



**Library Commission Members**

Natalie Piernak, Chairman

Emma Howard, Vice-Chairman

, Secretary

Annette Majka, Treasurer

, 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, January 15, 2026 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](mailto: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**  
**January 15, 2026**  
**6:00 p.m.**

- **Call to Order**
- **Roll Call**
- **Approval of Agenda**
- **Approval of Minutes**
  - **Regular Meeting November 20, 2025** (Information not available to time of post)
  - **Special Meeting November 21, 2025** (Information not available to time of post)
  - **Special Meeting December 1, 2025** (Information not available to time of post)
  - **Special Meeting December 10, 2025** (Information not available to time of post)
- **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
    - Library Annual Report FY24-25 (see attached)
  - b. **Branch Updates**
    - **Busch** –
      - Students still following procedures set in place the previous year
      - Waiting on quote for additional shelving.
    - **Burnette** –
      - Spartan 6 Securities contract renewed and provide yearlong service
      - Friends are funding the purchase of additional fish for tank. Fish include a stingray, unicorn tang, spanish hog fish, virgate rabbitfish, brittle and serpent starfish, blue tang, and a Desjardin's tang.

- **Miller –**
  - Purchasing/processing items for the Library of Things collection.
- **Civic –**
  - In-service on December 12, 2025; Demco taught staff how to mend/repair books
  - Americans and Holocaust exhibit on display and numerous programs have been scheduled (see attached).

**c. Current Projects**

- State Aid submitted
- DLRST submitted
- Library Budget FY26-27 submitted
- Casper Corporation will install additional shelving in teen room at Busch branch in February 2026.

**d. Services**

- Received checks from SLC in the amount of \$978.77 and \$432.26 from ProPay credit transactions in the month of October through November 2025 totaling \$1,411.03.

**e. Staffing**

- V. Minch, Branch Librarian Substitute started on 12/11/2025

**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 - suspended temporarily.
- Winter quarterly printing of Warren Today, Activity Guide mailed out to Warren residents.

**g. Discussion items:**

- Naming of the new branch
- Resume Sunday hours at Civic Center Library – City Hall. (see attached)

**• 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:**
  - City of Warren Library Budget Amendment – New Library
  - Resume Sunday hours
- **Friends of the Warren Public Library**
- **S.L.C. Report**
- **Commissioner's Comments**
- **Next Meeting Date – February 19, 2026**
- **Adjournment**

## SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

### CITY OF WARREN-LIBRARY

PERIOD 07/01/25 - 06/30/26  
as of 11/30/2025

		BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
271-9271-70300	APPOINTED OFFICIAL	151,961.00	151,961.00	60,230.74	0.00	915,518.60	60%
271-9271-70600	PERMANENT EMPLOYEES	1,573,587.00	1,573,587.00	658,068.40	0.00	915,518.60	58%
271-9271-70714	PERMANENT PART-TIME EMP	300,000.00	300,000.00	103,471.22	0.00	196,528.78	66%
271-9271-70900	OVERTIME	20,000.00	20,000.00	1,751.17	0.00	18,248.83	91%
271-9271-71000	SHIFT PREMIUM	17,000.00	17,000.00	2,779.12	0.00	14,220.88	84%
271-9271-71302	EDUCATION ALLOWANCE	25,000.00	25,000.00	25,000.00	0.00	0.00	0%
271-9271-71303	CLEAN/CLOTHING ALLOWANCE	9,200.00	9,200.00	9,600.00	0.00	(400.00)	-4%
271-9271-71500	SOCIAL SECURITY	168,266.00	168,266.00	68,065.11	0.00	100,200.89	60%
271-9271-71900	EMPLOYEE INSURANCES	443,080.00	443,080.00	141,169.10	0.00	301,910.90	68%
271-9271-71904	RETIREE HEALTH INSURANCE	175,768.00	175,768.00	73,235.00	0.00	102,533.00	58%
271-9271-71905	H.S.A. EXPENSE	28,229.00	28,229.00	11,804.17	0.00	16,424.83	58%
271-9271-71906	SUPPL LIFE INSURANCE EXP	2,182.00	2,182.00	868.03	0.00	1,313.97	60%
271-9271-72100	LONGEVITY	48,053.00	48,053.00	26,533.86	0.00	21,519.14	45%
271-9271-72101	BONUS/SICK REDEMPTION	45,497.00	45,497.00	20,069.76	0.00	25,427.24	56%
271-9271-72200	RETIREMENT FUND	290,226.00	290,226.00	120,930.00	0.00	169,296.00	58%
271-9271-72201	DEFINED CONTRIBUTION EXP	168,117.00	168,117.00	71,283.66	0.00	96,833.34	58%
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	14,400.51	42,340.86	33,258.63	37%
271-9271-72702	COPY MACHINE EXPENSE	20,000.00	20,000.00	5,323.37	9,576.63	5,100.00	26%
271-9271-80100	CONTRACTUAL SERVICES	406,700.00	406,700.00	81,550.98	87,297.34	248,851.68	61%
271-9271-80117	COOPERATIVE SERVICES	250,000.00	250,000.00	94,498.34	0.00	155,501.66	62%
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	19,898.68	200.00	(15,598.68)	-347%
271-9271-80301	UNEMPLOYMENT COSTS	1,000.00	1,000.00	854.27	0.00	145.73	15%
271-9271-82201	DIGITAL VIDEO DISCS	21,200.00	21,200.00	4,111.06	0.00	17,088.94	81%
271-9271-82202	LIBRARY CIRCULATING MAT	127,000.00	127,000.00	23,404.15	0.00	103,595.85	82%
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	3,267.20	539.04	13,893.76	78%
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	260.49	0.00	3,739.51	93%
271-9271-86400	CONFERENCES & WORKSHOPS	15,000.00	15,000.00	3,422.86	215.00	11,362.14	76%
271-9271-88011	MARKETING/PROMOTIONS - PRC	50,000.00	50,000.00	0.00	9,565.43	40,434.57	81%
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	21,916.65	0.00	30,683.35	58%
271-9271-92000	PUBLIC UTILITIES	250,000.00	250,000.00	64,067.22	0.00	185,932.78	74%
271-9271-93000	BUILDING MAINTENANCE	57,500.00	57,500.00	10,070.19	5,113.86	42,315.95	74%
271-9271-95000	ADMINISTRATIVE COSTS	293,900.00	293,900.00	122,458.35	0.00	171,441.65	58%
271-9271-96470	TRANS TO FUND 386 BOND PMT	107,112.00	107,112.00	104,496.18	0.00	2,615.82	2%
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	13,176.95	4,282.67	503,540.38	133%
271-9271-98000	OFFICE EQUIPMENT	63,500.00	63,500.00	902.14	0.00	104,597.86	165%
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	82,997.23	0.00	269,002.77	76%
271-9271-98500	ARPA EXPENDITURES	0.00	0.00	1,550.00	0.00	36,655.00	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            2,067,486.16            159,130.83            4,150,766.01            70.15%

## SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

### CITY OF WARREN-LIBRARY

PERIOD 07/01/25 - 06/30/26  
as of 12/31/2025

		BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
271-9271-70300	APPOINTED OFFICIAL	151,961.00	151,961.00	73,526.12	0.00	78,434.88	52%
271-9271-70600	PERMANENT EMPLOYEES	1,573,587.00	1,573,587.00	776,506.67	0.00	797,080.33	51%
271-9271-70714	PERMANENT PART-TIME EMP	300,000.00	300,000.00	122,161.96	0.00	177,838.04	59%
271-9271-70900	OVERTIME	20,000.00	20,000.00	2,026.93	0.00	17,973.07	90%
271-9271-71000	SHIFT PREMIUM	17,000.00	17,000.00	2,779.12	0.00	14,220.88	84%
271-9271-71302	EDUCATION ALLOWANCE	25,000.00	25,000.00	25,500.00	0.00	(500.00)	-2%
271-9271-71303	CLEAN/CLOTHING ALLOWANCE	9,200.00	9,200.00	9,600.00	0.00	(400.00)	-4%
271-9271-71500	SOCIAL SECURITY	168,266.00	168,266.00	80,396.14	0.00	87,869.86	52%
271-9271-71900	EMPLOYEE INSURANCES	443,080.00	443,080.00	173,255.04	0.00	269,824.96	61%
271-9271-71904	RETIREE HEALTH INSURANCE	175,768.00	175,768.00	87,882.00	0.00	87,886.00	50%
271-9271-71905	H.S.A. EXPENSE	28,229.00	28,229.00	13,918.69	0.00	14,310.31	51%
271-9271-71906	SUPPL LIFE INSURANCE EXP	2,182.00	2,182.00	1,045.35	0.00	1,136.65	52%
271-9271-72100	LONGEVITY	48,053.00	48,053.00	29,933.86	0.00	18,119.14	38%
271-9271-72101	BONUS/SICK REDEMPTION	45,497.00	45,497.00	23,571.29	0.00	21,925.71	48%
271-9271-72200	RETIREMENT FUND	290,226.00	290,226.00	145,116.00	0.00	145,110.00	50%
271-9271-72201	DEFINED CONTRIBUTION EXP	168,117.00	168,117.00	83,713.71	0.00	84,403.29	50%
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	16,024.40	38,125.29	35,850.31	40%
271-9271-72702	COPY MACHINE EXPENSE	20,000.00	20,000.00	6,148.99	7,791.44	6,059.57	30%
271-9271-80100	CONTRACTUAL SERVICES	406,700.00	406,700.00	107,224.81	51,534.31	258,940.88	64%
271-9271-80117	COOPERATIVE SERVICES	250,000.00	250,000.00	105,422.72	0.00	144,577.28	58%
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	19,898.68	200.00	(15,598.68)	-347%
271-9271-80301	UNEMPLOYMENT COSTS	1,000.00	1,000.00	854.27	0.00	145.73	15%
271-9271-82201	DIGITAL VIDEO DISCS	21,200.00	21,200.00	4,756.59	0.00	16,443.41	78%
271-9271-82202	LIBRARY CIRCULATING MAT	127,000.00	127,000.00	29,100.71	0.00	97,899.29	77%
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	3,798.73	539.04	13,362.23	75%
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	260.49	0.00	3,739.51	93%
271-9271-86400	CONFERENCES & WORKSHOPS	15,000.00	15,000.00	3,637.86	180.00	11,182.14	75%
271-9271-88011	MARKETING/PROMOTIONS - PRC	50,000.00	50,000.00	9,565.43	0.00	40,434.57	81%
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	26,299.98	0.00	26,300.02	50%
271-9271-92000	PUBLIC UTILITIES	250,000.00	250,000.00	78,378.66	0.00	171,621.34	69%
271-9271-93000	BUILDING MAINTENANCE	57,500.00	57,500.00	10,455.99	5,478.06	41,565.95	72%
271-9271-95000	ADMINISTRATIVE COSTS	293,900.00	293,900.00	146,950.02	0.00	146,949.98	50%
271-9271-96470	TRANS TO FUND 386 BOND PMT	107,112.00	107,112.00	104,496.18	0.00	2,615.82	2%
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	13,176.95	4,282.67	503,540.38	133%
271-9271-98000	OFFICE EQUIPMENT	63,500.00	63,500.00	902.14	19,486.00	85,111.86	134%
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	131,580.91	0.00	220,419.09	63%
271-9271-98500	ARPA EXPENDITURES	0.00	0.00	4,037.50	0.00	34,167.50	0%
271-9271-98505	EMERGENCY CONNECTIVITY GR	0.00	0.00	0.00	0.00	0.00	0.00

<b>TOTAL</b>	<b>6,144,178.00</b>	<b>6,144,178.00</b>	<b>2,473,904.89</b>	<b>127,616.81</b>	<b>3,775,861.30</b>	<b>63.53%</b>
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## BRANCH INCOME REPORT

2025/2026 Fiscal Year

INCOME	July	August	September	October	November	December	TOTAL
<b>Copy Machine</b>	\$ 3,127.78	\$ 3,629.68	\$ 3,208.94	\$ 3,556.04	\$ 3,269.02	\$ 2,938.93	<b>19,730.39</b>
<b>Video/DVD</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>0.00</b>
<b>Non-resident Fee</b>	\$ 164.00	\$ 175.39	\$ 131.39	\$ 218.06	\$ 194.34	\$ 165.37	<b>1,048.55</b>
<b>Fines</b>	\$ 529.37	\$ 1,238.61	\$ 761.19	\$ 714.92	\$ 994.96	\$ 1,043.24	<b>5,282.29</b>
<b>Lost Materials</b>	\$ 322.97	\$ 1,218.95	\$ 865.25	\$ 631.98	\$ 957.42	\$ 984.95	<b>4,981.52</b>
<b>Miscellaneous</b>	\$ 445.30	\$ 582.80	\$ 482.21	\$ 483.65	\$ 541.00	\$ 596.40	<b>3,131.36</b>
<b>Room Rental</b>	\$ 10.00	\$ 20.00	\$ -	\$ -	\$ 230.00	\$ 10.00	<b>270.00</b>
<b>Referral Fees</b>	\$ 100.00	\$ 206.00	\$ 246.17	\$ 174.37	\$ 187.66	\$ 104.22	<b>1,018.42</b>

INCOME	January	February	March	April	May	June	TOTAL
<b>Copy Machine</b>							<b>19,730.39</b>
<b>Video/DVD</b>							<b>0.00</b>
<b>Non-resident Fee</b>							<b>1,048.55</b>
<b>Fines</b>							<b>5,282.29</b>
<b>Lost Materials</b>							<b>4,981.52</b>
<b>Miscellaneous</b>							<b>3,131.36</b>
<b>Room Rental</b>							<b>270.00</b>
<b>Referral Fees</b>							<b>1,018.42</b>

TOTAL REVENUE

35,462.53

SUBURBAN LIBRARY COOPERATIVE  
CENTRALIZED PURCHASING EXPENSE FORM

LIBRARY NAME: Warren Public Library

BALANCE AS OF : 11/17/2025

\$ 12,014.14

VENDOR	PURPOSE	AMOUNT
Reimbursement Jersey Mikes Lunch Expenditure for staff in-service (Judi Pasternak)		\$ 361.84
		\$
		\$
		\$
		\$
		\$
<b>TOTAL EXPENSE REQUESTS</b>		<b>\$ 361.84</b>
<b>NEW BALANCE AS OF : Dec 9, 2025</b>		<b>\$ 11,652.30</b>

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE

DATE

*Osanna Urban*

12/9/25

SUBURBAN LIBRARY COOPERATIVE  
CENTRALIZED PURCHASING EXPENSE FORM

LIBRARY NAME: Warren Public Library

BALANCE AS OF : 12/15/2025

VENDOR	PURPOSE	AMOUNT
Deposit- cash for sale of Dell Optiplex 5070		\$ 11,675.84
Deposit- cash for sale of Dell Optiplex 5080		\$ (120.00)
Deposit- cash for sale of 2 Dell Optiplex 7060		\$ (120.00)
Deposit- cash for sale of 2 Dell monitors		\$ (220.00)
		\$ (20.00)
		\$
<b>TOTAL EXPENSE REQUESTS</b>		\$
<b>NEW BALANCE AS OF :</b> <u>Dec 19, 2025</u>		\$ (480.00)
<b>PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS</b>		\$ 12,155.84

DIRECTOR'S SIGNATURE Oksana Urban  
DATE 12/19/2025

SUBURBAN LIBRARY COOPERATIVE  
CENTRALIZED PURCHASING EXPENSE FORM

LIBRARY NAME: Warren Public Library

BALANCE AS OF : 12/19/2025

VENDOR	PURPOSE	AMOUNT
Deposit- cash for sale of 4 Dell Optiplex 5080		\$ 12,155.84
Deposit- cash for sale of 2 Dell monitors		\$ (480.00)
Deposit- check for sale of Dell Optiplex 7490		\$ (20.00)
		\$ (125.00)
		\$
		\$
<b>TOTAL EXPENSE REQUESTS</b>		\$
<b>NEW BALANCE AS OF : Dec 22, 2025</b>		\$ (625.00)
<b>PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS</b>		\$ 12,780.84

DIRECTOR'S SIGNATURE



DATE 12/22/2025

SUBURBAN LIBRARY COOPERATIVE  
CENTRALIZED PURCHASING EXPENSE FORM

LIBRARY NAME: Warren Public Library

BALANCE AS OF : 12/22/2025

\$ 12,780.84

VENDOR	PURPOSE	AMOUNT
Deposit- cash for sale of 4 Dell Optiplex 5080		\$ (480.00)
Deposit- cash for sale of 1 Dell monitors		\$ (10.00)
		\$
		\$
		\$
		\$
<b>TOTAL EXPENSE REQUESTS</b>		<b>\$ (490.00)</b>
<b>NEW BALANCE AS OF :</b> Dec 29, 2025		<b>\$13,270.84</b>

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE Oksana Urban

DATE 12/29/2025

# UNIQUE MANAGEMENT SERVICES, INC.

2016 - 2025 Fiscal Years

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

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

	<b>TOTALS</b>	<b>7/1/23-6/30/24</b>	<b>7/1/24-6/30/25</b>	<b>7/1/25-6/30/26</b>	<b>TOTAL</b>
<b>Accounts Submitted</b>	<b>17,217</b>	458	400	380	<b>18,455</b>
<b>Cash Recovered</b>	<b>161,195.58</b>	6,082.21	4,974.03	3,141.81	<b>175,393.63</b>
<b>Materials Recovered</b>	<b>143,131.14</b>	11,367.17	10,888.18	5,572.39	<b>170,958.88</b>
<b>Waived Amount*</b>	<b>49,468.24</b>	3,428.84	3,230.04	1,554.00	<b>57,681.12</b>
<b>Expenditures</b>	<b>93,515.95</b>	4,717.40	4,233.30	2,193.90	<b>104,660.55</b>

\*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 12/1/2025

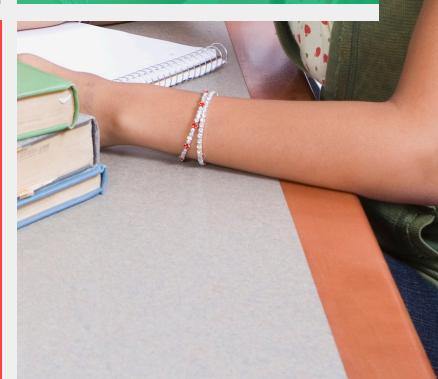
# Warren Public Library

# Annual Report 2024-2025

Here to enrich the life of the community by providing opportunities to learn, connect, enjoy and discover.



Explore More

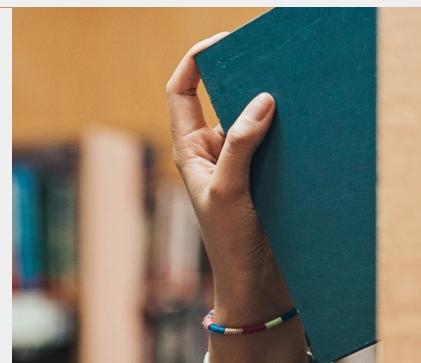
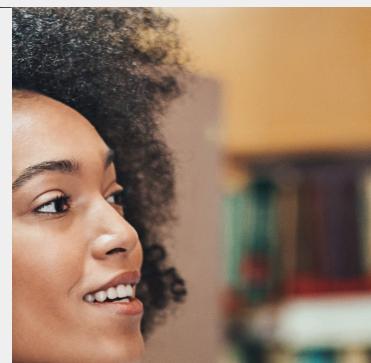


# Our Mission...

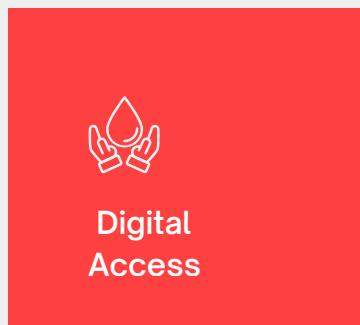
To improve the quality of life of the entire community through services and resources promoting educational, cultural, social, and economic well-being, as well as lifelong learning and enjoyment.



Information services



Literacy  
Initiatives



# Board of Library Commissioners

**Natalie Piernak**

Chairperson

**Emma Howard**

Vice-Chairperson

**Annette Majka**

Treasurer

**Don McIntosh**

Secretary

**Zofia Ladak**

Trustee

**William Rudd**

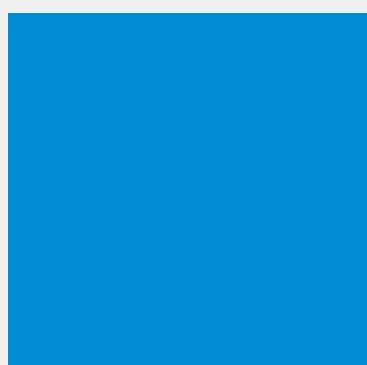
Trustee

**Lorie Barnwell**

Trustee

**Oksana Urban**

Library Director



# Branch Locations

## **Library Administration**

One City Square, Suite 100  
Warren, MI 48093  
586.574.4564

### **Arthur Miller**

5460 Arden, Suite 303  
Warren, MI 48092  
586.751.5377

### **Civic Center**

One City Square, Suite 100  
Warren, MI 48093  
586.751.0770

### **Dorothy Busch**

23333 Ryan  
Warren, MI 48091  
586.353.0580

### **Maybelle Burnette**

23345 Van Dyke  
Warren, MI 48089  
586.353.0579



LIBRARY

# Information Services

## Visits to the Library

● 2022-2023   ● 2023-2024   ● 2024-2025

250,000

200,000

150,000

100,000

194,838

213,739

227,684

Warren population with library cards

**52%**

based on January 2025 population

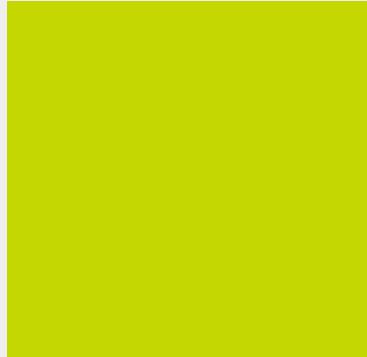
**Sign up for  
your  
FREE  
library card**



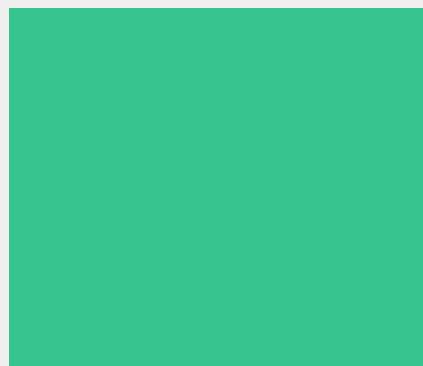
Card Holders

**70,280**





**Here to  
answer your  
questions -**



**59,428**

Reference Questions Answered

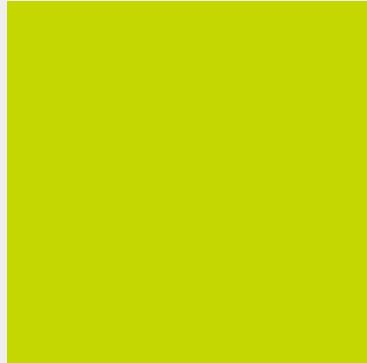


# Items Borrowed

## 467,332

### Some of the many items available for checkout

- Alzheimer's Kits
- Audiobooks on Disc & MP3 Discs
- Auto Repair Manuals
- Circulating Laptops
- Citizenship Materials
- Consumer Guides and Reports
- DVDs and Blu-ray Discs
- English as a Second Language Collection
- Exam Books
- Family History Interview Kits
- Financial Publications
- Government Documents
- International Language Collection
- Large Print Books
- Library of Things
- Magazines
- Mobile Hotspots
- Music CDs
- Musical Instrument Kits
- Sheet Music
- Telescopes and Binoculars
- Video Games
- Warren City Council Meetings on DVD
- Baby Lapsit Kits
- Children's Book/CD Kits
- Children's Kindle Fire Tablets with Mobile Hotspots
- Children's Writing Kits
- Immersive Reality Kits
- Phonics Kits
- Playaway Launchpad Tablets
- Storytime to Go Kits
- STEAM / STEM Kits
- Tonies
- Vox/Wonder Books
- YA Kits
- WhaZoodles



# Digital Access



**681**

Hotspot Usage

**238**

Laptop Usage

**24,617**

Computer Usage

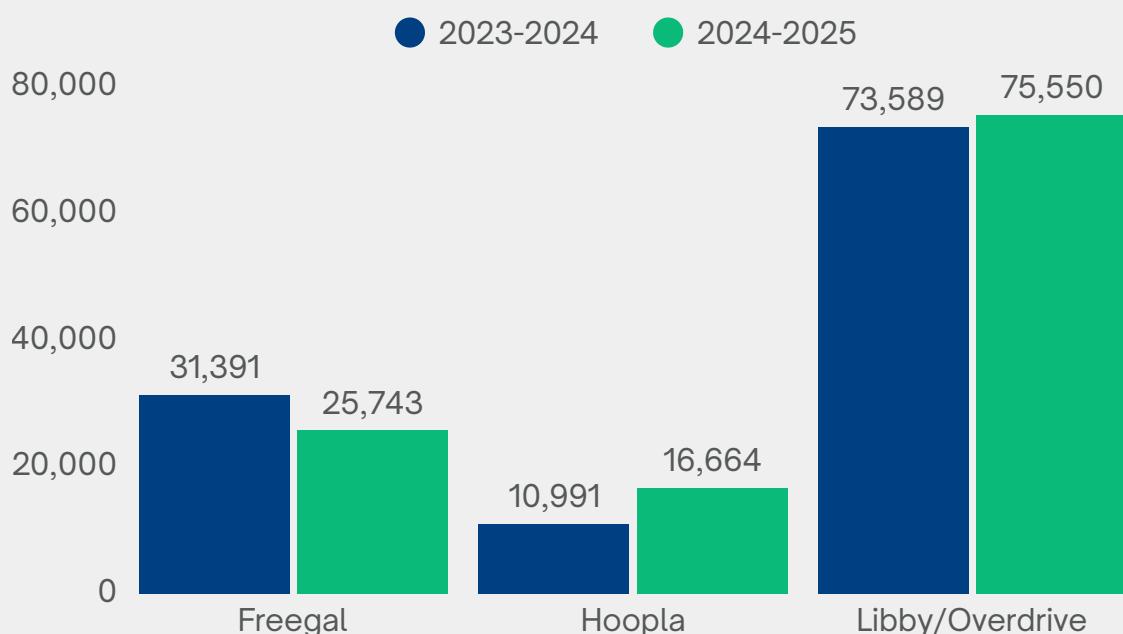
**218,419**

WiFi Sessions

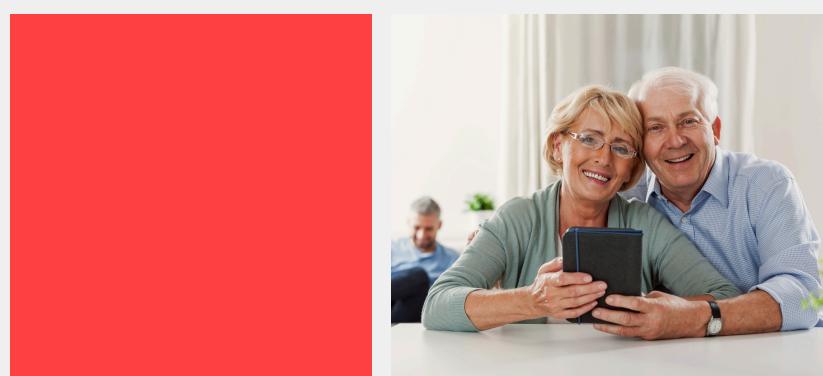
# Databases

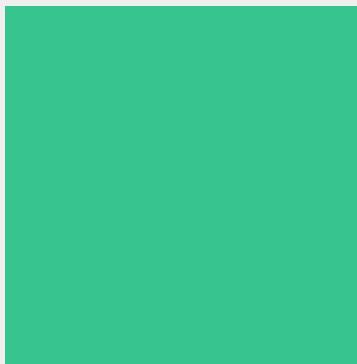
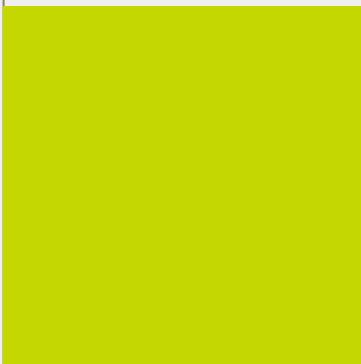
An organized collection of digital resources that provide access to scholarly articles, journals, eBooks, newspapers, reports, multimedia, and other information sources. These databases are curated to support academic research, learning, and professional development.

Multimedia Database Usage



Visit <http://warrenlibrary.net/databases-alphabetical/> for a complete list.





# Literacy Initiatives

**683**

Library Programs

**13,505**

Attendance

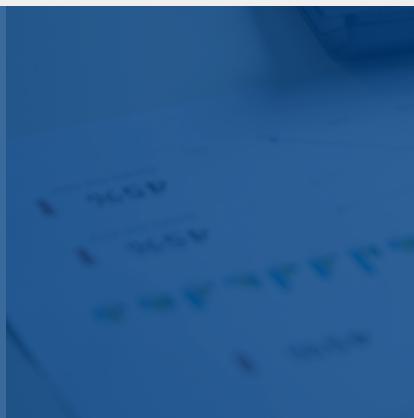
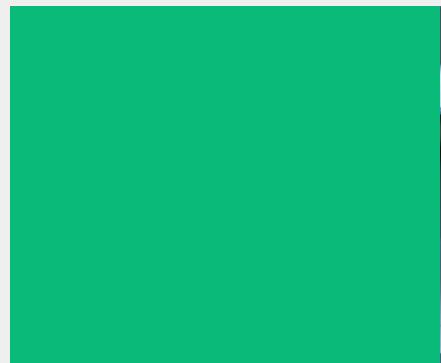
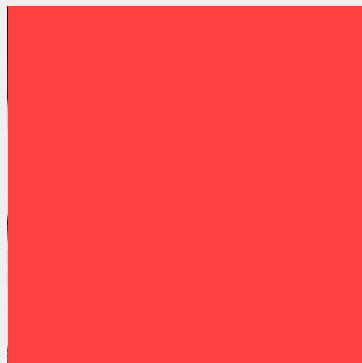
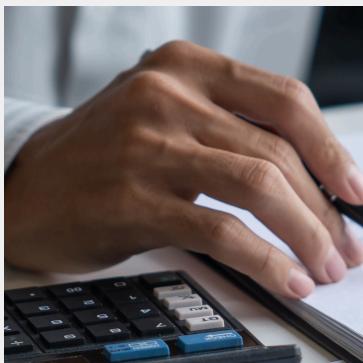
# Literacy Services

**1,000 Books Before Kindergarten**  
**Alzheimer's Kits**  
**Beginner Computer Classes**  
**Children and Teen Book Boxes**  
**Early Literacy Programs**  
**Homebound Deliveries**  
**Literacy Kits**  
**Outreach to local schools and senior centers**  
**STEAM/STEM Kits**  
**Storytimes**  
**Summer Reading Club**



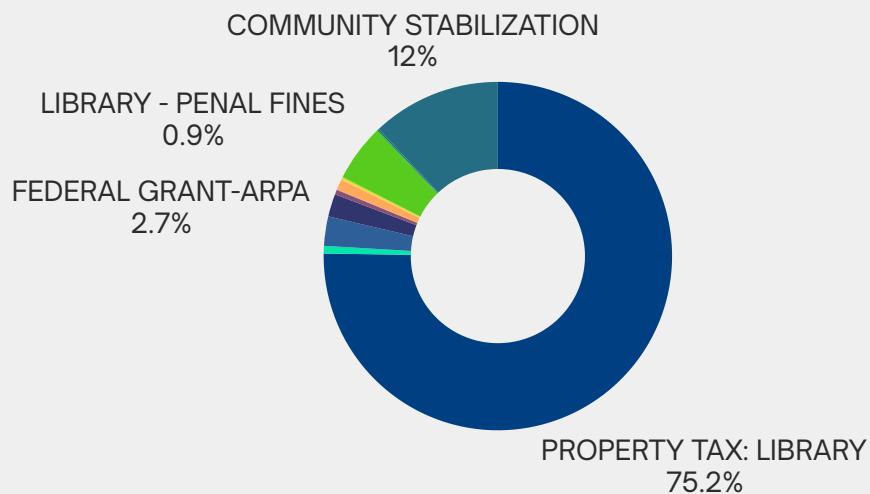
# Financial Highlights

Using the library's resources, residents saved  
**\$ 1,004,861.21**

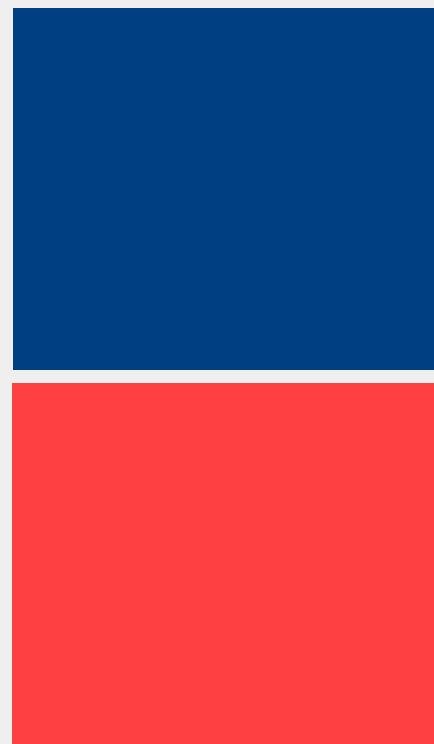
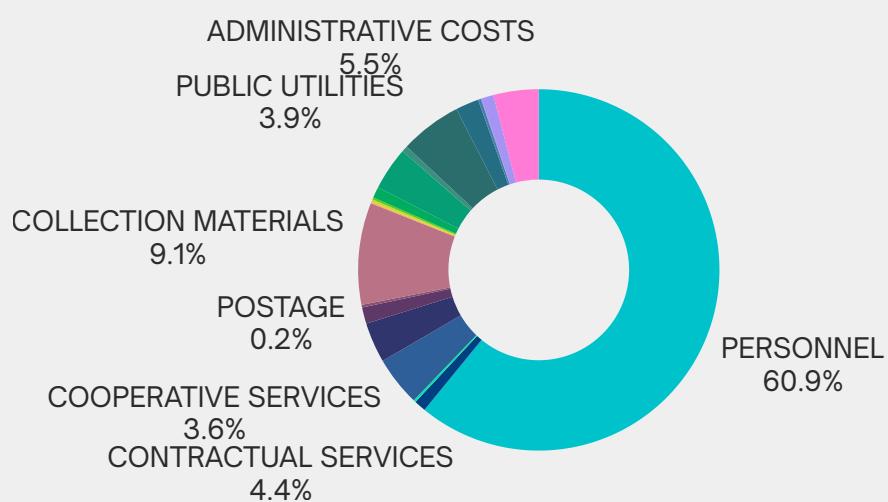


# Financial Highlights

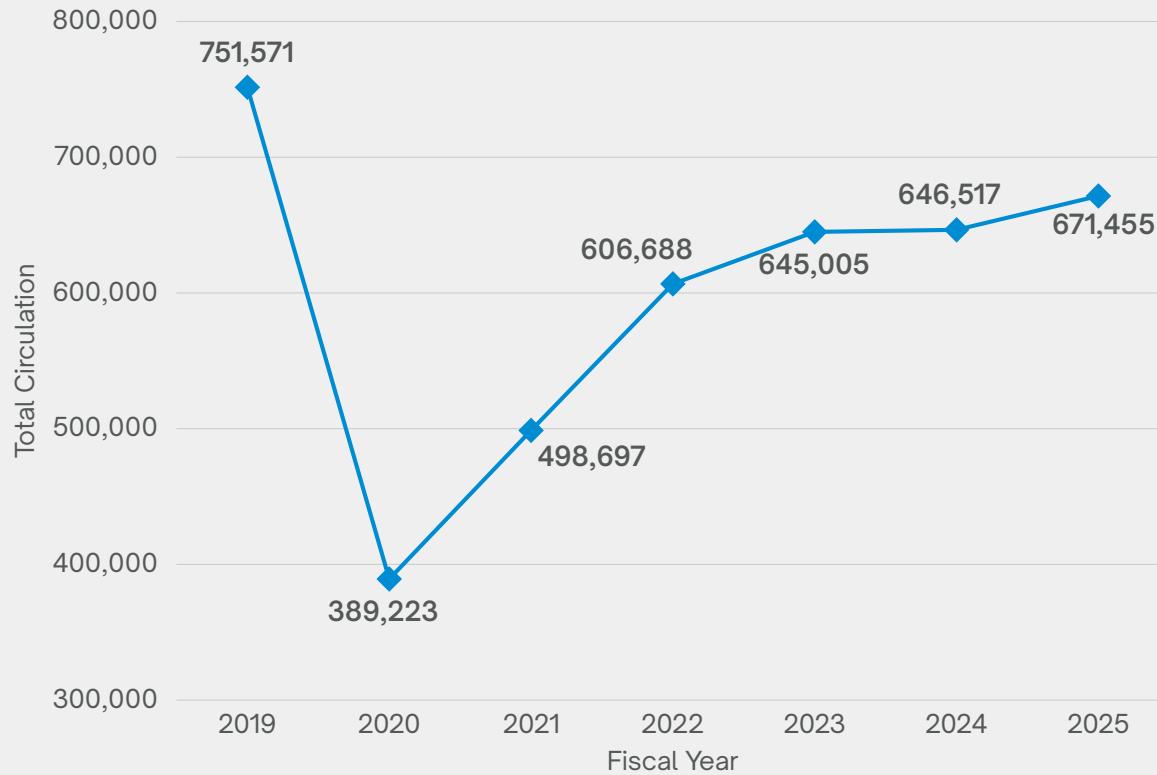
## Revenue



## Expenditures



# Circulation Highlights



↑ 172.5%

since COVID in 2020





# Thank You!

On behalf of the entire library team, I would like to extend our heartfelt thanks to you—our community—for your continued use and support of the library and its many resources. Your engagement, curiosity, and enthusiasm are what make our library a vibrant and welcoming space for all. Whether you're borrowing books, attending programs, using our digital services, or simply finding a quiet place to read or study, your presence helps us fulfill our mission of learning, connection, and discovery. Thank you for being an essential part of our library family. We look forward to continuing to serve and grow with you.

Library Director,  
Oksana Urban

 586.574.4564

 One City Square, Suite 100 Warren, MI 48093

 [www.warrenlibrary.net](http://www.warrenlibrary.net)

# AMERICANS AND THE HOLOCAUST



## DECEMBER

### 6 WHITE BIRD BOOK DISCUSSION

FOR TEENS (AGES 12-18)

2:30 P.M., WARREN CIVIC CENTER LIBRARY

### 8 EXPLORING AMERICANS AND THE HOLOCAUST

6:00 P.M., WARREN CIVIC CENTER LIBRARY

### 11 TRUTH SLEUTHS: UNCOVERING HOLOCAUST HISTORY FOR SECONDARY STUDENTS (12-18)

5:30 P.M., WARREN CIVIC CENTER LIBRARY

### 12 SECOND GENERATION SPEAKER FROM ZEKELMAN HOLOCAUST CENTER

6:00 P.M., WARREN CIVIC CENTER LIBRARY

### 16 HENRY FORD, FATHER COUGHLIN, AND THE RISE OF ANTISEMITISM

6:00 P.M., WARREN CIVIC CENTER LIBRARY

### 30 FILM SCREENING: CASABLANCA

5:30 P.M., WARREN CIVIC CENTER LIBRARY

## II EXHIBITION OPENING

Join us for the official opening of the Americans and the Holocaust exhibition from the U.S. Holocaust Memorial Museum. Introduces themes of U.S. responses to Nazism, the refugee crisis, and the Holocaust. Speaker: Dr. Miriam Eve Mora of the Raoul Wallenberg Institute, University of Michigan.

6:00 P.M., WARREN CIVIC CENTER LIBRARY

## JANUARY

### 5 FILM SCREENING: THE U.S. AND THE HOLOCAUST

6:00 P.M., WARREN CIVIC CENTER LIBRARY

### 6 BOOK DISCUSSION: IN THE GARDEN OF BEASTS

6:00 P.M., WARREN CIVIC CENTER LIBRARY

### 8 TEACHER EDUCATION WORKSHOP FOR TEACHERS AND EDUCATORS

6:00 P.M., WARREN CIVIC CENTER LIBRARY

*This exhibition was made possible by the generous support of lead sponsor Jeannie & Jonathan Lavine. Additional major funding was provided by the Bildners—Joan & Allen z'l, Elisa Spungen & Rob, Nancy & Jim; and Jane and Daniel Och.*

*The Museum's exhibitions are also supported by the Lester Robbins and Sheila Johnson Robbins Traveling and Special Exhibitions Fund, established in 1990.*

PRESENTED BY:

ALA American Library Association

UNITED STATES  
HOLOCAUST  
MEMORIAL  
MUSEUM

WARREN  
PUBLIC LIBRARY

# Staffing expenditure breakdown for Sundays

\* rates are current salaries for FY25-26

<b>Full-Time Employees</b>	<b>Max Per Hour</b>	<b>Salary Expense for Sunday</b>
SUPERVISOR	\$49.53	\$396.20
BRANCH LIBRARIAN	\$40.01	\$320.11
SENIOR ADMINISTRATIVE SECRETARY	\$37.50	\$299.97
LIBRARY ASSISTANT -OUTREACH/GRANT	\$36.41	\$291.27
LIBRARY TECHNICIAN	\$34.23	\$273.86
OFFICE ASSISTANT	\$23.19	\$185.48

<b>Part-Time Employees</b>		
BRANCH LIBRARIAN SUBSTITUTE	\$24.00	\$96.00
LIBRARY TECHNICIAN SUBSTITUTE	\$18.00	\$72.00

Sundays are staffed with 2 full-time and 2 part-time employees

Civic Center Branch is open for 4 hours.

Only Full-time staff are paid double time

# Library Overtime Expenditures

Sunday shifts Sep-May

Description	Available	Spent	Remaining	Number of Sunday shifts	Number of Sunday shifts cashed out
17-18 Fiscal Year Begin	\$ 32,500.00	\$ 6,460.30	\$ 26,039.70	65	11
18-19 Fiscal Year Begin	\$ 35,888.00	\$ 11,669.71	\$ 24,218.29	68	19
19-20 Fiscal Year Begin*	\$ 30,000.00	\$ 7,930.32	\$ 22,069.68	60	30
20-21 Fiscal Year Begin	\$ 20,000.00	\$ 715.20	\$ 19,284.80		
21-22 Fiscal Year Begin	\$ 15,000.00	\$ 219.22	\$ 14,780.78		
22-23 Fiscal Year Begin	\$ 20,000.00	\$ 316.60	\$ 19,683.40		
23-24 Fiscal Year Begin	\$ 20,000.00	\$ 222.30	\$ 19,777.70		
24-25 Fiscal Year Begin	\$ 20,000.00	\$ 1,729.15	\$ 18,270.85		
25-26 Fiscal Year Begin	\$ 20,000.00	\$ 2,026.93	\$ 17,973.07		

\*Sept-Mar

\*\*Please note that cashing out of compensatory time and overtime for maintenance employees is included in the total amount spent.

## MONTHLY PATRON COUNT FOR SATURDAYS AT CIVIC CENTER

2022		2023		2024		2025	
MONTH	TOTAL	MONTH	TOTAL	MONTH	TOTAL	MONTH	TOTAL
APR	1242	JAN	2316	JAN	925	JAN	1309
MAY	1420	FEB	1984	FEB	1543	FEB	2003
JUN	829	MAR	1701	MAR	1387	MAR	2073
JUL	1159	APR	1411	APR	1330	APR	1235
AUG	732	MAY	1062	MAY	930	MAY	1033
SEP	1054	JUN	1259	JUN	1998	JUN	1441
OCT	1750	JUL	1760	JUL	1470	JUL	1471
NOV	1199	AUG	860	AUG	1011	AUG	1528
DEC	899	SEP	761	SEP	2047	SEP	1627
		OCT	1959	OCT	1492	OCT	1368
		NOV	867	NOV	897	NOV	1228
		DEC	1742	DEC	1561	DEC	1147

RESOLUTION AMENDING GENERAL APPROPRIATIONS  
FOR FISCAL 2026 BUDGET

A \_\_\_\_\_ Meeting of the City Council of the City of Warren,  
County of Macomb, Michigan held \_\_\_\_\_, 2026, at 7:00 o'clock p.m.  
Eastern Standard Time in the Council Chambers at the Warren Community Center.

PRESENT: Council Members \_\_\_\_\_

ABSENT: Council Members \_\_\_\_\_

The following preamble and resolution were offered by Council Member \_\_\_\_\_,  
and supported by Council Member \_\_\_\_\_.

WHEREAS, the budget for fiscal year July 1, 2025 to June 30, 2026 was adopted by  
Council on May 13, 2025, and

WHEREAS, the Library Director has indicated a need to this Council for an additional  
appropriation of funds in the amount of \$2,556,738 for the purpose of constructing a new library  
as outlined in bid award ITB-W-1478,

WHEREAS, the construction of a new library was approved by the Library  
Commission on July 17, 2025 and subsequently approved by City Council on August 26, 2025,

NOW, THEREFORE, BE IT RESOLVED, that the City Council by amending the  
original General Appropriation Resolution for Fiscal 2026 Budget, approves the re-appropriation  
of funds to the following budget line items in the Library Special Revenue Fund in the amount of  
\$2,556,738.

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
<u>Transfer to:</u> 271-9271-97400	Capital Improvements	\$ 2,556,738
<u>Transfer from:</u> 271-0000-39001	Fund Balance Adjustment	\$ 2,556,738

BE IT FURTHER RESOLVED, that the City Council hereby revises the estimated revenues and appropriations for the Library Special Revenue Fund Budget for fiscal 2026 in the amount of \$2,556,738.

AYES: Council Members \_\_\_\_\_

\_\_\_\_\_

NAYS: Council Members \_\_\_\_\_

\_\_\_\_\_

RESOLUTION DECLARED ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_

MINDY MOORE  
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN )

) SS

COUNTY OF MACOMB )

I, SONJA BUFFA, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council at its meeting held on \_\_\_\_\_.

\_\_\_\_\_

SONJA BUFFA  
City Clerk

**CITY OF WARREN**  
*Office of the Council Secretary*

Item 11c

**INTER-OFFICE COMMUNICATION**

**DATE:** August 26, 2025

**TO:** Oksana Urban, Library Director  
Warren Library Commission

**SUBJECT:** Recommendation of the RFP Committee to award ITB-W-1478 for the construction of a new library to be located at Underwood Park, to Quadrate Construction, LLC., in an amount not to exceed \$2,556,737.70. This recommendation was voted on and approved by the Library Commission on July 17, 2025. CONSIDERATION AND ADOPTION OF A RESOLUTION.

At a Regular meeting of the City Council held Tuesday, August 26, 2025 Council made the formal motion to approve the above listed item.

Trusting this information to be of value.



Mindy Moore  
Council Secretary

cc: Attorney  
Clerk  
Mayor

**RESOLUTION**

Document No: ITB-W-1478

Product or Service: Construction of a New Library at Underwood Park  
Requesting Department: Library

At a Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on August 26, 2025 at 7 p.m. Local Time, in the Council Chamber at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilmembers: Boike, Dwyer, Lafferty, Magee,  
Moore, Newnan, Rogensues

ABSENT: Councilmembers: None

The following preamble and resolution were offered by Councilmember Moore and supported by Councilmember Lafferty.

Electronic bids were accepted, publicly opened and read on May 7, 2025.

The following bids have been received by City Council:

<u>BIDDER:</u>	<u>AMOUNT:</u>
----------------	----------------

**Please see attached bid tabulation**

The bid of Quadraté Construction, LLC, 15801 23 Mile Road, Macomb Township, MI 48042 has been determined to be the cost-effective bid for the Construction of a new Library located at the City's Underwood Park, in the total amount not to exceed \$2,556,737.70. Contingencies of \$280,000.00 (\$80,000.00 for DTE work and \$200,000.00 for unforeseen work that was not included in the initial scope of work) are included in the \$2,556,737.70. Any unused contingency funds will be returned to the City.

Funds are available in Account: 271-9171-97400 dependent upon concurrent resolution of budget amendment.

IT IS RESOLVED, that the bid of Quadraté Construction, LLC, and contract are hereby accepted by City Council, in a total amount not to exceed \$2,556,737.70.

IT IS FURTHER RESOLVED, that the \$2,556,737.70 does not include the cost for office furnishings, security access/surveillance, voice/data, computers, or telephones. These items will be purchased through existing City contracts or will be bid out through the purchasing process. These items will then be brought to City Council for proper approval.

IT IS FURTHER RESOLVED, that the Purchasing Agent and/or Mayor and City Clerk are authorized to execute any such documents that are necessary for this approval consistent with the terms of the:

- Bid document
- Contract
- Resolution

and in such form that meets with the satisfaction of the City Attorney if review is required.

AYES: Councilmembers: Moore, Lafferty, Boike, Dwyer,  
Magee, Newnan, Rogensues

NAYS: Councilmembers: None

RESOLUTION DECLARED ADOPTED this 26th day of August, 2025.

  
Mindy Moore  
Secretary of the Council