

WARREN PUBLIC LIBRARY COMMISSION

One City Square, Warren MI 48093

AGENDA – REGULAR MEETING

May 14, 2015

7:00 p.m.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes – Regular Meeting of March 19, 2015**
- 5. Financial Reports**
 - a. Monthly Line Item Budget Report
 - b. Suburban Library Allocation Account
 - c. Branch Income Report
- 6. Director's Report**
 - a. Statistics/Output Measures**
 - Unique Management report
 - b. Current Projects**
 - Update on the renovation/demolition projects of Busch and Burnette
 - c. Services**
 - Received a check from SLC in the amount of \$1,872.78 for ProPay credit card transactions from 2/25 – 3/25/15.
 - Recruiting one employee from each branch to become a Notary to service our patrons.

d. Staffing Issues

- Update on R. DeLise and S. Heydel
- Upcoming retirement of Kathy Faba
- Jennifer Lund has accepted the position of Library Technician and will begin May 18.

e. Marketing/Outreach

- eNewsletter update
- Upcoming Events

f. Discussion items

- State Aid was electronically transferred on 3/31/15 in the amount of \$39,091.52
- As of May 8, MeLCat items will be charged daily overdue fines.
- Overdue charges are limited by each individual branch.

7. Audience Participation

Members of the audience who would like to address the Library Commission this evening may do so under the Audience portion. You will have 3 (three) minutes to speak.

8. Action Items

- Purchase 60 computers: 24 at Burnette Library, 4 at Miller Library, and 32 at Civic Center Library.
- Approval of Closed Dates for 2016.

9. Friends of the Warren Public Library

10. S.L.C. Report – Frank Pasternak

11. Commissioner's Comments

12. Next Meeting Date – September 17, 2015

13. Adjournment

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY
PERIOD 07/01/14 - 06/30/15
as of 5/01/2015

	BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271 70300	93,423.00	93,423.00	82,322.25	11,100.75	11,100.75	11.88%
9271 70600	1,115,914.00	1,115,914.00	789,539.71	326,374.29	326,374.29	29.25%
9271 70602						
9271 70700						
9271 70714	324,900.00	324,900.00	226,326.51	98,573.49	98,573.49	30.34%
9271 70900	25,250.00	25,250.00	5,869.72	19,360.28	19,360.28	76.67%
9271 71000	11,700.00	11,700.00	5,205.94	6,494.06	6,494.06	55.50%
9271 71302	7,600.00	7,600.00	8,425.90	(825.90)	(825.90)	-10.87%
9271 71500	122,661.00	122,661.00	86,944.51	35,716.49	35,716.49	29.12%
9271 71900	315,849.00	315,849.00	135,673.79	180,175.21	180,175.21	57.04%
9271 71904	321,158.00	321,158.00	311,998.86	9,159.14	9,159.14	2.85%
9271 71905			4,472.40	(4,472.40)	(4,472.40)	0.00%
9271 71906			666.80	(666.80)	(666.80)	0.00%
9271 71907						
9271 72100	24,668.00	24,668.00	21,268.12	3,399.88	3,399.88	13.78%
9271 72200	513,737.00	513,737.00	414,786.00	98,951.00	98,951.00	19.26%
9271 72201			67,946.03	(67,946.03)	(67,946.03)	0.00%
9271 72700	61,724.00	61,724.00	33,308.21	5,025.02	23,390.77	37.90%
9271 72702	14,000.00	14,000.00	7,480.62	2,819.38	3,700.00	26.43%
9271 80100	85,300.00	85,300.00	74,334.77	13,013.90	3,700.00	26.43%
9271 80117	170,000.00	170,000.00	126,766.70	43,233.30	43,233.30	-2.40%
9271 80130	30,000.00	30,000.00	19,545.76	10,454.24	10,454.24	25.43%
9271 80200	2,000.00	2,000.00	714.20	204.62	1,081.18	34.85%
9271 80301						54.06%
9271 82201	9,000.00	9,000.00	5,438.41	3,561.59	3,561.59	39.57%
9271 82202	38,000.00	38,000.00	19,866.38	18,133.62	18,133.62	47.72%
9271 82207	17,000.00	17,000.00	13,370.60	3,629.40	3,629.40	21.35%
9271 85300	10,000.00	10,000.00	5,119.44	4,880.56	4,880.56	48.81%
9271 86100	2,000.00	2,000.00	376.31	1,623.69	1,623.69	81.18%
9271 86300	2,000.00	2,000.00	492.40	1,507.60	1,507.60	75.38%
9271 86400	8,000.00	8,000.00	357.00	7,643.00	7,643.00	95.54%
9271 90200	100.00	100.00	-	100.00	100.00	100.00%
9271 91000	34,500.00	34,500.00	34,500.00	-	-	0.00%
9271 92000	215,000.00	215,000.00	140,357.30	74,642.70	74,642.70	34.72%
9271 93000	34,000.00	34,000.00	12,992.26	3,606.26	18,001.48	52.95%
9271 95000	312,800.00	312,800.00	312,800.00	-	-	0.00%
9271 96401						
9271 96470	134,500.00	134,500.00	121,478.48	13,021.52	13,021.52	9.68%
9271 96850						
9271 96855						
9271 97400	1,922,000.00	1,922,000.00	51,269.42	1,922,000.00	1,922,000.00	100.00%
9271 97700	50,000.00	50,000.00	850.80	(1,269.42)	(1,269.42)	0.00%
9271 98000	45,580.00	45,580.00	850.80	2,075.00	42,654.20	93.58%
9271 98200	311,470.00	311,470.00	175,666.71	81.00	135,722.29	43.57%
9271 98000						
TOTAL	6,385,834.00	6,385,834.00	3,317,952.31	26,825.18	3,041,056.51	47.62%

LIBRARY CLOSURES - 2016

<u>DATE</u>		<u>HOLIDAY</u>	<u>AUTHORITY</u>
01/01/16	Friday	New Year's Day	Contract
01/02/16	Saturday	New Year's Saturday	Commission
01/03/16	Sunday	New Year's Sunday	Commission
01/18/16	Monday	Martin Luther King Day	Contract
02/15/16	Monday	President's Day	Contract
03/25/16	Friday	Good Friday	Contract
03/26/16	Saturday	Easter Saturday	Commission
03/27/16	Sunday	Easter Sunday	Commission
05/28/16	Saturday	Saturday before Memorial Day	Commission
05/29/16	Sunday	Sunday before Memorial Day	Commission
05/30/16	Monday	Memorial Day	Contract
07/04/16	Monday	Independence Day - Observed	Contract
09/03/16	Saturday	Saturday before Labor Day	Commission
09/05/16	Monday	Labor Day	Contract
11/08/16	Tuesday	Election Day	Contract
11/11/16	Friday	Veteran's Day	Contract
11/23/16	Wednesday	Close all branches at 5:00 p.m.	Commission
11/24/16	Thursday	Thanksgiving	Contract
11/25/16	Friday	Friday after Thanksgiving	Contract
11/26/16	Saturday	Saturday after Thanksgiving	Commission
11/27/16	Sunday	Sunday after Thanksgiving	Commission
12/22/16	Thursday	Close all branches at 5:00 p.m.	Commission

12/23/16	Friday	Christmas Eve Observed	Contract
12/24/16	Saturday	Christmas Eve	Commission
12/25/16	Sunday	Christmas Day	Commission
12/26/16	Saturday	Saturday after Christmas	Commission
12/27/16	Sunday	Sunday after Christmas	Commission
12/30/16	Friday	New Year's Eve Observed	Contract
01/01/17	Saturday	New Year's Day	Commission
01/02/17	Sunday	Sunday after New Year's Day	Commission
01/03/17	Monday	New Year's Day Observed	Contract

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

March 19, 2015

1. Call to Order:

The regular meeting was called to order at 7:05 PM by Frank Pasternak.

2. Roll Call:

Commissioners Present: Frank Pasternak, Richard Palmer, Don McIntosh, Carolyn Mocerri, and Zosia Ladak.

Also Present: Oksana Urban, Warren Library Director and Jacqueline Gartin, City of Warren Attorney.

McIntosh moved to excuse Coach and Doebler, supported by Ladak; motion carried.

3. Approval of Agenda:

Mocerri moved to approve the agenda; supported by Palmer; motion carried.

4. Approval of Minutes—Regular Meeting of January 15, 2015:

Coach moved to approve the Minutes of the Meeting of January 15, 2015, supported by Palmer; motion carried.

5. Reports:

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Reports for the periods as of 2/01/2015 and 3/01/2015 were reviewed. It was noted that there was 55.52% remaining in the budget as of 3/01/2015 while there is only 33% left in the 7/01/2014 – 6/30/2015 budget year. Indications were that invoices had probably not caught up to where the budget should be at. Further, there is an effort to use the funds such as in the purchase of books which still has approximately 40% of the budgeted amount remaining. It was indicated that the State aid check would be coming in although the amount was unknown but expected to an increased amount.

b) Suburban Library Allocation Account: As of February 28, 2015 the Allocation Account was \$38,169.85

Palmer moved to receive and file the Monthly Line Item Budget Reports and the Suburban Library Allocation Account, supported by Mocerri; 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 February, 2015 cash and material recovered totaled \$162,754.31. The total cumulative expenditures paid out were \$61,191.15.

- Quarterly Statistic Report: The 20 Quarterly Statistic Reports identifying various monthly statistics of each of the four library branches were reviewed. It was commented that each report has an incorrect connotation in that the last month of reporting is a zero statistical number. This gives the impression that everything went bad in one month's time. It was asked if the software that produces these charts could be modified to eliminate the last "zero" entry on the charts.

b. Current Projects:

- An update on the renovation/demolition projects of the Busch and Burnette Branches was presented. It was indicated that three of the six Architectural/Engineering firms were selected to continue in the bidding process. It was further noted that demolition and construction would be done by the contracting company.

It was indicated that 50 computers need to be replaced because they were approaching their four year useful life. Most of those computers were in the Civic Center Library.

c. Services:

- Received a check from SLC for \$830.74 for ProPay credit card transactions through 1/7/2015, and a check for \$846.99 for ProPay credit card transactions through 2/3/2015.

d. Staffing Issues:

- An update on R. DeLise and S Heydel was provided.
- Cynthia Knecht was transferred to the Miller Branch.
- A staff member was suspended for three days without pay for insubordination.
- Amy Nelson passed her probation on 3/5/2015 and is now a Branch Librarian at the Miller Branch.
- Scott Spencer was transferred to the Miller Branch to cover S. Heydel.
- Kelly Bishop was transferred to the Civic Center Library.
- A staff member was placed on administrative paid leave until further notice.
- Vee Jay Hedges will retire May 18,2015.

- A Library Maintenance Specialist position was presented to the Civil Service Commission March 18, 2015 and approved March 19, 2015. The position will be posted.

- Lisa Martin received a \$150 grant from the Spring Institute.

e. Marketing/Outreach:

- The eNewsletter update describes upcoming library events.
- Several upcoming events were identified.

f. Discussion Items:

- The garage door at the Old Village Fire Hall has been repaired. The \$352 cost of repair was paid for by the Friends of the Library.

- It has been determined that the Old Village Fire Hall is owned by the City of Warren. The Library has been previously paying some of the bills of the Fire Hall.

- It was noted that the previous incorrect Johnson Control's charge to the Library has been rectified. The \$773.88 amount has been credited to the Library's building maintenance account.

- AED devices have been installed at each library branch and training will be provided in their use.

- Charging for the use of the library rooms was discussed. It was agreed that there should not be any rental charges for use of the rooms, but the use of the rooms should be scheduled, hours limited, and waivers signed by the user to cover the cost of any damages sustained in the room's use. Urban indicated that the uses of the rooms are currently being scheduled. A copy of the Meeting Room Use Policy was handed out.

- The Mayor's request to close the Civic Center Library on specific times and dates for community programs was discussed. The specific dates and times are: 4/23/2015 (close one hour earlier); 4/29/2015 (close one hour earlier); 5/8/15 (close all day); and 9/24/2015 (close at 5:00 PM). Because of the inconvenience to the library patrons it was recommended the stage used for the community events be repositioned away from the library entrance, thereby permitting the library to remain open. Mocerri made a motion to deny the request to close the library on the dates identified because of the inconvenience to library patrons, supported by Palmer; motion carried.

- Mobile printing will be installed 3/19/2015 at the Civic Center Library for testing before being installed at the remaining branches.

- A list of the Warren library branches' services and available materials was passed out.

- SLC user fees for technology have increased \$100.

Mocerri moved to receive and file the Director's Report, supported by Ladak; motion carried.

7. Audience Participation:

None

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8. Action Items:

- Approval of Library Commission Bylaws: Since there is no "annual meeting" as referenced in the Bylaws, it was recommended that it be removed. Another point made was that only the Warren Library Director reports on the budget and not the Treasurer; thus it should be corrected in the Bylaws. After discussing several points, Urban will update the Bylaws and send copies to the Commissions for their review before taking action on approving them.

- Mocerri made a motion to approve the purchase of the "Pronunciator" database of languages (which contains 60 to 80 languages) for \$1,350, supported by Palmer; motion carried. It was noted that TLN is working on a group purchase. The Mango Languages was another database considered but due to its cost of \$6,685, plus licensing and hosting fees, it was not selected.

- Mocerri made a motion to approve the purchase of "R2" Summer Reading Program Solution for \$1,000, supported by McIntosh; motion carried. The system includes interactive games.

- Mocerri made a motion to permanently ban David Bromley from using the library's internet system, supported by McIntosh; motion carried. It was indicated that Mr. Bromley had initially been banned for a month from using the internet for pornography purposes. But, because he continued to use the internet for pornography reasons a permanent ban was purposed.

- Mocerri made a motion to charge \$10.00 for Obituary Services, supported by McIntosh; motion carried. It was noted that some libraries have fees of \$10 to \$20 for such services.

- Palmer made a motion to add "e-cigarettes are prohibited" to the Patron code of Conduct, supported by Mocerri; motion carried.

9. Friends of the Warren Library:

Urban stated that the Friends of the Warren Library purchased a machine that produces "I'm a Warren Library Friend" Buttons. Also the "Friends" are having a \$10 per bag of books sale on March 21 and 21, 2015.

10. S.L.C. Report—Frank Pasternak

Pasternak indicated that the State Aid document was signed and that aid will be increasing.

11. Commissioner's Comments:

McIntosh suggested that the next meeting, currently scheduled for May 21, 2015, be pulled ahead to May 14, 2015 due to the Memorial Day weekend potentially limiting

the number of commissioners who may not be available May 21, 2015, the Thursday before that weekend. Everyone agreed to the pull ahead. Urban will post the change.

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12. Next Meeting Date—May 14, 2015 at 7:00 PM

13. Adjournment:

Ladak moved to adjourn the meeting at 9:38 PM, supported by Mocerri; motion carried.

Donald J. McIntosh, Secretary

WARREN PUBLIC LIBRARY COMMISSION

Special Meeting

April 22, 2015

1. Call to Order:

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

2. Roll Call:

Commissioners Present: Frank Pasternak, Annette Coach, Richard Palmer, Don McIntosh, Zosia Ladak, Carolyn Mocerri, and Chris Doebler.

Also Present: Oksana Urban, Warren Library Director, Jacqueline Gartin, City of Warren Attorney, and Michael Malone of Partners In Architecture.

3. Agenda:

To approve the selection of Partners In Architecture, PLC for design and construction for the replacement of the Busch Library.

4. Action Item:

Urban and Palmer provided background information on the selection of Partners in Architecture by the Request for Proposal (RFP) committee for architectural/engineering services in the design and construction of the new Busch Library. A presentation was made by Michael Malone of Partners In Architecture that highlighted his company's qualifications for the project through the identification of other completed projects in the area. He further presented two design concepts and their renderings for comments indicating that the designs were evolving at this time. Various aspects of the designs and of the construction project were discussed by the Library Commissioners.

Doebler made a motion to approve the award of the design and construction project to replace the Busch Library to Partners In Architecture, PLC, supported by Mocerri; motion carried.

Urban will prepare a letter to be sent to City Council, approving the award of the project to Partners In Architecture by the Warren Library Commission. She will have Jacqueline Gartin review the letter for comment before it is sent to the City Council. Urban will present the approval at the first meeting of the City Council in May. Partners In Architecture will also attend the meeting with a presentation.

4. Adjournment:

Doebler moved to adjourn the meeting at 7:50 PM, supported by Coach; motion carried.

Donald J. McIntosh, Secretary