	20,000.00	742.95	0.00	19,257.05	96%
271-9271-71000	17,000.00	17,000.00	2,779.12	0.00	14,220.88	84%
271-9271-71302	25,000.00	25,000.00	25,000.00	0.00	0.00	0%
271-9271-71303	9,200.00	9,200.00	9,600.00	0.00	(400.00)	-4%
271-9271-71500	168,266.00	168,266.00	56,076.79	0.00	112,189.21	67%
271-9271-71900	443,080.00	443,080.00	111,252.61	0.00	331,827.39	75%
271-9271-71904	175,768.00	175,768.00	58,588.00	0.00	117,180.00	67%
271-9271-71905	28,229.00	28,229.00	9,704.00	0.00	18,525.00	66%
271-9271-71906	2,182.00	2,182.00	695.00	0.00	1,487.00	68%
271-9271-72100	48,053.00	48,053.00	26,533.86	0.00	21,519.14	45%
271-9271-72101	45,497.00	45,497.00	12,636.00	0.00	32,861.00	72%
271-9271-72200	290,226.00	290,226.00	96,744.00	0.00	193,482.00	67%
271-9271-72201	168,117.00	168,117.00	58,841.67	0.00	109,275.33	65%
271-9271-72401	0.00	0.00	0.00	0.00	0.00	0%
271-9271-72700	90,000.00	90,000.00	10,037.38	41,272.81	38,689.81	43%
271-9271-72702	20,000.00	20,000.00	4,920.70	9,979.30	5,100.00	26%
271-9271-80100	406,700.00	406,700.00	59,709.79	103,870.16	243,120.05	60%
271-9271-80117	250,000.00	250,000.00	94,498.34	0.00	155,501.66	62%
271-9271-80130	75,000.00	75,000.00	0.00	0.00	75,000.00	100%
271-9271-80200	4,500.00	4,500.00	6,198.45	200.00	(1,898.45)	-42%
271-9271-80301	1,000.00	1,000.00	854.27	0.00	145.73	15%
271-9271-82201	21,200.00	21,200.00	2,566.19	0.00	18,633.81	88%
271-9271-82202	127,000.00	127,000.00	13,333.41	0.00	113,666.59	90%
271-9271-82207	40,000.00	40,000.00	0.00	0.00	40,000.00	100%
271-9271-85300	17,700.00	17,700.00	2,133.22	1,141.93	14,424.85	81%
271-9271-86100	200.00	200.00	0.00	0.00	200.00	100%
271-9271-86300	4,000.00	4,000.00	260.49	0.00	3,739.51	93%
271-9271-86400	15,000.00	15,000.00	3,207.86	215.00	11,577.14	77%
271-9271-88011	50,000.00	50,000.00	0.00	0.00	50,000.00	100%
271-9271-90200	100.00	100.00	0.00	0.00	100.00	100%
271-9271-91000	52,600.00	52,600.00	17,533.32	0.00	35,066.68	67%
271-9271-92000	250,000.00	250,000.00	59,020.99	0.00	190,979.01	76%
271-9271-93000	57,500.00	57,500.00	9,693.39	5,490.66	42,315.95	74%
271-9271-95000	293,900.00	293,900.00	97,966.68	0.00	195,933.32	67%
271-9271-96470	107,112.00	107,112.00	104,496.18	0.00	2,615.82	2%
271-9271-96471	0.00	0.00	0.00	0.00	0.00	0%
271-9271-97400	379,000.00	379,000.00	13,176.95	1,967.00	363,856.05	96%
271-9271-98000	63,500.00	63,500.00	902.14	0.00	62,597.86	99%
271-9271-98100	0.00	0.00	0.00	0.00	0.00	0%
271-9271-98200	352,000.00	352,000.00	50,164.97	0.00	301,835.03	86%
271-9271-98500	0.00	0.00	0.00	0.00	0.00	0%
271-9271-98505	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	6,144,178.00	6,144,178.00	1,690,629.82	164,136.86	4,289,411.32	72.48%

BRANCH INCOME REPORT

2025/2026 Fiscal Year

INCOME	July	August	September	October	November	December	TOTAL
Copy Machine	\$ 3,127.78	\$ 3,629.68	\$ 3,680.93	\$ 3,556.04			13,994.43
Video/DVD	\$ -	\$ -	\$ -	\$ 0.00			0.00
Non-resident Fee	\$ 164.00	\$ 175.39	\$ 161.39	\$ 218.06			718.84
Fines	\$ 529.37	\$ 1,238.61	\$ 715.11	\$ 714.92			3,198.01
Lost Materials	\$ 322.97	\$ 1,218.95	\$ 824.26	\$ 631.98			2,998.16
Miscellaneous	\$ 445.30	\$ 582.80	\$ 684.02	\$ 483.65			2,195.77
Room Rental	\$ 10.00	\$ 20.00	\$ -	\$ -			30.00
Referral Fees	\$ 100.00	\$ 206.00	\$ 201.17	\$ 174.37			681.54

INCOME	January	February	March	April	May	June	TOTAL
Copy Machine							13,994.43
Video/DVD							0.00
Non-resident Fee							718.84
Fines							3,198.01
Lost Materials							2,998.16
Miscellaneous							2,195.77
Room Rental							30.00
Referral Fees							681.54

TOTAL REVENUE

23,816.75

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	311	18,386
Cash Recovered	161,195.58	6,082.21	4,974.03	2,443.82	174,695.64
Materials Recovered	143,131.14	11,367.17	10,888.18	4,806.85	170,193.34
Waived Amount*	49,468.24	3,428.84	3,230.04	1,394.00	57,521.12
Expenditures	93,515.95	4,717.40	4,233.30	1,648.00	104,114.65

*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 11/1/2025

GOLMCON 2025

On September 12, 2025, I attended the Guild of Library Makers Conference at the Rochester Hills Public Library with two of my colleagues. This all-day event included three breakout sessions, a keynote, and a question-and-answer session.

The first breakout session that I attended was about *Laser Engraving*. There are four basic types of laser engravers used in makerspaces: diode, infrared, CO2, and fiber. Diode lasers are not very powerful and can only cut a limited number of materials. Infrared lasers work well on bare metal. CO2 lasers can cut and engrave almost anything but can take up a large amount of room and be expensive. In the presenter's opinion, they are the best and most consistent. Our Glowforge uses a CO2 laser. Fiber lasers are high precision, very fast, and require only a small space to operate. Fiber lasers use mirrors so they do not have moving parts like a gantry arm.

Laser engraving machines can range in price from \$200 to \$10,000. Other costs to consider are accessories, materials, and ventilation.

The second breakout session that I attended was *Cricut for Libraries and Makerspaces*. There are currently three models: Maker, Explore, and Joy. A new model comes out every few years. Alpena Library received an award for helping new businesses market themselves using their Cricut. They made signs and stickers and iron ons for bags and shirts. A heat press would be needed to transfer the iron ons to shirts or mugs or other items. There are many tutorials on line for Cricut use. There are a number of projects available for free and \$10 per month subscription service is also available.

Prices for Cricut machines currently cost between \$129 and \$399 dollars. The cost of materials varies with vinyl being about \$20 per sheet and paper, cardboard, or felt being less than \$1. The presenter did say to not use Dollar Store materials.

The last session that I attended was *Makerspace Unplugged: Questions, Ideas, and Visions*. Some issues to consider when starting a makerspace include staffing, learning curve, funding, space, sustainability, ventilation, storage, and what machines will you purchase for your makerspace. Will the makerspace be open to the public whenever the library is open or only during certain hours? Do you have staff willing to be in charge of the makerspace? How long will the learning curve be for staff to be proficient in using each machine in the makerspace? Will your makerspace be on a cart and be mobile or will you have a dedicated space that is only used for the makerspace? If your makerspace is mobile, do you have a secure place to store it? If your makerspace is a dedicated area, is that area locked? How will you pay for your initial makerspace and do you have funding to keep it current and purchase materials for programs? Will you have Cricut, Glowforge, 3D printer, heat press, button maker, sewing machine, embroidery machine, etc? There are many things to consider beyond just buying a 3D printer.

Guild of Library Makers Conference at the Rochester Hills Public Library – September 12, 2025

Stacy Miller

Opening and Closing sessions

Key things to think about when putting together a makerspace:

- When deciding between things going into a makerspace or a library of things questions to ask
 - How quickly and how bad things can happen for it use
 - Would the item want to be used at home
- Budget is a big part
- Ventilation
 - Making sure the room has accurate ventilation
 - Local vs general
 - Air changes per hour needed
- Power
 - Load on outlets
 - The cost of
- Standard operating and safety procedures are put into effect and closely followed
 - Patrons
 - Machines
- Try conducting a community survey to find the wants and needs of your community
- Publicized how your makerspace has helped the community
 - Patron stories will go further than just listing services

Makerspaces:

- Learning is more DIY as kids grow up
- Hands on Demo- pilot program
- Appoint based use
- Makerspace open for 3 hours a day
- Senior open house- seniors will spread word to everyone family/friends/neighbors plus they vote a lot
- Reach out cub/girl scout groups
- Wait till June or July to get items- they tend to be more on sale
- When filling out for grants **make sure** that you answer the question that is most important thing also to answer in detail because the person reviewing the proposal might not have any idea of what and/how a makerspace is/works

Afternoon Sessions:

Retro Redux: Strategies for Digitizing Vintage Media

Baldwin Public Library- Jeff Jimison

They have a staff of 4 full time people working in their ideas lab. 30 days to pick up item before they are thrown out and 30 days to download items before deleted off the google cloud. Patrons can only submit 10 units of any media at a time.

They work on a queue system that opens approximately every two months. Digitizing can be time consuming because it digitizes in real time

8mm film digitizing machine runs about \$400

There is free software to convert images and audio—OBS and Audacity

Film rescue great media repair source

8mm movie film and VHS are their top items that they digitize

EBay or estate sales are your best find in getting machines at a lower price. Just make sure that they listed as new, renewed, refurbished, and listed as working.

When digitizing it is best to use S-Video over using RCA – better quality

Devices suggested:

VHS: Sony WV-DR7

Samsung SV-300W (all regions)

Camcorder DRC-TRV740

CD: CD-Roller

Records: Technic AT-LP120x

8mm film: Wolverine film scanner

Upscalers might be needed. Tendak HDMI or RetroTink 4k

When digitizing it to the computer it is best to use a PCI card like Cam Link Pro (4k)

Textiles! Textiles! Textiles!: How to bring the textile arts to your makerspace

Madison Heights Public Library- Rae Stoloff

Staff of 22 of which 4 are full-time including the director

\$9,000 budget for makerspace and library of things

Sewing intro program once a month – best machine Brother or Singer

Determining what to put into L.O.T vs makerspace.

L.O.T

- Knitting/crochet items
- Handy stitcher
- Electric Seam ripper
- Screen Printing Kit
- Needlepoint
- Felting
- Rug making
- macrame

Makerspace

- Loom
- Embroidery machine
- Sewing Machine
- Rotary cutter
- Iron
- Some fabric/Thread library purchases but most is gotten through donations

Utilize your warranties on all your machines for your makerspace

Training classes: Sending staff to classes on how to use different machines will save \$\$ and staff time

Have more than one person trained on how to use machines

Craft programming: Same patrons registering before new patron have a chance at attending

- Lottery system
 - Patron sign up to be put in the lottery for attending a craft program
 - Names are randomly selected
 - People pulled through the lottery and attend program are only allowed 1 every 2 months depending on the number of craft programs available
- Stagger programs by demographic
 - Offer the same program for different ages
 - 18-25
 - 26-40
 - Seniors only

Taking your making to students: connecting classrooms to your makerspace

East Lansing Public Library: Eric Berling

Outreach to schools 2x a month during school year

Best age to outreach to our elementary age

Start them young and get them interested

Things to think about

ACCESS: Age group – can't make to the library

EXPERTISE: Linked up with teachers to make a stronger connection with the students

RESOURCES: Utilize the school's resources. All the students have chrome-books have a program utilizing this.

CONNECTION: Partnering with teachers. Try reaching out to the teachers not the office or principle you'll get better response. Connecting with one teacher could lead to others. Teachers taking the same grade tend to talk one another and can start a network to other classes/schools for opportunities

It is easier to go to the schools than to have the students come to the library. Buses are the number one issue in this. But anytime you have an opportunity for them to come to the library jump on it.

In outreach you have to scale down to scale up. Meaning travel light but have something that has a high volume of engagement

Captivating, quick, and expandable is great when doing school events like parent teacher, science day

Example: Potato Piano utilizing "Makey Makey"

Save your dead 3D printer. Take it with you to the school. You don't care if you drop it and bring 3d printed items. You can pull the machine and put it back together explaining how the machine works in making those items and be able to both educate and get the kids interested

DO NOT USE LEGO IN FLYERS OR PROGRAM WRITE-UPS use "Clamping Blocks" this will help in to copyright

MakeDo cardboard programs easy for high engagement

Erin Delore

Michigan Library Association, Annual Conference - Session Write-Up

Session #1: Enhance Your Storytimes with Music & Movement

Presented by Matthew Archibald from Traverse Area District Library – East Bay Branch

In this session, Matthew shared the structure he uses for his storytimes, including how he integrates books, songs, and movement. His sessions typically include five books, with instrumental music breaks in between to give children a “language break.” During these breaks, children dance and move—often with scarves—which helps them release energy and refocus for the next story. Matthew emphasized that these moments support longer attention spans and sustained engagement during reading.

I plan to try incorporating one instrumental song into each of my storytimes to see if it helps maintain attention toward the end, when children are often less engaged.

Matthew’s structure begins with the longest book, followed by an exciting, high-energy one, and concludes with something fun, meaningful, or touching. He also recommends including books that are songs (e.g., *All You Need Is Love*, *Row, Row, Row Your Boat*), since familiar tunes encourage parent participation.

Another idea I’d like to implement is using a personalized hello and goodbye song that includes each child’s name to build connection and engagement.

Session #2: Libraries as Lifelong Connectors: Intergenerational Programming in Action

Presented by Alice Cruz & Ashley Lehman from Orion Township Public Library

In this session, Alice and Ashley shared creative ways to build intergenerational connections through library programming.

Their first example was an intergenerational storytime involving both young children and senior citizens. While it began at the library, they found greater success hosting it off-site at a senior home. The program fostered improved social skills, mutual respect, reduced isolation, and a stronger sense of community for both groups. They used classic stories familiar to seniors—such as *The Carrot Seed*, *Harry the Dirty Dog*, and *Where the Wild Things Are*—paired with well-known songs like *The Itsy-Bitsy Spider* and *BINGO*. Props like shaker eggs and scarves allowed all participants, including those with limited mobility, to join in the fun through simple movement activities.

Their second program, a Grandparents’ Café, was a tea party celebrating Grandparents Day where children and grandparents attended together. Although it required a higher budget, it was well received. For future iterations, they hope to encourage more interaction between families rather than within individual groups.

Next, they described “Bridging Generations: An Afternoon of Connections,” a program that paired seniors and teens. Teens earned volunteer service hours by participating. Small groups discussed topics such as generational slang, hypothetical time capsules, and favorite pastimes. The activity revealed many similarities between generations and fostered meaningful conversations.

Finally, they proposed a new idea, “Generations of Games,” where adults would teach teens traditional games like euchre, while teens would introduce adults to modern games such as Taco Cat Goat Cheese Pizza.

I especially liked the intergenerational storytime and “Bridging Generations” programs. Both could be easily adapted for Warren, especially since we already do outreach with schools and senior homes.

Session #3: What If Libraries Led the AI Movement? AI and Its Impacts on the Library Profession

Presented by Morgan Hanks & Jaci Cooper from Kent District Library

KDL is a large library system with many branches and staff members. Because of this, Morgan and Jaci have been able to form a staff team that meets periodically—perhaps monthly—to discuss the use of artificial intelligence (AI) in library work. The group is still in the early stages, experimenting with AI tools, sharing ideas, and brainstorming potential programming opportunities.

I had hoped the session would address the ethical considerations and concerns surrounding AI, but that was not a focus of their discussion. Personally, I feel that while AI can be a helpful tool for tasks such as rewording emails, automating workflows, and improving access to information, it also carries significant ethical and social implications. My hope is that, over time, these challenges can be addressed in ways that help both staff and patrons feel more comfortable and confident using AI responsibly.

Megan Meservy

Michigan Library Association Conference (October 30)

Free Delivery and Pickup for Everyone (Without Killing Your Budget)

Presenters: Kat Bounds, Lisa Craig, and Barbara Gudenburr (Canton Public Library)

Summary: Canton's plans to start a delivery service began in 2020 and only recently were they able to start a pilot program in place (December 2024). So far the service has been well loved by patrons. Canton still allows for curbside pickup as well as the delivery program.

To have their holds set for delivery or pickup, patrons fill out an online form (or call and a staff member does it for them) They have special scripts and reports that are run so continued IT is necessary for the program.

Before starting the program, many things were thought out and tested. Patron "profiles" were created with ideas of who the library thought might use the program. Road tests were performed with "practice" deliveries.

Canton decided to go with hiring a courier. They have found it best to ask for fewer delivery drivers so that they have regular drivers who get used to the flow of how things are done.

Canton has their program open to anyone who lives in Canton and many residents make use of the program, they are even seeing those who previously were not using the library not checking out materials. Those who use the service don't necessarily stop coming into the libraries either! Canton has certain delivery days and gets almost 50 users on service days.

They also see less late items from their patrons using the service and more of these patrons take care of any issues on their accounts. The patrons are also less likely to go to collections. So far they've only had one damaged item and no theft issues!

What can we do at Warren?: There are several ways Warren could go about continuing its delivery services.

The first option is having a staff member run it. This is what was done before but became way too much for the person handling it. Should we choose to go the route of having a staff member deliver materials, it needs to be that person's full focus or even a team's full focus. The staff member before was visiting schools, planning and running several programs a month, writing grants, and working on the service desks all on top of also trying to keep up with delivering materials to patrons who can't make it into the library.

The second option is hiring a courier service. Now this would take a lot of work and communication with the courier service. This way would also require a lot of programming work with setting up an automated system to send the courier information, as well as reports for staff to know what holds to pull and to pack. Even with this option, staff will still be needed to pull and pack materials going out and coming back.

Warren was previously focussing on patrons who were unable to get to the library due to mobility issues, but in the future we could possibly consider patrons who just have a difficult time trying to find the time to get into the library.

Lunch Key Note- Sustainable Libraries

Presenter: Rebekkah Smith Aldrich

Rebekkah gave a great talk about how libraries can be community centers and ways to be more sustainable as well. The sustainable libraries initiative website gives a lot more information and allows for libraries to receive a certification as well.

Accessibility in the Library

Presenter: Sax Mahoney (Muskegon Area District Library)

Summary: No one has to register to be covered under the ADA. Anyone with a mental or physical impairment that limits major activities, anyone with a history of an impairment, and those who would be perceived as having an impairment are all protected by the ADA.

Sax discussed some of the main requirements for accessibility such as parking, entrances that do not require stairs, this includes curbs- as someone who may not be able to lift their feet very well could fall. Aisles that are at least 36 inches wide and no dead ends less than 60 inches wide (this allows for those with impairments to be able to fully turn around.) Shelves should not be too high to reach in a wheelchair, unless there are other ways to access (such as a staff retrieving materials) There is a full ADA checklist for all other requirements. There are also ways for virtual materials to be fully accessible, such as having alternative texts for pictures and high contrast texts and backgrounds.

Sax also discussed best ways to help those with disabilities or impairments. This includes not assuming how to best help someone, listen to them and what needs they request, do not touch people or their equipment without permission, and don't infantilize people.

Resources were also discussed, such as the Talking Book Service which is available for all US citizens. It helps with access to braille and audio materials that can be delivered. One thing I thought was extra cool- they give access to a Braille eReader. It has special bumps that rise up to form letters in braille! I believe Sax said it can also connect to smart phones for access to books.

Other things that can be done is making things accessible before someone has to ask, because a lot of people won't ask because they're embarrassed. Sax runs two movies when she does a showing, one has closed captions and then she runs a second one that has audio descriptions. We can also do things like including braille on shelf labels, using high contrast for fliers to make them more legible from distances, or trying not to use fonts smaller than 16pt.

What can we do at Warren?: There are lots of easy things Warren can do, many of which can be found in the last paragraph of my summary. Staff can read up on ADA and be aware of resources that can be used to assist our patrons.

Creating a Welcoming Environment for Disabled Youth

Presenter: Shari Fesko (Southfield Public Library)

Summary: Shari started with basic advice and information about disabilities. A good one to note is to be aware of changing terms, terms we may have once used may be incorrect now. She

makes a solid point that library staff should be providing materials, programs, and services to everyone. We should also not assume that someone has no issues just on looks, as many disabilities are invisible.

Shari then went into ways we can make programs more accessible. We can make sure the space is accessible and that everyone has space to move. Lights can be dimmed in the program space. Lots of kids do well with a schedule, so having the schedule for a program out can help them know what to expect.

Shari discussed three different programs she runs and how she makes them work best for everyone. Her first program is Mellow Movers which is a story time that does shorter stories and adds in more interactive activities. She keeps the program calmer by speaking quieter and slower. Rather than a craft at the end, she leaves 15 minutes for playing and socializing. Her next program is called Time To Move and she does all sorts of songs, rhymes, and stories that include doing movement. Her last program is Cinema and Stories that she does for older kids. They do a 3 short videos and after each one they will read or do a craft. She also does breaks in between each segment.

Shari also shared information about Southfield's accessibility center. The area is for all ages and has braille mice, ergonomic mice, a desk cycle, large print keyboards, lumbar and wrist supports, and fusion software for the visually impaired.

Shari also discussed how fidgets are great to have in programs or available to use while in the library. Some libraries also have kits of fidgets that can be checked out.

What can we do at Warren?: There are lots of little things we can do for kids to make things more accessible. We can do many things to make the program area a bit more friendly, such as making sure there are story times available where there are not a large number of kids. This allows for more space so kids don't feel overwhelmed. With that, the story time could also be more calm and be kept a bit quieter. Fidgets available for all ages during programs would be easy, they don't have to be disruptive and it can help a variety of ages.

Angela Swierczynski

Michigan Library Association, Annual Conference - Session Write-Up

Open Doors: Immigration Education Where Patrons Least Expect It presented by Samantha Loree and Samantha Wilson-Keith

This presentation focused on how to start a program for education/outreach on immigration and naturalization based on the presenters' experience at the Northville District Library. Warren has a rapidly increasing, diverse population, so I felt our libraries could benefit from an idea like this. The laws and policy surrounding immigration and naturalization change and can be intimidating to those not familiar with the process. Having an expert on the subject to help educate patrons would take some frustration out of the process. Loree shared different resources and tools for self-education such as the United States Citizenship and Immigration Services Agency (uscis.gov). As librarians cannot give legal advice, Loree sought out Keith-Wilson, an immigration attorney in Livonia. Having an expert to assist in conversation provided a more confident and efficient process. Finding an immigration attorney willing to volunteer their time for the library is not easy to come by, however. Loree recommended reaching out to local immigration attorneys and meeting with them first to ensure their goals align with the library. There was discussion from the crowd about concerns with patron privacy and potential interruptions from ICE. Loree explained that their process was completely private and strictly educational. The only information the presenters asked of the patrons was a name so they could reserve their meeting rooms. If a patron felt uncomfortable, they didn't have to supply the full name. The program at Northville went through many changes to get to where it is now, so having this guide is beneficial to anyone wanting to start their own here at Warren.

Libraries as Lifelong Connectors: Intergenerational Programming in Action presented by Alice Cruz and Ashley Lehman

These presenters shared different programs they offer to try and get patrons of different ages to communicate and interact. Their research focuses on loneliness and isolation as an epidemic and how this affects our aging population. Their examples included children's storytimes hosted at senior centers with classic books and songs both children and seniors would be familiar with, a "Grandparents Cafe" which celebrated National Grandparents Day, and a game night where participants learn to play games from different generations. The presenters opened the floor for anyone to give suggestions on any programs that worked for them in the past. These included a garden club, bingo, tiny art shows, and an intro night to VR headsets. I feel that keeping these types of programs in mind for Warren would benefit our community and help patrons interact with people outside of their usual circle of people. These types of programs build compassion and reduce age-based stereotyping.

Serve the People: Food and the Public Library presented by Austin Knight, Laurie Lenox, Stephanie Markland, and Robert White

Based on their 2023 study, Feeding America showed that 13.7% of Macomb County faced food insecurity that year. This is higher than it was during the 2020 global pandemic. With the recent pause of SNAP benefits, many people have been reaching out about options for food insecurity. A library is a good option for a designated food space because it is a neutral, judgement-free zone specifically designed to benefit the community. The presenters shared their work with local food pantries and different programs that fight food insecurity. One program they shared was their after school "Meet up and Eat up." This was supported by the Food Bank of Eastern Michigan and helped feed children in at-risk families after school. The Gloria Coles Flint Public Library set up a food pantry in their children's space for families to privately choose groceries on a monthly basis. They saw an average of 93 visits per month and served 748 visitors between March and October. This presentation was very informative on the benefits of serving patrons with food and how to start programs like these in the community.