



One City Square, Suite 100  
Warren, Michigan 48093  
(586) 574-4564  
[www.warrenlibrary.net](http://www.warrenlibrary.net)

**Warren Public Library  
Library Commission Meeting**

*November 15, 2012*

7:00 p.m.

Mark Twain Room

**Commissioners:**

Frank Pasternak, Chairman  
Chris Doebler, Vice Chairman  
Annette Coach, Treasurer  
Don McIntosh, Secretary  
Carolyn K. Mocerri, Trustee  
Richard Palmer, Trustee  
Carolyn Sherwood, Trustee

**Director:**

Deb Lambert  
[dlambert@cityofwarren.org](mailto:dlambert@cityofwarren.org)

All meetings are open to the public.

**WARREN PUBLIC LIBRARY  
LIBRARY COMMISSION MEETING  
INFORMATION PACKET**

**LIST OF CONTENTS**

Items included in pre-board electronic delivery for the REGULAR BOARD  
MEETING SCHEDULED for THURSDAY, November 15, 2012, 7:00 p.m.

#NUMBERED ITEMS	DATE EMAILED
1 Agenda	11/10/12
4 Library Commission Meeting Minutes of 06/28/12 And 10/18/12	11/10/12
5a Summary Statement of Budget, Expenditures, and Encumbrances	11/10/12
5b Suburban Library Cooperative Centralized Purchasing Expense Report	11/10/12
6a Unique Management Services Report	11/10/12

# **WARREN PUBLIC LIBRARY COMMISSION**

One City Square, Warren MI 48093

## **AGENDA – REGULAR MEETING**

November 15, 2012

7:00 p.m.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes – Regular Meeting of June 28, 2012 and October 19, 2012**
- 5. Financial Reports**
  - a. Monthly Line Item Budget Report
  - b. Suburban Library Allocation Account
- 6. Director's Report**
  - a. Statistics/Output Measures**
    - Unique Management report
    - Overdrive statistics
    - Monthly Stats
  - b. Current Projects**
    - (new) AWE Early Literacy Station statistics and upgrade
    - Marketing checklist
    - PFLAG Collection Development donation to SLC Libraries
    - WCV lights update - \*ALL\* lights fixed
    - State Aid Application/Annual Report
    - DSLRT Survey
    - Public FAX machines for all branches on order
    - WCV chairs – new chair selected, going to city council for approval as a sole source purchase.
    - RFID Project
      - WCV self check upgrades, WAM self check purchase on order

- Discuss Intelletto tag programmer and inventory wand

- LCD projector and screen to be ordered for WDB/WMB.
- Newspaper rack for WDB on order.
- Slatwall accessories for literature racks on order.
- Miller 2012 wish list item: Task chairs
- Networking copier/printer/scanner/fax solution found at WAM.
- Magazine order has been placed on MITN, bids due Nov 14<sup>th</sup>.
- Tumblebooks eBooks subscription on order
- Burnette/Busch Renovations – RFP being drafted
- Beebe Demolition update
- Strategic plan/Review of policies – update from each supervisor regarding research and recommendations for inclusive policy updates:
  - Bieszka – Dress code
  - Knecht – AV Checkout periods, fees, fines (esp. \$1 fee for DVD rentals)
  - Lambert – Patron Behavior, Claims Return
  - Urban – Meeting Rooms

#### **c. Future Projects**

- WAM Circ desk cut – looking for woodworkers/carpenters
- Featured collections eNewsletter –New or librarian recommended titles (Books, DVDs, CDs, eBooks). To be assigned to staff to match collection development duties.
- Cash Handling Audit
- Security at Burnette
- Office 365 Team site for Library Intranet

#### **d. Services**

- SirsiDynix system migration status (scheduled for November 12-14)
- SirsiDynix public catalog upgraded to Enterprise (from eLibrary)

#### **e. Staffing Issues**

- Staffing Audit

- MLA Conference attendance (Cyndi Knecht's poster session)
  - WCV: Babcock, Faba, McDowell
  - WMB: Bieszka
  - WDB: Knecht, Mucha
  - WAM: Lindsay, Willard, Kroenig
  - WHQ: Lambert, Robertson
- Vacant LTA position
- Vacant Librarian position at WAM
- Evanced programming calendar
- Evanced Study Room reservation management
- Planned: work study students

**f. Marketing/Outreach**

- eNewsletter update
- Developinig marketing checklist for programs
- Upcoming Events: Dr. Youn 11/15, Alzheimer's Workshop 11/8 & 11/15, Miller Scrapbooking program 11/19, Face Reading 11/28, WAM e-reader petting zoo 11/20.

**g. Discussion items**

- Priority Projects
- Wage Study
- Jeans Day/Dress Code
- Examining materials at checkout, charging for wear and tear on materials

**7. Audience Participation**

**8. Action Items**

- a. Discussion and consideration of closing libraries on Sunday, 12/23/12; Sunday 12/30/12; and Sunday, 12/29/13.
- b. Discussion and consideration of closing all branches at 5:00 p.m. on Wednesday, November 21, 2012.
- c. Reappointment of Commissioners

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

**10. S.L.C. Report – Frank Pasternak**

**11. Commissioner's Comments**

**12. Next Meeting Date – December 20, 2012**

**13. Adjournment**

# WARREN PUBLIC LIBRARY COMMISSION

## Regular Meeting

June 28, 2012

### 1. Call to Order:

The regular meeting was called to order at 7:02 PM by Frank Pasternak.

### 2. Roll Call:

**Commissioners Present:** Carolyn Sherwood, Annette Coach, Frank Pasternak, and Carolyn Mocerri.

**Also Present:** Oksana Urban, acting Library Director.

Coach moved to excuse Chris Doebler, Don McIntosh, and Richard Palmer and Carolyn Sherwood, supported by Mocerri; motion carried.

### 3. Approval of Agenda:

Coach moved to approve the agenda, supported by Sherwood; motion carried.

### 4. Approval of Minutes—Regular Meeting of April 19, 2012; Special Meeting of April 19, 2012; Special Meeting of May 3, 2012; Special Meeting of May 11, 2012; Special Meeting of May 17, 2012; and Special Meeting of May 31, 2012:

Coach moved to approve the minutes of all the above stated Meetings, supported by Mocerri; motion carried.

### 5. Reports:

a) Monthly Line Item Budget Report:

b) Suburban Library Allocation Account:

Mocerri moved to receive and file the Monthly Line Item Budget Report and the Suburban Library Allocation Account, supported by Sherwood; motion carried.

### 6. Director's Report:

a) Unique Management Report:

b) Sunday Statistics:

c) Overdrive Statistics:

d) Beebe Street Update:

- e) Burnette Wall Update:
- f) ICF Chairs at Civic Center Update:
- g) Upholstery of Chairs at Miller Library:
- h) Window Film at Civic Center:
- i) Summer Reading Club Kick-off:
- j) Carpeting at WCV:
- k) New Website will be Launched June 21:
- l) Workflows Server will be moved to an offsite location: It was indicated that the computers may be down for 2-3 days.
- m) Monitors for Meeting Rooms:

Sherwood moved to accept the Director's Report, supported by Coach; motion carried.

## **7. Audience Participation**

Deb Czarnik

## **8. Action Items**

- a) 2013 Branch Closed Dates:

Coach moved to approve of the 2013 Branch closed dates as identified, supported by Sherwood; motion passed.

- b) MLA Organizational Membership Dues--\$1,873.00: Sherwood moved to approve \$1,873 for the MLA organizational membership dues, supported by Coach; motion carried.

## **9. Friends of the Warren Public library:**

## **10. S.L.C. Report-Frank Pasternak:**

Pasternak indicated there was nothing new to report.

## **11. Commissioner's Comments:**

## **12. Next Meeting Date – September 20, 2012**

## **13. Adjournment:**

Coach moved to adjourn the meeting at 8:18 PM, supported by Mocerri; motion carried.



**Donald J. McIntosh, Secretary**

UNAPPROVED

# WARREN PUBLIC LIBRARY COMMISSION

## Regular Meeting

October 18, 2012

### 1. Call to Order:

The regular meeting was called to order at 7:01 PM by Frank Pasternak.

### 2. Roll Call:

**Commissioners Present:** Frank Pasternak, Annette Coach, Chris Doebler, Carolyn Sherwood, and Don McIntosh.

Doebler moved to excuse Palmer and Mocerri, supported by Sherwood; except for Coach who did not excuse Mocerri, motion carried

**Also Present:** Deb Lambert, Library Director, and Ron Papandrewnchea from the City of Warren Attorney's Office.

### 3. Approval of Agenda:

Doebler moved to approve the agenda, supported by Coach; motion carried.

### 4. Approval of Minutes—Regular Meeting of June 28, 2012 and September 27, 2012.

Because the Meeting Minutes of June 28, 2012 were not available their approval was tabled. Coach moved to approve the meeting minutes of September 27, 2012, supported by Sherwood; motion carried.

### 5. Reports:

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Report for the period ending 10/03/2012 was reviewed. Doebler moved to receive and file the Monthly Line Item Budget Report, supported by McIntosh; motion carried.

b) Suburban Library Allocation Account: As of September 30, 2012 the balance of the Allocation Account was \$41,598.23, noting that there were no expenses for the month of September. Coach moved to receive and file the suburban Library Allocation Account, supported by McIntosh; motion carried

## **6. Director's Report:**

### **a. Statistics/Output Measures**

- Unique Management Report: The Unique Management Services Report, including accumulative totals, was reviewed. From April 2009 through August 2012 cash and material recovered totaled \$98,705.01. Total cumulative expenditures paid out were \$41,812.60.

-Overdrive Statistics: It was noted that there was an increase in eBook usage, and that the library staff will complete their training by 11-15-2012. The e-reader "Petting Zoo" date will be established in November.

- Monthly Stats: Using charts to compare various measurable aspects of the four Warren libraries it was noted that there was a drop in 2011-11 vs 2111-12 circulation at the Civic Center and Miller Branch libraries. Circulation charts were broken down by various formats including Adult Books, DVDs, Children's/Teen Books, Music CDs and Audiobooks. It was indicated that they will be looking at the practices of other libraries as it relates to offering free rental DVDs or to charge.

### **b) Projects:**

- Burnette Wall Update: Inspection by the city was completed and signed off 10/18/2012. The project came in under budget.

- Office 365 Staff Email Implementation: This project was completed which will provide the ability for more effect communication.

- Beebe Street Building Update: Work is underway with the City paying for the building's demolition. What to do with the empty lot is still being discussed.

- Library Wages Survey/Study: Data is being collected at this time.

- ICF Chairs at Civic Center Update: Bid for the new chairs is being prepared for MITN. It was stated that the new chairs will come with a guarantee.

- WCV Lights Update: Man lift repaired.

- Light Covers Removed from WMB Overhead Lights: This has improved the lighting.

- Burnette/Busch Renovation RFP Draft Being reviewed with Purchasing: Sherwood offered to represent the Library Commission on the RFP Committee.

- New: State Aid Application and Annual Report.

- Planned Projects: Copy/fax machines at smaller branches (it was noted that "FAX 24", a self service fax taking credit cards or fax cards, will be used initially at the Civic Center Library before going to the other branches); WAM Circulation millwork desk cut; RFID self check at WAM; Self Check upgrades at WCV; Tag Station for WCV; Projector and Screen for WMB/WDB; Office 365 Team site for Library Intranet.

- Strategic Plan, Staffing audit, Policies review (dress code, AV circulation, patron behavior, claims return, borrower eligibility, unattended children, meeting room).

c. Services:

- SirsiDynix System Moving to SaaS: This will require two down days in November.
- New Databases: ProQuest Historical Detroit Free press (1831-1922) & Historic Maps Works: These will replace some that are not being used.

d. Staffing Issues:

- MLA Conference Attendance: 11 will be attending in Dearborn.
- Vacant LTA Posting: Will look at Staffing Study to determine how to fill this position.
- Staff Training: Advanced Programming Calendar is being done on-line to train the library staff.
- Planned: Work Study Students: Lambert met with Mr. Easter, the new Human Resources Director, to discuss using work study students.

e. Marketing/Outreach:

- eNewsletter Launch: The first enewsletter was distributed with the indication that 60% of those who received it read it.
- National Friends of the Library Week: It was indicated that there will be a press release next week.
- Developing Marketing Checklist for Programs: This checklist will insure that our programs get published.

f. Events:

- Upcoming Events: Ghost hunters program (10/29/2012); Elmore Leonard (11/8/2012); and Face Reading (11/28/2012).
- New Classes: Computer classes; e-reader petting zoo at WCV (11/8/2012) and WAM (11/20/2012).

g. Discussion Items:

- Commission Reappointments: The mayor has not yet reappointed Sherwood and McIntosh as commissioners (as their terms have expired).
- Photography Studio Issue:
- Library booth at Owen Jax Farmer's Market:

Doebler moved to receive and file the Director's report, supported by Coach; motion carried.

**7. Audience Participation:** The following comments were made by the audience:

- There was opposition to the DVD rental charges.
- The audience would like to have copies of the materials that are reviewed at the Commissioner's meeting. Lambert indicated the material is on the library web site.
- The audience requested that the meeting minutes be available at a known location. Lambert stated that the minutes are being scanned and will be available on line.
- It was stated that the library room reservation system needs to be evaluated.

**8. Action Items:** No action items.

**9. Friends of the Warren Library:** No report.

**10. S.L.C. Report—Frank Pasternak:** No report

**11. Commissioner's Comments:**

- Coach said that one of our objectives is to standardize the processes and procedures of the four Warren Libraries.
- Doebler stated that Lambert and her staff are providing more and pertained information on the operation of the Library operation.
- McIntosh thought the charts used in the meeting discussions were very helpful.
- Sherwood liked the new e newsletter.

**12. Next Meeting Date—November 15, 2012 at 7:00 PM**

**13. Adjournment:**

Coach moved to adjourn the meeting at 8:16 PM, supported by McIntosh; motion carried

**Donald J. McIntosh, Secretary**

**SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES**

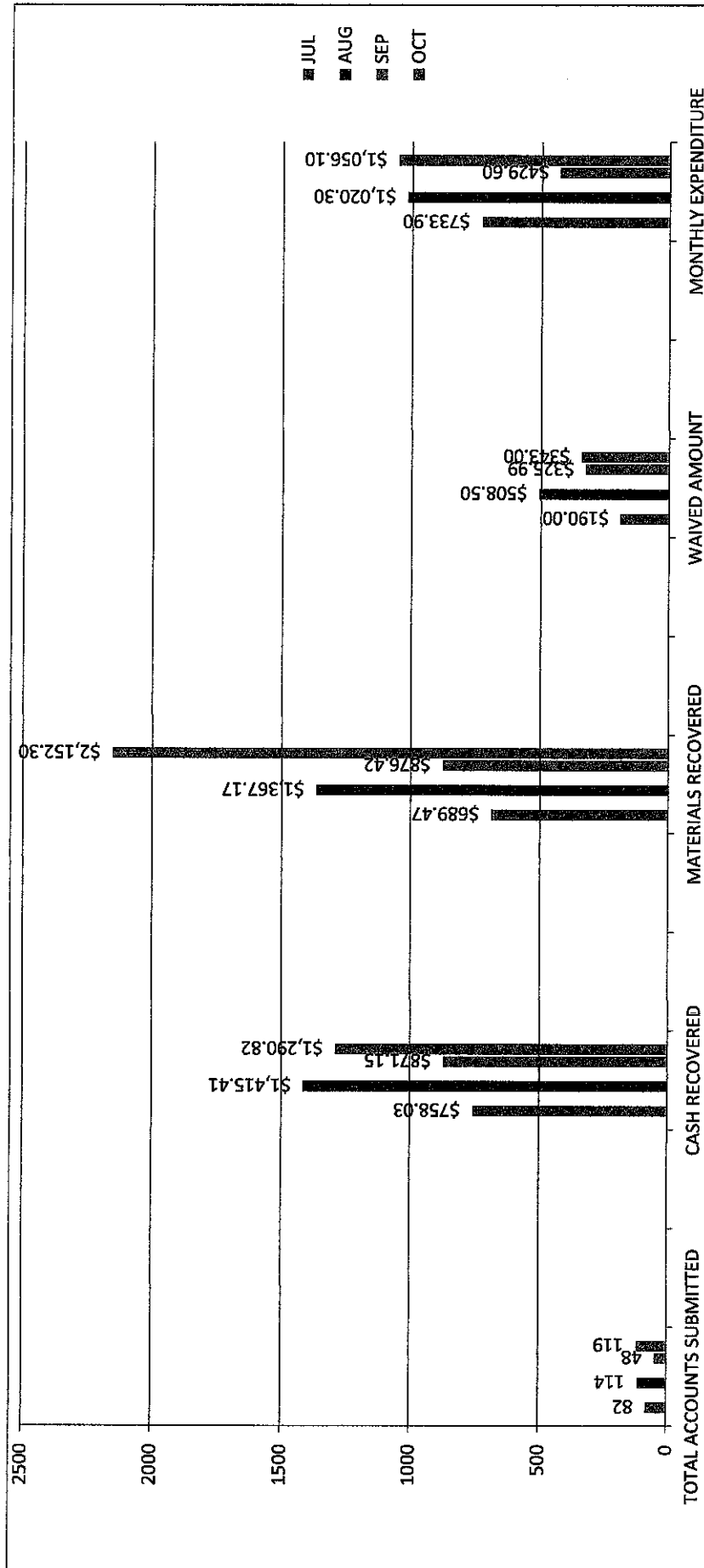
CITY OF WARREN-LIBRARY  
 PERIOD 07/01/12 - 06/30/13  
 as of 11/01/2012

	BUDGETED	ADJUSTMENT	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
70300 APPOINTED OFFICIAL	91,911.00	-	91,911.00	29,694.33	-	62,216.67	67.69%
70600 PERMANENT EMPLOYEES	1,084,088.00	-	1,084,088.00	386,530.41	-	697,557.59	64.35%
70714 PERM. PART-TIME	321,056.00	-	321,056.00	76,650.83	-	244,405.17	76.13%
70900 OVERTIME	23,857.00	-	23,857.00	3,577.32	-	20,279.68	85.01%
71000 SHIFT PREMIUM	11,656.00	-	11,656.00	-	-	11,656.00	100.00%
71302 EDUCATION ALLOWANCE	9,200.00	-	9,200.00	10,500.00	-	(1,300.00)	-14.13%
71500 SOCIAL SECURITY	121,870.00	-	121,870.00	38,799.06	-	83,070.94	68.16%
71900 EMPLOYEE INS.	232,091.00	-	232,091.00	73,560.33	-	158,530.67	68.31%
71904 RETIREE HEALTH INS.	350,557.00	-	350,557.00	112,268.36	-	238,288.64	67.97%
71905 H.S.A. EXPENSE	-	-	-	1,588.53	-	(1,588.53)	0.00%
71906 SUPPL LIFE INSURANCE EXP	-	-	-	280.79	-	(280.79)	0.00%
71907 LONGEVITY	30,730.00	-	30,730.00	3,350.57	-	27,379.43	100.00%
72100 RETIREMENT	513,529.00	-	513,529.00	9,238.90	-	504,290.10	69.94%
72200 DEFINED CONTRIBUTION EXP	-	-	-	129,642.12	-	383,886.88	74.75%
72400 COST OF LIVING	-	-	-	28,066.02	-	28,066.02	100.00%
72700 OFFICE SUPPLIES	60,000.00	-	60,000.00	10,901.10	7,165.81	41,933.09	69.89%
72702 COPY MACHINE EXP.	14,000.00	-	14,000.00	1,838.75	1,691.01	10,470.24	74.79%
80100 CONTRACTUAL SERVICES	158,380.00	-	158,380.00	15,451.77	32,853.29	110,074.94	69.50%
80117 CO-OPERATIVE SERVICES	175,000.00	-	175,000.00	30,516.50	-	144,483.50	82.56%
80130 CO-OP SERVICES-INDIR AID	25,000.00	-	25,000.00	15,035.59	-	9,964.41	39.86%
80200 POSTAGE	2,000.00	-	2,000.00	157.71	410.34	1,431.95	71.60%
80301 UNEMPLOYMENT COSTS	2,300.00	-	2,300.00	2,209.95	-	90.05	3.90%
82201 VIDEO CASS & TAPES	15,000.00	-	15,000.00	1,887.05	-	13,112.95	87.40%
82202 LIBRARY CIRCULATING MAT	38,500.00	-	38,500.00	9,410.42	-	29,089.58	75.56%
82207 PERIODICALS	17,000.00	-	17,000.00	-	-	17,000.00	100.00%
85300 TELEPHONE	10,000.00	-	10,000.00	3,127.68	-	6,872.32	68.72%
86100 MILEAGE	1,000.00	-	1,000.00	125.48	-	874.52	87.45%
86300 AUTO EXPENSE	3,000.00	-	3,000.00	-	-	3,000.00	100.00%
86400 CONFERENCES-WRKSHOP	2,000.00	-	2,000.00	2,145.98	-	(145.98)	-7.30%
90200 BOOK BINDING	200.00	-	200.00	-	-	200.00	100.00%
91000 INSURANCE/BONDS	31,800.00	-	31,800.00	31,800.00	-	-	0.00%
92000 PUBLIC UTILITIES	215,000.00	-	215,000.00	53,773.20	-	161,226.80	74.99%
93000 REPAIRS & MAINTENANCE	138,000.00	-	138,000.00	56,869.87	13,899.82	67,230.31	48.72%
95000 ADMINISTRATIVE COSTS	200,600.00	-	200,600.00	200,599.92	-	0.08	0.00%
95804 LIB COMM. DJES & EXP	500.00	-	500.00	-	-	500.00	100.00%
96401 REF TAX PD UND PROTEST	30,000.00	-	30,000.00	203.81	-	29,796.19	99.32%
96470 BUILDING AUTHORITY BONDS	138,000.00	-	138,000.00	108,419.42	-	29,580.58	21.44%
96650 ACCUMULATED SICK LEAVE	97,000.00	-	97,000.00	-	-	97,000.00	100.00%
96855 ACCUMULATED COMP TIME	7,000.00	-	7,000.00	-	-	7,000.00	100.00%
98000 OFFICE EQUIPMENT	117,015.00	59,545.00	57,470.00	60,277.47	279.45	56,458.08	98.24%
98200 BOOKS	285,000.00	-	285,000.00	64,463.07	-	220,536.93	77.38%
99000 EST UNCOL TAXES	5,000.00	-	5,000.00	-	-	5,000.00	100.00%
<b>TOTAL</b>	<b>4,578,840.00</b>	<b>59,545.00</b>	<b>4,519,295.00</b>	<b>1,572,962.31</b>	<b>3,012,411.15</b>	<b>66.66%</b>	

**SUBURBAN LIBRARY COOPERATIVE  
CENTRALIZED PURCHASING EXPENSE REPORT  
(9/1/12 – 10/31/12)**

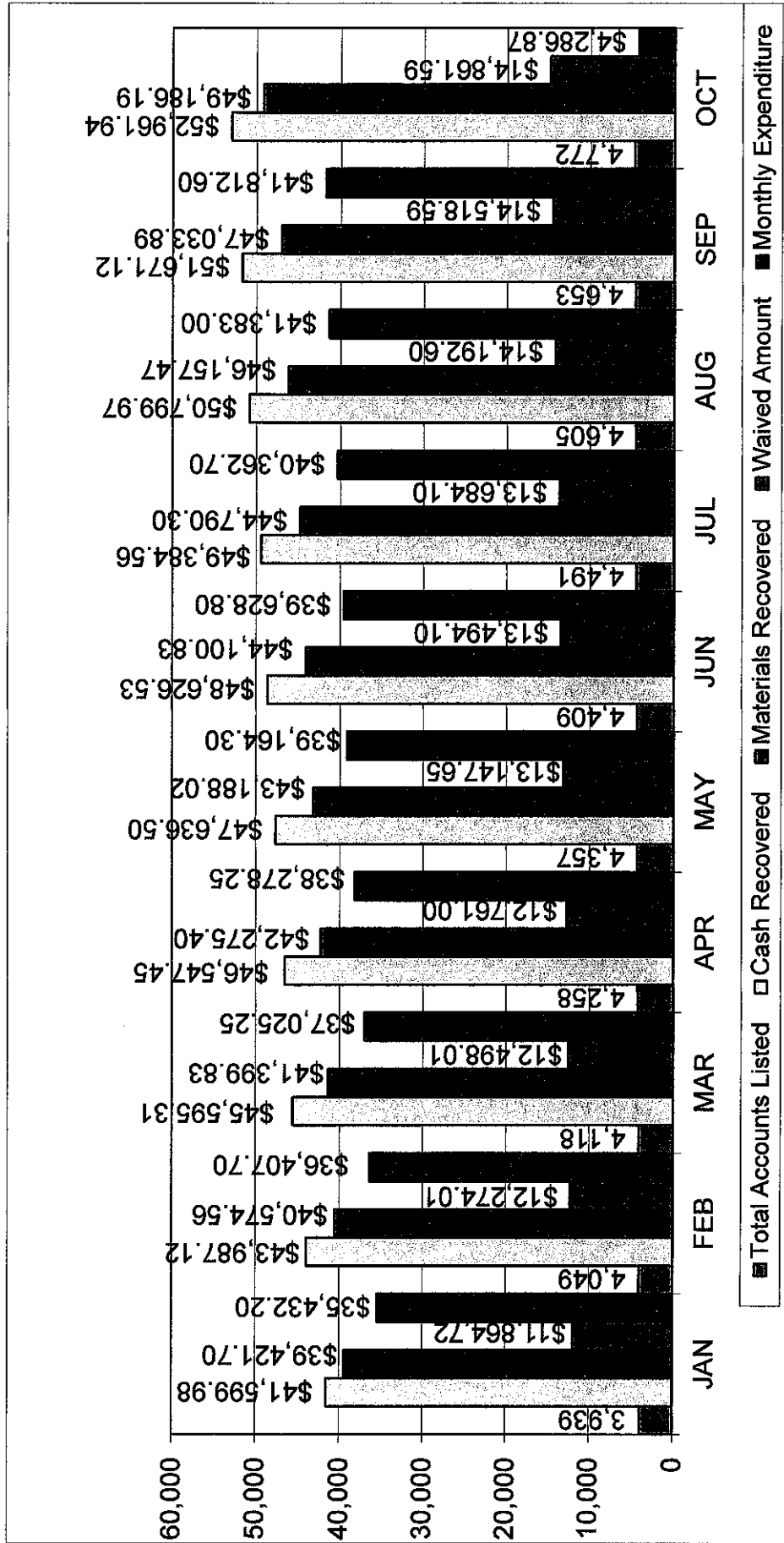
<b>Beginning Balance</b>	<b>41,598.23</b>
10/23/2012 Dell Latitude E6420 laptop computer	1,236.96
<b>Ending Balance</b>	<b>40,361.27</b>

# Unique Management Services Report July 2012 - October 2012





**Unique Management Services Cumulative Report  
January - October 2012**



6a

The total expenditure from April 2009 - October 2012 was \$42,868.70  
Graph indicates January - October 2012, but figures are cumulative from April 2009.