**Library Commission Members**
Natalie Piernak, Chairman
Emma Howard, Vice-Chairman
William Rudd, Secretary
, Treasurer
Stephanie Jurva, Trustee
Theadora Strother, 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, August 20, 2026 at 6:00 p.m**.

**CONTACT/ACCOMMODATIONS INFORMATION:**

* If you require disability-related accommodations in order to participate in this meeting or event, please contact the ADA Coordinator by email - adawarren@cityofwarren.org or telephone - (586) 353-0565 at least 48 hours before the meeting or event.

**WARREN PUBLIC LIBRARY COMMISSION**
**REGULAR MEETING**
**WARREN CIVIC CENTER LIBRARY- MARK TWAIN ROOM**
**1 CITY SQUARE, SUITE 100**
**WARREN, MI 48093**
**August 20, 2026**
**6:00 p.m.**

- **Call to Order**
- **Roll Call**
- **Approval of Agenda**
- **Approval of Minutes**
  **– Regular Meeting May 21, 2026** (Information not available to time of post)
  **– Special Meeting June 3, 2026** (Information not available to time of post)
  **– Regular Meeting June 18, 2026** (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**
    - Monthly Library Statistics
    - Unique Management report

  **b. Branch Updates**
    - **Busch** –
    - **Burnette** –
    - **Miller –**
    - **Civic –**

  **c. Current Projects**
    - City Civic Engagement- July 23, 2026 at the Burnette Branch
    - The construction of the new library is progressing
    - Council approved expenditures for furniture for the Palmer Branch.

  **d. Services**
    - Received checks from SLC for ProPay credit transactions in the month of May and June 2026 totaling $907.21.

e. **Staffing**
   - **New Hires/Departures –**
     - L. Snyder accepted Office Assistant position at Civic Center and started July 24, 2026.
     - M. Spisak accepted Library Page position at the Busch Branch and started July 29, 2026.
     - J. Bugbee accepted Library Technician Substitute position and started August 14, 2026

f. **Marketing/Outreach**
   - Summer Reading Club, June 6 - Aug 8, 2026: theme is "Unearth a Story." Participation numbers will be available for September meeting
   - eNewsletter update: All programs listed in the eNewsletter for children, teens, and adults.
   - One staff member attended ALA (American Library Association), Annual Conference in Chicago, IL, June 25-29, 2026 (see attached report)

g. **Discussion items:**
   - Library closed dates for 2027
   - Commission Meeting dates 2027
   - Parliamentary Procedure – MSU Extension Program September 22, 2026
   - Ongoing Commission Training - Library of Michigan Trustee Manual Chapters 3 (see attached policies, also available at https://www.michigan.gov/libraryofmichigan/libraries/admin/librarylaw/manuals/michigan-public-library-trustee-manual)

- **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:**
  - Library closed dates for 2027
  - Commission Meeting dates 2027

- **Friends of the Warren Public Library**

- **S.L.C. Report**

- **Commissioner's Comments**

- **Next Meeting Date – September 17, 2026**
- **Adjournment**

# SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

## CITY OF WARREN-LIBRARY

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

**as of 6/30/2026**

| | | BUDGETED | CURRENT BUDGET | YTD EXPENDITURE | YTD ENCUMBERED | YTD UNENCUMBERED | % REMAINING |
|---|---|---|---|---|---|---|---|
| 271-9271-70300 | APPOINTED OFFICIAL | 151,961.00 | 167,961.00 | 167,294.28 | 0.00 | 666.72 | 0% |
| 271-9271-70600 | PERMANENT EMPLOYEES | 1,573,587.00 | 1,582,587.00 | 1,578,831.25 | 0.00 | 3,755.75 | 0% |
| 271-9271-70714 | PERMANENT PART-TIME EMP | 300,000.00 | 296,000.00 | 243,458.82 | 0.00 | 52,541.18 | 18% |
| 271-9271-70900 | OVERTIME | 20,000.00 | 20,000.00 | 15,691.74 | 0.00 | 4,308.26 | 22% |
| 271-9271-71000 | SHIFT PREMIUM | 17,000.00 | 17,000.00 | 10,394.97 | 0.00 | 6,605.03 | 39% |
| 271-9271-71302 | EDUCATION ALLOWANCE | 25,000.00 | 31,000.00 | 28,833.33 | 0.00 | 2,166.67 | 0% |
| 271-9271-71303 | CLEAN/CLOTHING ALLOWANCE | 9,200.00 | 10,200.00 | 10,400.00 | 0.00 | (200.00) | 0% |
| 271-9271-71500 | SOCIAL SECURITY | 168,266.00 | 168,566.00 | 166,129.20 | 0.00 | 2,436.80 | 1% |
| 271-9271-71900 | EMPLOYEE INSURANCES | 443,080.00 | 523,080.00 | 444,490.31 | 0.00 | 78,589.69 | 15% |
| 271-9271-71904 | RETIREE HEALTH INSURANCE | 175,768.00 | 175,768.00 | 175,768.00 | 0.00 | 0.00 | 0% |
| 271-9271-71905 | H.S.A. EXPENSE | 28,229.00 | 29,229.00 | 28,970.72 | 0.00 | 258.28 | 1% |
| 271-9271-71906 | SUPPL LIFE INSURANCE EXP | 2,182.00 | 2,432.00 | 2,277.79 | 0.00 | 154.21 | 6% |
| 271-9271-72100 | LONGEVITY | 48,053.00 | 52,053.00 | 51,874.48 | 0.00 | 178.52 | 0% |
| 271-9271-72101 | BONUS/SICK REDEMPTION | 45,497.00 | 99,497.00 | 98,744.18 | 0.00 | 752.82 | 1% |
| 271-9271-72200 | RETIREMENT FUND | 290,226.00 | 290,226.00 | 290,226.00 | 0.00 | 0.00 | 0% |
| 271-9271-72201 | DEFINED CONTRIBUTION EXP | 168,117.00 | 172,367.00 | 172,026.34 | 0.00 | 340.66 | 0% |
| 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 | 60,326.96 | 20.60 | 29,652.44 | 33% |
| 271-9271-72702 | COPY MACHINE EXPENSE | 20,000.00 | 20,000.00 | 13,263.27 | 0.00 | 6,736.73 | 34% |
| 271-9271-80100 | CONTRACTUAL SERVICES | 406,700.00 | 417,700.00 | 192,460.84 | 2,000.00 | 223,239.16 | 53% |
| 271-9271-80117 | COOPERATIVE SERVICES | 250,000.00 | 250,000.00 | 184,586.58 | 0.00 | 65,413.42 | 26% |
| 271-9271-80130 | LIBRARY COOP INDIRECT AID | 75,000.00 | 75,000.00 | 37,363.10 | 0.00 | 37,636.90 | 50% |
| 271-9271-80200 | POSTAGE | 4,500.00 | 32,500.00 | 25,571.01 | 0.00 | 6,928.99 | 0% |
| 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 | 21,391.14 | 0.00 | (191.14) | -1% |
| 271-9271-82202 | LIBRARY CIRCULATING MAT | 127,000.00 | 127,000.00 | 111,870.58 | 0.00 | 15,129.42 | 12% |
| 271-9271-82207 | PERIODICALS | 40,000.00 | 40,000.00 | 23,833.94 | 1,428.73 | 14,737.33 | 37% |
| 271-9271-85300 | TELEPHONE & RADIO | 17,700.00 | 17,700.00 | 8,541.75 | 0.00 | 9,158.25 | 52% |
| 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 | 1,219.97 | 0.00 | 2,780.03 | 70% |
| 271-9271-86400 | CONFERENCES & WORKSHOPS | 15,000.00 | 15,000.00 | 9,963.05 | 0.00 | 5,036.95 | 34% |
| 271-9271-88011 | MARKETING/PROMOTIONS - PRC | 50,000.00 | 50,000.00 | 20,830.49 | 0.00 | 29,169.51 | 58% |
| 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 | 52,600.00 | 0.00 | 0.00 | 0% |
| 271-9271-92000 | PUBLIC UTILITIES | 250,000.00 | 250,000.00 | 220,158.03 | 0.00 | 29,841.97 | 12% |
| 271-9271-93000 | BUILDING MAINTENANCE | 57,500.00 | 57,500.00 | 12,758.85 | 0.00 | 44,741.15 | 78% |
| 271-9271-95000 | ADMINISTRATIVE COSTS | 293,900.00 | 293,900.00 | 293,900.00 | 0.00 | 0.00 | 0% |
| 271-9271-96470 | TRANS TO FUND 386 BOND PMT | 107,112.00 | 107,112.00 | 107,110.45 | 0.00 | 1.55 | 0% |
| 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 | 3,417,028.00 | 1,335,176.20 | 111,220.65 | 1,970,631.15 | 58% |
| 271-9271-98000 | OFFICE EQUIPMENT | 63,500.00 | 105,500.00 | 20,388.14 | 0.00 | 85,111.86 | 81% |
| 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 | 353,219.24 | 0.00 | (1,219.24) | 0% |
| 271-9271-98500 | ARPA EXPENDITURES | 0.00 | 38,205.00 | 39,922.22 | 0.00 | (1,717.22) | -4% |
| 271-9271-98505 | EMERGENCY CONNECTIVITY GR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0% |
| | **TOTAL** | **6,144,178.00** | **9,473,211.00** | **6,632,721.49** | **114,669.98** | **2,725,819.53** | **29.98%** |

# SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

## CITY OF WARREN-LIBRARY

**PERIOD 07/01/26 - 06/30/27**

**as of 07/31/2026**

| | | BUDGETED | CURRENT BUDGET | YTD EXPENDITURE | YTD ENCUMBERED | YTD UNENCUMBERED | % REMAINING |
|---|---|---|---|---|---|---|---|
| 271-9271-70300 | APPOINTED OFFICIAL | 155,015.00 | 155,015.00 | 9,428.45 | 0.00 | 145,586.55 | 94% |
| 271-9271-70600 | PERMANENT EMPLOYEES | 1,683,136.00 | 1,683,136.00 | 100,709.64 | 0.00 | 1,582,426.36 | 94% |
| 271-9271-70714 | PERMANENT PART-TIME EMP | 300,000.00 | 300,000.00 | 12,971.02 | 0.00 | 287,028.98 | 96% |
| 271-9271-70900 | OVERTIME | 40,000.00 | 40,000.00 | 573.87 | 0.00 | 39,426.13 | 99% |
| 271-9271-71000 | SHIFT PREMIUM | 17,000.00 | 17,000.00 | 0.00 | 0.00 | 17,000.00 | 100% |
| 271-9271-71302 | EDUCATION ALLOWANCE | 29,500.00 | 29,500.00 | 23,500.00 | 0.00 | 6,000.00 | 0% |
| 271-9271-71303 | CLEAN/CLOTHING ALLOWANCE | 9,600.00 | 9,600.00 | 8,000.00 | 0.00 | 1,600.00 | 0% |
| 271-9271-71500 | SOCIAL SECURITY | 179,036.00 | 179,036.00 | 12,255.68 | 0.00 | 166,780.32 | 93% |
| 271-9271-71900 | EMPLOYEE INSURANCES | 540,025.00 | 540,025.00 | 27,143.25 | 0.00 | 512,881.75 | 95% |
| 271-9271-71904 | RETIREE HEALTH INSURANCE | 164,136.00 | 164,136.00 | 13,678.00 | 0.00 | 150,458.00 | 92% |
| 271-9271-71905 | H.S.A. EXPENSE | 37,788.00 | 37,788.00 | 2,427.56 | 0.00 | 35,360.44 | 94% |
| 271-9271-71906 | SUPPL LIFE INSURANCE EXP | 2,326.00 | 2,326.00 | 222.74 | 0.00 | 2,103.26 | 90% |
| 271-9271-72100 | LONGEVITY | 49,516.00 | 49,516.00 | 6,614.76 | 0.00 | 42,901.24 | 87% |
| 271-9271-72101 | BONUS/SICK REDEMPTION | 50,297.00 | 50,297.00 | 1,737.95 | 0.00 | 48,559.05 | 97% |
| 271-9271-72200 | RETIREMENT FUND | 250,704.00 | 250,704.00 | 20,892.00 | 0.00 | 229,812.00 | 92% |
| 271-9271-72201 | DEFINED CONTRIBUTION EXP | 216,709.00 | 216,709.00 | 14,664.99 | 0.00 | 202,044.01 | 93% |
| 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 | 0.00 | 55,159.40 | 34,840.60 | 39% |
| 271-9271-72702 | COPY MACHINE EXPENSE | 22,000.00 | 22,000.00 | 486.87 | 5,663.13 | 15,850.00 | 72% |
| 271-9271-80100 | CONTRACTUAL SERVICES | 295,200.00 | 295,200.00 | 6,183.00 | 107,440.00 | 181,577.00 | 62% |
| 271-9271-80117 | COOPERATIVE SERVICES | 275,000.00 | 275,000.00 | 38,771.83 | 0.00 | 236,228.17 | 86% |
| 271-9271-80130 | LIBRARY COOP INDIRECT AID | 82,000.00 | 82,000.00 | 0.00 | 0.00 | 82,000.00 | 100% |
| 271-9271-80200 | POSTAGE | 32,000.00 | 32,000.00 | 5.81 | 0.00 | 31,994.19 | 0% |
| 271-9271-80301 | UNEMPLOYMENT COSTS | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 100% |
| 271-9271-82201 | DIGITAL VIDEO DISCS | 16,000.00 | 16,000.00 | 0.00 | 0.00 | 16,000.00 | 100% |
| 271-9271-82202 | LIBRARY CIRCULATING MAT | 157,000.00 | 157,000.00 | 0.00 | 0.00 | 157,000.00 | 100% |
| 271-9271-82207 | PERIODICALS | 40,000.00 | 40,000.00 | 0.00 | 1,428.73 | 38,571.27 | 96% |
| 271-9271-85300 | TELEPHONE & RADIO | 17,700.00 | 17,700.00 | 592.29 | 0.00 | 17,107.71 | 97% |
| 271-9271-86100 | MILEAGE | 200.00 | 200.00 | 0.00 | 0.00 | 200.00 | 100% |
| 271-9271-86300 | VEHICLE MAINTENANCE | 4,000.00 | 4,000.00 | 0.00 | 0.00 | 4,000.00 | 100% |
| 271-9271-86400 | CONFERENCES & WORKSHOPS | 18,000.00 | 18,000.00 | 3,088.00 | 230.00 | 14,682.00 | 82% |
| 271-9271-88011 | MARKETING/PROMOTIONS - PRC | 50,000.00 | 50,000.00 | 0.00 | 0.00 | 50,000.00 | 100% |
| 271-9271-90200 | BOOK BINDING | 100.00 | 100.00 | 0.00 | 0.00 | 100.00 | 100% |
| 271-9271-91000 | INSURANCE & BONDS | 54,700.00 | 54,700.00 | 4,558.00 | 0.00 | 50,142.00 | 92% |
| 271-9271-92000 | PUBLIC UTILITIES | 275,000.00 | 275,000.00 | 14,478.75 | 0.00 | 260,521.25 | 95% |
| 271-9271-93000 | BUILDING MAINTENANCE | 20,000.00 | 20,000.00 | 0.00 | 6,300.00 | 13,700.00 | 69% |
| 271-9271-95000 | ADMINISTRATIVE COSTS | 302,700.00 | 302,700.00 | 25,225.00 | 0.00 | 277,475.00 | 92% |
| 271-9271-96470 | TRANS TO FUND 386 BOND PMT | 107,224.00 | 107,224.00 | 0.00 | 0.00 | 107,224.00 | 100% |
| 271-9271-96471 | TRANS TO FUND 470 CIV CTR SC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0% |
| 271-9271-97400 | CAPITAL IMPROVEMENTS | 95,000.00 | 95,000.00 | 0.00 | 111,220.65 | (16,220.65) | -17% |
| 271-9271-98000 | OFFICE EQUIPMENT | 83,000.00 | 83,000.00 | 0.00 | 0.00 | 83,000.00 | 100% |
| 271-9271-98100 | VEHICLES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0% |
| 271-9271-98200 | BOOKS | 352,000.00 | 352,000.00 | 2,064.00 | 0.00 | 349,936.00 | 99% |
| 271-9271-98500 | ARPA EXPENDITURES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0% |
| 271-9271-98505 | EMERGENCY CONNECTIVITY GR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0% |
| | **TOTAL** | **6,115,112.00** | **6,115,112.00** | **350,273.46** | **287,441.91** | **5,477,396.63** | **94.27%** |

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM

**LIBRARY NAME: Warren Public Library**
**BALANCE AS OF :** 6/8/2026 $ 12,880.79

| VENDOR | PURPOSE | AMOUNT |
|---|---|---|
| Casper Corporation- | Freight charges for shelving (invoice 21589-1) | $ 775.00 |
| T-Mobile - | Services for April 2026 | $ 997.61 |
| | | $ |
| | | $ |
| | | $ |
| | | $ |

**TOTAL EXPENSE REQUESTS** $ 1,772.61

**NEW BALANCE AS OF :** 6/11/2026 $ 11,108.18

**PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS**

**I VERIFY THAT THIS PERSON(S)/ITEM(S) HAVE NOT BEEN REIMBURSED/PAID FROM ANOTHER SOURCE** MM

**DIRECTOR'S SIGNATURE** Mari McCall

**DATE** June 11, 2026

**SUBURBAN LIBRARY COOPERATIVE**
**CENTRALIZED PURCHASING EXPENSE FORM**

**LIBRARY NAME: Warren Public Library**
**BALANCE AS OF :** 6/30//2026 $ 11,108.18

| VENDOR | PURPOSE | AMOUNT |
|---|---|---|
| Motor City Aquarium Services - Invoice 4195 for month of June | | $ 450.00 |
| T-Mobile - Services for June 2026 | | $ 980.76 |
| Unique Management Services for month of June (invoices 6160901 & 6160902) | | $ 438.00 |
| | | $ |
| | | $ |
| | | $ |

**TOTAL EXPENSE REQUESTS** $ 1,868.76

**NEW BALANCE AS OF :** 7/8/2026 $ 9,239.42

**PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS**

**I VERIFY THAT THIS PERSON(S)/ITEM(S) HAVE NOT BEEN REIMBURSED/PAID FROM ANOTHER SOURCE** MM

**DIRECTOR'S SIGNATURE** Mary McCarthy

**DATE** July 8 2026

**SUBURBAN LIBRARY COOPERATIVE**
**CENTRALIZED PURCHASING EXPENSE FORM**

**LIBRARY NAME** Warren Public Library

**BALANCE AS OF** July 31, 2026 $1,539.42

| VENDOR | PURPOSE | AMOUNT |
|---|---|---|
| | | |
| | | $ |
| | | $ |
| | | $ |
| | | $ |
| | | $ |

**TOTAL EXPENSE REQUESTS** _____

**NEW BALANCE AS OF** _____ _____

**PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS**

**I VERIFY THAT THIS PERSON(S)/ITEM(S) HAS NOT BEEN REIMBURSED/PAID FROM ANOTHER SOURCE** ☐

**DIRECTOR'S SIGNATURE** _____

**DATE** _____

**SUBURBAN LIBRARY COOPERATIVE**
**CENTRALIZED PURCHASING EXPENSE FORM**

**LIBRARY NAME** Warren Public Library

**BALANCE AS OF** August 5, 2026 $32,118.86

| VENDOR | PURPOSE | AMOUNT |
|---|---|---|
| | | $ |
| | | $ |
| | | $ |
| | | $ |
| | | $ |
| | | $ |

**TOTAL EXPENSE REQUESTS** $

**NEW BALANCE AS OF** _____ $

**PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS**

**I VERIFY THAT THIS PERSON(S)/ITEM(S) HAS NOT BEEN REIMBURSED/PAID FROM ANOTHER SOURCE** ☐

**DIRECTOR'S SIGNATURE** _____

**DATE** _____

**SUBURBAN LIBRARY COOPERATIVE**
**CENTRALIZED PURCHASING EXPENSE FORM**

**LIBRARY NAME: Warren Public Library**
**BALANCE AS OF :** 8/5/2026

$32,118.86

| VENDOR | PURPOSE | AMOUNT |
|---|---|---|
| | Purchase of 2 AIO Dell Computers- Busch Branch (SLC invoice #205158) | $ 2,161.60 |
| | Purchase of 2 AIO Dell Computers- Burnette Branch (SLC invoice #205159) | $ 2,161.60 |
| | Purchase of 11 AIO Dell Computers- Civic Branch (SLC invoice #205160) | $ 11,888.80 |
| | | $ |
| | | $ |
| | | $ |

**TOTAL EXPENSE REQUESTS** $ 16,212.00

**NEW BALANCE AS OF :** 8/12/2026 $ 15,906.86

**PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS**

**I VERIFY THAT THIS PERSON(S)/ITEM(S) HAVE NOT BEEN REIMBURSED/PAID FROM ANOTHER SOURCE** MM

**DIRECTOR'S SIGNATURE**

**DATE** August 12, 2026

# BRANCH INCOME REPORT

2025/2026 Fiscal Year

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

| INCOME | January | February | March | April | May | June | TOTAL |
|---|---|---|---|---|---|---|---|
| **Copy Machine** | $ 2,824.49 | $ 3,053.99 | $ 3,664.89 | $ 2,986.22 | $ 3,501.95 | $ 3,580.58 | **39,342.51** |
| **Non-resident Fee** | $ 170.00 | $ 192.02 | $ 210.00 | $ 192.49 | $ 166.80 | $ 5.00 | **1,984.86** |
| **Fines** | $ 835.35 | $ 1,130.54 | $ 1,063.93 | $ 1,114.21 | $ 447.09 | $ 694.25 | **10,567.66** |
| **Lost Materials** | $ 337.15 | $ 887.43 | $ 791.10 | $ 1,194.15 | $ 527.95 | $ 614.57 | **9,333.87** |
| **Miscellaneous** | $ 495.50 | $ 521.20 | $ 563.70 | $ 523.00 | $ 463.00 | $ 341.90 | **6,039.66** |
| **Room Rental** | $ 50.00 | $ 20.00 | $ 375.00 | $ 40.00 | $ 420.00 | $ 210.00 | **1,385.00** |
| **Referral Fees** | $ 69.66 | $ 202.37 | $ 253.20 | $ 258.74 | $ 221.20 | $ 186.22 | **2,209.81** |

**TOTAL REVENUE** **70,863.37**

# BRANCH INCOME REPORT

2026/2027 Fiscal Year

| INCOME | July | August | September | October | November | December | TOTAL |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| **Copy Machine** | $ 3,361.48 | | | | | | **3,361.48** |
| | | | | | | | |
| **Non-resident Fee** | $ 9.22 | | | | | | **9.22** |
| | | | | | | | |
| **Fines** | $ 306.16 | | | | | | **306.16** |
| | | | | | | | |
| **Lost Materials** | $ 794.36 | | | | | | **794.36** |
| | | | | | | | |
| **Miscellaneous** | $ 416.20 | | | | | | **416.20** |
| | | | | | | | |
| **Room Rental** | | | | | | | **0.00** |
| | | | | | | | |
| **Referral Fees** | $ 305.76 | | | | | | **305.76** |

| INCOME | January | February | March | April | May | June | TOTAL |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| **Copy Machine** | | | | | | | **3,361.48** |
| | | | | | | | |
| **Non-resident Fee** | | | | | | | **9.22** |
| | | | | | | | |
| **Fines** | | | | | | | **306.16** |
| | | | | | | | |
| **Lost Materials** | | | | | | | **794.36** |
| | | | | | | | |
| **Miscellaneous** | | | | | | | **416.20** |
| | | | | | | | |
| **Room Rental** | | | | | | | **0.00** |
| | | | | | | | |
| **Referral Fees** | | | | | | | **305.76** |

**TOTAL REVENUE** **5,193.18**

# WARREN PUBLIC LIBRARY 2026 STATISTICS

## Physical Circulation

| | 1/26 | 2/26 | 3/26 | 4/26 | 5/26 | 6/26 | 7/26 | 8/26 | 9/26 | 10/26 | 11/26 | 12/26 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Civic Center** | 14,845 | 14,720 | 16,936 | 15,529 | 13,428 | 15,250 | 16,835 | | | | | | **107,543** |
| **Burnette** | 1,067 | 1,159 | 1,442 | 1,158 | 1,291 | 1,489 | 2,185 | | | | | | **9,791** |
| **Busch** | 1,857 | 2,215 | 2,443 | 2,347 | 2,192 | 2,221 | 2,274 | | | | | | **15,549** |
| **Miller** | 5,187 | 4,853 | 5,958 | 5,326 | 5,274 | 5,537 | 6,303 | | | | | | **38,438** |
| **TOTAL** | **22,956** | **22,947** | **26,779** | **24,360** | **22,185** | **24,497** | **27,597** | **0** | **0** | **0** | **0** | **0** | **171,321** |

## Digital Circulation

| | 1/26 | 2/26 | 3/26 | 4/26 | 5/26 | 6/26 | 7/26 | 8/26 | 9/26 | 10/26 | 11/26 | 12/26 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Freegal** | 2,057 | 1,537 | 2,839 | 2,087 | 1,866 | 1,967 | 1,514 | | | | | | **13,867** |
| **hoopla** | 1,702 | 1,591 | 1,654 | 1,571 | 1,640 | 1,716 | 1,721 | | | | | | **11,595** |
| **Overdrive** | 7,198 | 6,416 | 7,313 | 6,970 | 6,892 | 7,089 | 7,104 | | | | | | **48,982** |
| **TOTAL** | **10,957** | **9,544** | **11,806** | **10,628** | **10,398** | **10,772** | **10,339** | **0** | **0** | **0** | **0** | **0** | **74,444** |

## Reference Questions

| | 1/26 | 2/26 | 3/26 | 4/26 | 5/26 | 6/26 | 7/26 | 8/26 | 9/26 | 10/26 | 11/26 | 12/26 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Civic Center** | 3,369 | 3,965 | 4,342 | 3,664 | 3,625 | 4,309 | 4,515 | | | | | | **27,789** |
| **Burnette** | 255 | 414 | 468 | 378 | 343 | 387 | 358 | | | | | | **2,603** |
| **Busch** | 165 | 274 | 232 | 171 | 166 | 112 | 215 | | | | | | **1,335** |
| **Miller** | 494 | 484 | 429 | 470 | 486 | 581 | 633 | | | | | | **3,577** |
| **TOTAL** | **4,283** | **5,137** | **5,471** | **4,683** | **4,620** | **5,389** | **5,721** | **0** | **0** | **0** | **0** | **0** | **35,304** |

## Door Count

| | 1/26 | 2/26 | 3/26 | 4/26 | 5/26 | 6/26 | 7/26 | 8/26 | 9/26 | 10/26 | 11/26 | 12/26 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Civic Center** | 9,046 | 9,709 | 11,507 | 11,058 | 10,062 | 11,750 | 12,461 | | | | | | **75,593** |
| **Burnette** | 3,821 | 4,503 | 4,863 | 3,834 | 4,278 | 4,384 | 3,454 | | | | | | **29,137** |
| **Busch** | 1,739 | 2,171 | 2,319 | 1,783 | 1,718 | 1,780 | 1,935 | | | | | | **13,445** |
| **Miller** | 3,319 | 3,342 | 3,955 | 3,454 | 3,905 | 3,778 | 4,681 | | | | | | **26,434** |
| **TOTAL** | **17,925** | **19,725** | **22,644** | **20,129** | **19,963** | **21,692** | **22,531** | **0** | **0** | **0** | **0** | **0** | **144,609** |

## *Programs (total # of programs/total attendance)

| | 1/26 | 2/26 | 3/26 | 4/26 | 5/26 | 6/26 | 7/26 | 8/26 | 9/26 | 10/26 | 11/26 | 12/26 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Civic Center** | 37/341 | 43/700 | 26/614 | 31/810 | 25/659 | 30/679 | 37/727 | | | | | | **229/4530** |
| **Burnette** | 3/25 | 3/23 | 3/37 | 2/11 | 5/32 | 7/81 | 7/126 | | | | | | **30/335** |
| **Busch** | 7/41 | 7/153 | 6/39 | 9/67 | 4/42 | 9/98 | 6/90 | | | | | | **48/530** |
| **Miller** | 12/171 | 12/177 | 9/180 | 14/207 | 12/160 | 8/150 | 13/317 | | | | | | **80/1362** |
| **TOTAL** | **59/578** | **55/1053** | **44/870** | **56/1095** | **46/893** | **54/1008** | **63/1260** | | | | | | **387/6757** |

# WARREN PUBLIC LIBRARY 2026 STATISTICS

## Patron Computer Use

| | 1/26 | 2/26 | 3/26 | 4/26 | 5/26 | 6/26 | 7/26 | 8/26 | 9/26 | 10/26 | 11/26 | 12/26 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Civic Center** | 904 | 968 | 1203 | 1,046 | 943 | 1,209 | 1,168 | | | | | | **7,441** |
| **Burnette** | 415 | 439 | 525 | 546 | 513 | 496 | 463 | | | | | | **3,397** |
| **Busch** | 333 | 446 | 471 | 410 | 325 | 402 | 422 | | | | | | **2,809** |
| **Miller** | 291 | 298 | 329 | 292 | 296 | 335 | 444 | | | | | | **2,285** |
| **TOTAL** | **1,943** | **2,151** | **2,528** | **2,294** | **2,077** | **2,442** | **2,497** | **0** | **0** | **0** | **0** | **0** | **15,932** |

## Wi-Fi

| | 1/26 | 2/26 | 3/26 | 4/26 | 5/26 | 6/26 | 7/26 | 8/26 | 9/26 | 10/26 | 11/26 | 12/26 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Civic Center** | 10032 | 10490 | 11792 | 10,461 | 10,339 | 10,790 | 11,543 | | | | | | **75,447** |
| **Burnette** | 1151 | 1208 | 1308 | 1,066 | 1,216 | 1,170 | 1,090 | | | | | | **8,209** |
| **Busch** | 492 | 539 | 485 | 491 | 479 | 463 | 455 | | | | | | **3,404** |
| **Miller** | 481 | 498 | 569 | 539 | 525 | 510 | 650 | | | | | | **3,772** |
| **TOTAL** | **12,156** | **12,735** | **14,154** | **12,557** | **12,559** | **12,933** | **13,738** | **0** | **0** | **0** | **0** | **0** | **90,832** |

## Faxes

| | 1/26 | 2/26 | 3/26 | 4/26 | 5/26 | 6/26 | 7/26 | 8/26 | 9/26 | 10/26 | 11/26 | 12/26 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Civic Center** | 122 | 250 | 213 | 372 | 359 | 65 | 44 | | | | | | **1425** |
| **Burnette** | 71 | 62 | 88 | 74 | 74 | 65 | 3 | | | | | | **437** |
| **Busch** | 13 | 67 | 91 | 61 | 66 | 55 | 68 | | | | | | **421** |
| **Miller** | 20 | 38 | 9 | 65 | 42 | 15 | 11 | | | | | | 200 |
| **TOTAL** | **226** | **417** | **401** | **572** | **541** | **200** | **126** | **0** | **0** | **0** | **0** | **0** | **2483** |

## *Copies/Prints

| | 1/26 | 2/26 | 3/26 | 4/26 | 5/26 | 6/26 | 7/26 | 8/26 | 9/26 | 10/26 | 11/26 | 12/26 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Civic Center** | 7,963 | 7,294 | 9,671 | 8,249 | 8,340 | 7,700 | 7,910 | | | | | | **57,127** |
| **Burnette** | 5,488 | 6,316 | 6,137 | 6,524 | 4,406 | 5,317 | 5,371 | | | | | | **39,559** |
| **Busch** | 4,545 | 3,899 | 5,413 | 4,450 | 3,829 | 5,371 | 5,789 | | | | | | **33,296** |
| **Miller** | 2,351 | 2,953 | 3,147 | 2,324 | 2,601 | 2,367 | 2,491 | | | | | | **18,234** |
| **TOTAL** | **20,347** | **20,462** | **24,368** | **21,547** | **19,176** | **20,755** | **21,561** | **0** | **0** | **0** | **0** | **0** | **148,216** |

# UNIQUE MANAGEMENT SERVICES, INC.

2016 - 2026 Fiscal Years

| | TOTALS | 7/1/18-6/30/19 | 7/1/19-6/30/20 | 7/1/20-6/30/21 | TOTAL |
|---|---|---|---|---|---|
| **Accounts Submitted** | **15,470** | 447 | 297 | 388 | **16,602** |
| **Cash Recovered** | **126,216.68** | 8,335.96 | 4,885.58 | 8,204.81 | **147,643.03** |
| **Materials Recovered** | **110,221.32** | 5,955.13 | 4,805.46 | 8,436.61 | **129,418.52** |
| **Waived Amount*** | **35,481.47** | 2,686.17 | 1,197.50 | 3,105.39 | **42,470.53** |
| **Expenditures** | **76,953.80** | 3,669.50 | 3,158.75 | 3,424.60 | **87,206.65** |

| | TOTALS | 7/1/21-6/30/22 | 7/1/22-6/30/23 | 7/1/23-6/30/24 | TOTAL |
|---|---|---|---|---|---|
| **Accounts Submitted** | **16,602** | 207 | 408 | 458 | **17,675** |
| **Cash Recovered** | **147,643.03** | 8,451.74 | 5,100.81 | 6,082.21 | **167,277.79** |
| **Materials Recovered** | **129,418.52** | 3,995.44 | 9,717.18 | 11,367.17 | **154,498.31** |
| **Waived Amount*** | **42,470.53** | 1,606.91 | 5,390.80 | 3,428.84 | **52,897.08** |
| **Expenditures** | **87,206.65** | 2,106.90 | 4,202.40 | 4,717.40 | **98,233.35** |

| | TOTALS | 7/1/24-6/30/25 | 7/1/25-6/30/26 | 7/1/26-6/30/27 | TOTAL |
|---|---|---|---|---|---|
| **Accounts Submitted** | **17,675** | 400 | 735 | 56 | **18,866** |
| **Cash Recovered** | **167,277.79** | 4,974.03 | 7,635.21 | 696.71 | **180,583.74** |
| **Materials Recovered** | **154,498.31** | 10,888.18 | 14,258.23 | 1,242.20 | **180,886.92** |
| **Waived Amount*** | **52,897.08** | 3,230.04 | 4,060.89 | 260.00 | **60,448.01** |
| **Expenditures** | **98,233.35** | 4,233.30 | 6,148.45 | 485.15 | **109,100.25** |

*Waived amount reflects the $5.00 processing fee that is cancelled once the patron returns the materials or pays for the lost item. Amounts as of 8/1/2026

American Library Association Conference 2026 in Chicago, Illinois

**Career Quest: Engaging Teens with their future careers**

The presentation demonstrated how tabletop role-playing mechanics, gamified budgeting, and real-world decision-making scenarios can help teens connect education, careers, financial literacy, and future lifestyle choices. I learned strategies for designing programs that encourage autonomy, critical thinking, and engagement while introducing career pathways in a fun and meaningful way. The session also emphasized the value of partnering with local professionals to expose teens to a wider range of careers and financial perspectives, providing ideas that could be adapted for future teen programming at the library.

**Build a Vibrant Online Community**

This presentation explored how libraries can use social media to strengthen community engagement while adapting to changing platforms and audience behaviors. I learned practical strategies for prioritizing high-impact content, evaluating the effectiveness of outreach efforts, and maintaining a consistent online presence without overextending staff time. The session provided useful ideas for improving library communication, increasing program visibility, and fostering meaningful connections with the community through digital outreach.

**We're Returning to the Moon Soon: The Artemis Mission and How You Can Get Involved**

This session provided an overview of the mission timeline, objectives, and the significance of returning humans to the Moon as a stepping stone for future space exploration. I learned about free NASA educational materials and hands-on activities that can be incorporated into library programming to engage patrons of all ages in STEM learning. The session offered practical ideas for integrating current space exploration into library events and promoting curiosity about science and technology. It also explored how individuals can become a NASA ambassador.

**"The Real Tea" from Teens on YALSA's 2026 BFYA List-YALSA President's Program** *(served as a panelist)*

I served as a panelist for the Best Fiction for Young Adults (BFYA) session, where committee members presented and real teens discussed selected titles recognized for their literary quality and appeal to teen readers. During the panel, I shared insights into the evaluation process, discussed trends in contemporary young adult literature, and highlighted books that can support reader's advisory, collection development, and teen programming. Participating on the panel also provided an opportunity to engage with librarians from across the country, answer audience questions, and promote thoughtful selection of diverse, high-quality literature for teens.

**Building Resilient Communities: Intergenerational Programming in Libraries**

This session highlighted current research on the effects of isolation across all age groups and emphasized the library's role in fostering meaningful social connections. I learned practical strategies for developing intergenerational programs, creating welcoming spaces that encourage interaction, and designing inclusive opportunities for community members to connect. The session provided adaptable ideas that could be incorporated into future library programming to strengthen community relationships and promote overall well-being.

**Elders Deserve Justice, Too: Challenging Ageism Towards Older Adults Through Libraries, Communities, and ALA (***served as a panelist)*

I served as a panelist for a session examining the growing importance of age-inclusive library services and the need to address ageism within libraries and the profession. My role focused on the practical application of the concepts discussed, sharing examples from my work providing outreach and programming for older adults to demonstrate how libraries can implement age-inclusive services in meaningful ways. I also presented findings from an accessibility and age-friendliness audit of the American Library Association website conducted through my work as chair of the Challenge ALA Subcommittee, offering recommendations for improving the online experience for older adults.

**Building Bridges of Care: Creating Library Programs and Services for Family Caregivers**

This presentation shared practical and low-cost programming ideas. This included caregiver gathering spaces, silent book clubs, six-word writing activities, caregiver-focused book clubs, wellness fairs, and partnerships with local healthcare and aging service organizations. We also learned strategies for recognizing when patrons may be seeking caregiving support, connecting them with appropriate community resources, and using curated collections and reader's advisory to meet their needs. The session introduced several free planning resources, including programming calendars, book databases, and newsletters, that could help libraries develop sustainable caregiver services throughout the year.

**Supporting Your Neurodiverse Community - Ages 0-12**

The presenter shared strategies for making libraries more welcoming, including sensory bins, sensory bags, quiet zones, flexible seating, visual schedules, and adaptable program materials. Emphasis was placed on designing programs that reduce anxiety through predictable routines, clear visual instructions, multiple participation options, and accessible tools, while also offering take-home and virtual alternatives for families who may find traditional programming challenging. I also learned the importance of engaging caregivers, gathering community feedback, partnering with local organizations, and implementing accessibility improvements through small pilot projects and ongoing staff training.

**The State of Diversity Audits of Public Library Collections**

The panel compared several diversity audit methods and discussed how these tools can help libraries evaluate representation within their collections while also highlighting their limitations, including the potential to oversimplify complex identities and overlook local community needs. The presenters also explored the growing role of artificial intelligence in collection analysis, as well as concerns about the use of AI and automated systems in the context of book challenges and censorship. The session reinforced the importance of using diversity audits as one tool to inform professional collection development decisions vs automated analysis/AI.

**Outreach and Engagement Poster Session**

This event featured many innovative outreach projects and community engagement initiatives from libraries across the country (public, academic, school, etc.). The event provided opportunities to speak directly with librarians about successful programs involving partnerships, literacy, makerspaces, community wellness, older adults, teens, local history, accessibility, and creative programming. There were many practical ideas for expanding outreach efforts, strengthening community partnerships, and adapting successful programming models to meet local needs. It was especially helpful to see how these programs have actually worked in practice.

# LIBRARY CLOSURES - 2027

| DATE | | HOLIDAY | AUTHORITY |
|---|---|---|---|
| 1/1 | Friday | New Year's Day | Contract |
| 1/2 | Saturday | Saturday after New Year's Day | Commission |
| 1/18 | Monday | Martin Luther King Day | Contract |
| 2/15 | Monday | Presidents' Day | Contract |
| 3/26 | Friday | Good Friday | Contract |
| 3/27 | Saturday | Easter Saturday | Commission |
| 3/28 | Sunday | Easter Sunday | Contract |
| 3/29 | Monday | Monday after Easter | Contract |
| 5/9 | Sunday | Mother's Day | Commission |
| 5/29 | Saturday | Saturday before Memorial Day | Commission |
| 5/30 | Sunday | Sunday before Memorial Day | Commission |
| 5/31 | Monday | Memorial Day | Contract |
| 6/11 | Friday | All Day Staff in-service | Commission |
| 6/18 | Friday | Juneteenth Observed | Contract |
| 6/19 | Saturday | Juneteenth | Contract |
| 7/3 | Saturday | Saturday before Independence Day | Commission |
| 7/4 | Sunday | Independence Day | Contract |
| 7/5 | Monday | Independence Day Observed | Contract |
| 9/4 | Saturday | Saturday before Labor Day | Commission |
| 9/6 | Monday | Labor Day | Contract |
| 10/11 | Monday | Columbus Day | Contract |
| 11/2 | Tuesday | Election Day | Contract |
| 11/11 | Thusday | Veterans Day | Contract |
| 11/24 | Wednesday | Close all branches at 5:00 pm | Commission |
| 11/25 | Thursday | Thanksgiving | Contract |
| 11/26 | Friday | Friday after Thanksgiving | Contract |
| 11/27 | Saturday | Saturday after Thanksgiving | Commission |
| 11/28 | Sunday | Sunday after Thanksgiving | Commission |
| 12/17 | Friday | All Day Staff in-service | Commission |
| 12/23 | Thursday | Christmas Day Observed | Contract |
| 12/24 | Friday | Christmas Eve | Contract |
| 12/25 | Saturday | Christmas | Contract |
| 12/26 | Sunday | Sunday after Christmas | Commission |
| 12/30 | Thursday | New Year's Day Observed | Contract |
| 12/31 | Friday | New Year's Eve | Contract |

# LIBRARY COMMISSION MEETING SCHEDULE 2027

## 6:00 PM
## Mark Twain Conference Room
## Civic Center Library

| | |
|---|---|
| January 21, 2027 | July 15, 2027 |
| February 18, 2027 | August 19, 2027 |
| March 18, 2027 | September 16, 2027 |
| April 15, 2027 | October 21, 2027 |
| May 20, 2027 | November 18, 2027 |
| June 17, 2027 | December 16, 2027 |

MICHIGAN STATE UNIVERSITY | Extension

# Governing Essentials Series

**The Governing Essentials Series is designed for local elected and appointed officials looking to sharpen their skills and promote good governance practices. The webinars can be taken individually or as a 4-part series.**

## 1. Open Meetings Act

The Michigan Open Meetings Act (OMA) requires elected and appointed boards to provide notice and make decisions in an open public meeting. Participants will learn the requirements of the Act, explore scenarios, and get answers to frequently asked questions.

## 2. Introduction to Parliamentary Procedure

Parliamentary Procedure based on Roberts' Rules of Order, is the most widely used parliamentary authority. This session will focus on parliamentary principles, motions, debate, and decorum during meetings. Participants will explore scenarios and practice skills.

## 3. Components of Extraordinary Governance

The Components of Extraordinary Governance brings the best ideas together for a thorough overview of board governance. This session will help your board apply the Components to positively impact your community. That's a goal we can all share!

## 4. Ethical Public Service

This session explores the principles of ethical public service, emphasizing transparency and accountability in governance. Participants will learn practical strategies to navigate ethical challenges in decision-making, and the effective use of bylaws and codes of conduct in board operations.

## CONTACT US:

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**To register or learn more:**

**events.anr.msu.edu/goodgov2026/**

**More details on the back!**

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MICHIGAN STATE UNIVERSITY | Extension

# Governing Essentials Series

- **All sessions will be delivered via Zoom. All webinars will be recorded and sent to registrants.**
- **Cost:** $20 per session, $60 for the 4-course series. The webinars can be taken individually or as a 4-part series. For the $60 series rate, applicants must register for either the February or September series.
- **Time/Date:** noon to 1:00 pm (ET) (see below for dates)
- **To find out more or to register: events.anr.msu.edu/goodgov2026**

✓ 1 Master Citizen Planner (MCP) credit per session
✓ 2 County Commissioner Academy credits for completion of the series

| Session | Winter | Fall |
|---|---|---|
| **Open Meetings Act** | February 10 | September 15 |
| **Parliamentary Procedure** | February 17 | September 22 |
| **Components of Extraordinary Governance** | February 24 | September 29 |
| **Ethical Public Service** | March 3 | October 6 |

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# CHAPTER 3: POLICIES

Policies are the rules of your "library land." They reflect your attitudes toward your building, collection, services, staff, and community. Your written and approved policies govern the operation of the library. The Michigan Constitution grants public library boards the authority and responsibility to adopt regulations, or policies, for the public's use of libraries. Library boards usually adopt two separate policy manuals: one to cover rules of the public library and one to cover personnel issues.

Stated policies balance competing interests in public service. Often that balance is between budget, impact on staff and feasibility vs benefit to the patron. For example, a library may not have enough computers for public use, and they have neither the budget nor the space to add additional workstations. The library board may approve a policy limiting the time each patron may spend at one computer, thereby giving all patrons an opportunity to use the computers. This solution addresses the lack of computers in a manner that acknowledges the library's limitations.

The library cannot operate without formally adopted, written policies. "Formally adopted" means that the policies are adopted by resolution of the library board in a meeting conducted according to the Open Meetings Act. Policies adopted by any other method may not be valid if challenged.

Although policies are often initiated by library staff (and approved, if not created by the library director before going before the library board), good policies reflect the influences of the community which the library serves (such as patrons & trustees), as well as other relevant professionals, such as attorneys and library associations, and, of course, federal, state and local laws.

When developing policies from scratch, it is important to keep in mind the following traits:

1. Does the policy comply with current law?
2. Is the policy reasonable (including any penalties for violations)?
3. Is the policy dependent on a subjective criterion?
4. Could there be unintended but negative cultural or DEI implications?
5. Is the policy measurable?

For additional information regarding these traits, see (traits from "Four Tests for A Legally Enforceable Library Policy" Library of Michigan webpage, https://www.michigan.gov/libraryofmichigan/0,9327,7-381-88855_89735_89755-54454--,00.html

See also "Primer on Library Policies" Library of Michigan, https://www.michigan.gov/libraryofmichigan/0,9327,7-381-88855_89735_89762-54481--,00.html

In addition, a well-written policy is:

- Customer-focused;
- Understandable;
- Written down and board-approved;
- In place before they are needed; and
- Reviewed by legal counsel.

While some policies may have to be individually crafted to address local issues, it is common for libraries to look to peer libraries for samples of policies that could be adapted when creating their own policies.

**Sample library service and operational policies** can be found through the sources listed below:

- The American Library Association, http://www.ala.org/pla/resources/tools
- United for Libraries has sample policies available at: http://www.ala.org/united/trustees/policies
- Local library systems

**Sample personnel and human resources policies** can be found through the sources below:

- Quality Services Audit Checklist (QSAC)
- Local libraries
- Library Policy Development Site by The American Library Association: https://libguides.ala.org/librarypolicy
- Other State Library Organizations (Be mindful that state laws governing libraries and other issues differ. Always consult your attorney on policy language):
  https://www.cde.state.co.us/cdelib/librarydevelopment/publiclibraries/policies
  https://www.statelibraryofiowa.gov/index.php/about/about/policies
- Human Resource Professional Associations such as SHRM
  https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/default.aspx
- When considering personnel policies, it can also be helpful to consult legal texts such as "Employment Law In Michigan," by Seryak, Ellman & Kopka & published by the Michigan Institute for Continuing Legal Education (ICLE).
- A well-written policy can serve several purposes. For example, some libraries have a policy prohibiting the consumption of food in the library. A well-written food policy:
  - Gives direction and establishes consistent rules of behavior for patrons.
  - Supports the goals of the library (such as protecting the investment in the furnishings and facilities of the library by keeping the library clean and attractive).
  - Empowers staff to enforce policies without becoming personal. (In order to maintain our beautiful facilities and keep or library clean, we ask our patrons to refrain from bringing food or beverages into the library).
  - Ensures staff and public safety by controlling rodent and insect infestations.
  - Ensures accountability and enforcement. There can be clear consequences — the patron may be asked to leave if they do not comply.

To be effective, policies must be relevant. The board must review its policies on a regular basis. Policies need to be updated to meet changing circumstances in population growth or decline of related institutions, new technology, funding fluctuations and changes in state and federal laws.

# CHECKLIST FOR CHAPTER 3

- Have the policies been shared and commented upon by staff?
- Do your policies support the mission, goals, and objectives of the library?
- Have the policies been reviewed by legal counsel?
- Were your policies formally adopted by the board?
- Does your board review its policies on a regular basis?

## Quality Services Audit Checklist (QSAC) Measures for Trustees

https://www.michigan.gov/documents/libraryofmichigan/LM_2016_QSAC_Measures_rev_547146_7.pdf

See the standards below within the appropriate level for your library to obtain additional information on best practices. For more information about QSAC, see Appendix F of this Handbook.

Essential Level — Core Measure for Governance/Administrationtion

Enhanced Level — Core Measure for Governance/Administration: