

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

January 19, 2012

1. Call to Order:

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

2. Roll Call:

Commissioners Present: Chris Doeblor, Annette Coach, Don McIntosh, and Richard Palmer.

Also Present: Oksana Urban, acting Library Director, Sandra Jones, City of Warren Human Resources Department, and John Puzzuoli, City of Warren Attorney's Office.

Doeblor moved to excuse Carolyn Mocerri and Carolyn Sherwood, supported by Palmer; motion carried by all except Coach who opposed excusing Mocerri.

3. Approval of Agenda:

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

4. Approval of Minutes—Regular Meeting of November 17, 2011:

Doeblor moved to approve the minutes of the Regular Meeting of November 17, 2011 with the noted correction that Mocerri was not at the meeting but was excused, supported by McIntosh; motion carried.

Approval of Minutes---Special Meeting of November 17, 2011:

Doeblor moved to approve the minutes of the Special Meeting of November 17, 2011 with the addition to the minutes of the statement that Palmer moved to excuse Mocerri from being absent from that meeting which was supported by Coach and carried by all. Motion was supported by Coach; motion carried.

Approval of Minutes---Special meeting of November 28, 2011:

Doeblor moved to approve the minutes of the Special Meeting of November 28, 2011, supported by McIntosh; motion carried.

5. Reports:

a) Monthly Line Item Budget Report: Urban will check with Simoni as to why the education bonus was not included in the budget. Urban will also ask Simoni how building authority bonds are paid for. It was noted that there should be 99% unemployment costs left and not 1% as indicated. Doeblner moved to receive and file the Monthly Line Item Budget Report, supported by Coach; motion carried.

b) Suburban Library Allocation Account: As of December 31, 2011 the balance of the Allocation Account was \$34,227.70. Urban indicated that the remaining funds for purchase of 46 computers has been received and will be used to complete replacement of the Burnette library computers. Replacement computers for the Busch library is planned for next year, as well as some computers at the Miller and Civic Center libraries. Doeblner moved to receive and file the Suburban Library Allocation Account, supported by McIntosh; motion carried.

6. Director's Report:

a) Unique Management Report: The Unique Management Services Report, including accumulative totals, was reviewed. Through December, 2011 cash and material recovered totaled \$79,147.43. Total expenditures paid out were \$34,948.90.

b) Overdrive Statistics: Downloading books from our Web Site is showing an increasing usage trend with a grand total of 10,896 checkouts during 2011. We have budgeted \$8,000 for the service fees. There are no charges for our library users.

c) Sunday Circulation Statistics: We have had 3,955 users of the Civic Center Library during the four hours of Sunday operations from September 11, 2011 (the beginning of Sunday operations) through January 9, 2012. On the Sunday of October 2, 2011 431 items went into circulation.

d) Computer Usage Statistics: From September, 2011 through January 8, 2012 there was 1,725 computer users at the Civic Center Library. Although there is some waiting for the availability of computers during the week there is none on Sundays. A reservation system is used when there is high demand for the computers.

e) Privileges for Retirees: Although some thought it would be a nice idea to allow the retired Library Director—who now lives outside the city of Warren—to be able to use our library and not be required to pay the \$200 non-resident usage fee, there was concern that it could set a precedents. Puzzuoli said it was not a good idea as it sets up the possibility that others would want to have those some privileges. All agreed that we should not permit free library usage and the non-resident fee must be paid.

f) Wall Replacement Burnette Library: Lucky Hage sent Pasternak photos of the damaged parking lot wall. David Anderer, Superintendent of the Warren Building and Grounds Maintenance Division, has indicated that the repair work can not start until the spring, and after the bidding process has been completed. Pasternak indicated that he would send a letter to Lucky letting him know that his concerns are being addressed and the problem will be corrected.

g) Michigan Depository: Due to Michigan budget reductions the City of Warren Library will cease to be a Michigan State government depository. We still remain a partial Federal government depository.

h) Privacy Act: In order to protect individuals' information Urban will sign an agreement—as a member of the SLC---that the library staff may only ask if a patron is in good standing and the expiration of the patron's library card.

i) Discussion regarding Ownership of 5951 Beebe: Puzzuoli will ask Judge Biernat when he will make a decision on the ownership of the Beebe property.

j) Discussion Regarding Library Director Position: Seven applications have been received. The applications that have met the position requirements can be reviewed by the commissioners in the Human Resources Office. It was agreed that each commissioner would review those applications at their convenience before we select the best candidates to interview.

i) Misc: It was indicated that the Library programs are getting good attendance. For example, the "Face Reading" program had 100 call-in registrations.

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

7. Audience Participation:

It was noted that the expanded hours at the Miller Library are being used.

8. Action Items:

a) Exam proctoring policy: The Civic Center Library is a designated location for proctoring exams. Urban review the proposed policy for proctoring an exam. We charge \$25 per exam.

Doebler moved to accept the procedure, supported by McIntosh, motion carried.

9. Friends of the Warren Public Library:

It was indicated that the latest book sale was a success. Because more space is needed for books, extra books will be given away to groups such as veteran's organizations or assisted living communities.

10. S.L.C. Report—Frank Pasternak:

Pasternak could not attend the last SLC meeting and therefore has nothing to report.

11. Commissioner's Comments:

In answer to Coach's inquiry of the number of VCR tape used, Urban stated about 400 per month.

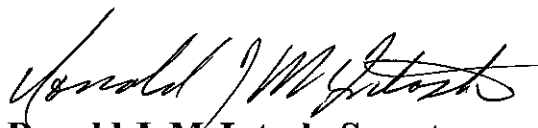
Doebler stated that the shelves for MP3 discs do not work well and more appropriate ones are recommended.

Urban indicated that the library budget must be completed and submitted by 1-31-2012.

12. Next Meeting Date—February 16, 2012

13. Adjournment:

Coach moved to adjourn the meeting at 8:37 PM, supported by McIntosh; motion carried.



Donald J. McIntosh, Secretary

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/11 - 06/30/12

as of 1/01/2012

		BUDGETED	ADJUSTMENT	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	92,286.00		92,286.00	33,936.38		58,349.62	63.23%
9271	70600	1,090,207.00		1,090,207.00	562,192.20		528,014.80	48.43%
9271	70714	373,230.00		373,230.00	146,396.60		226,833.40	60.78%
9271	70900	29,316.00		29,316.00	6,124.56		23,191.44	79.11%
9271	71000	11,138.00		11,138.00	3,049.72		8,088.28	72.62%
9271	71302	9,200.00		9,200.00	10,800.00		(1,600.00)	-17.39%
9271	71500	126,807.00		126,807.00	56,958.72		69,848.28	55.08%
9271	71900	314,315.00		314,315.00	92,843.71		221,471.29	70.46%
9271	71904	368,949.00		368,949.00	180,156.26		188,792.74	51.17%
9271	72100	30,826.00		30,826.00	18,857.55		11,968.45	38.83%
9271	72200	468,009.00		468,009.00	223,894.57		244,114.43	52.16%
9271	72400							
9271	72700	62,750.00		62,750.00	23,482.11	7,879.12	31,408.77	50.05%
9271	72702	14,000.00		14,000.00	3,243.31	1,453.97	9,302.72	66.45%
9271	80100	193,500.00		193,500.00	14,204.15	26,970.35	152,325.50	78.72%
9271	80117	235,000.00		235,000.00	94,980.84	150.00	139,869.16	59.52%
9271	80130	23,000.00		23,000.00			23,000.00	100.00%
9271	80200	5,000.00		5,000.00	1,009.40	312.51	3,678.09	73.56%
9271	80301	11,400.00		11,400.00	11,302.09		97.91	99.10%
9271	82201	20,000.00		20,000.00	11,520.37	713.89	7,765.74	38.83%
9271	82202	38,500.00		38,500.00	19,434.67		19,065.33	49.52%
9271	82207	17,000.00		17,000.00	13,348.85		3,651.15	21.48%
9271	85300	15,000.00		15,000.00	3,863.42		11,136.58	74.24%
9271	86100	1,000.00		1,000.00	330.63		669.37	66.94%
9271	86300	4,000.00		4,000.00	666.42		3,333.58	83.34%
9271	86400	2,000.00		2,000.00			2,000.00	100.00%
9271	90200	200.00		200.00			200.00	100.00%
9271	91000	30,600.00		30,600.00	30,600.00			0.00%
9271	92000	220,000.00		220,000.00	72,556.97		147,443.03	67.02%
9271	93000	206,000.00		206,000.00	20,460.81	5,059.11	180,480.08	87.61%
9271	95000	153,000.00		153,000.00	153,000.00			0.00%
9271	95804	500.00		500.00			500.00	100.00%
9271	96401	30,000.00		30,000.00	15,748.21		14,251.79	47.51%
9271	96470	137,000.00		137,000.00	105,883.93		31,116.07	22.71%
9271	96850	97,000.00		97,000.00			97,000.00	100.00%
9271	96855	7,000.00		7,000.00			7,000.00	100.00%
9271	98000	203,111.00		203,111.00	81,557.44		121,553.56	59.85%
9271	98200	300,000.00		300,000.00	114,774.55	63.69	185,161.76	61.72%
9271	99000	5,000.00		5,000.00			5,000.00	100.00%
	TOTAL	4,945,844.00		4,945,844.00	2,127,158.44	42,602.64	2,776,082.92	56.13%

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/11 - 06/30/12

as of 12/01/2011

		BUDGETED	ADJUSTMENT	CURRENT	YTD	YTD	YTD	%
				BUDGET	EXPENDITURE	ENCUMBERED	UNENCUMBERED	REMAINING
70300	APPOINTED OFFICIAL	92,286.00		92,286.00	33,936.38		58,349.62	63.23%
70600	PERMANENT EMPLOYEES	1,090,207.00		1,090,207.00	475,211.87		614,995.13	56.41%
70714	PERM. PART-TIME	373,230.00		373,230.00	124,230.43		248,999.57	66.71%
70900	OVERTIME	29,316.00		29,316.00	5,203.28		24,112.72	82.25%
71000	SHIFT PREMIUM	11,138.00		11,138.00	3,049.72		8,088.28	72.62%
71302	EDUCATION ALLOWANCE	9,200.00		9,200.00	10,800.00		(1,600.00)	-17.39%
71500	SOCIAL SECURITY	126,807.00		126,807.00	48,008.86		78,798.14	62.14%
71900	EMPLOYEE INS.	314,315.00		314,315.00	75,448.90		238,866.10	76.00%
71904	RETIREE HEALTH INS.	368,949.00		368,949.00	155,705.37		213,243.63	57.80%
72100	LONGEVITY	30,826.00		30,826.00	11,054.11		19,771.89	64.14%
72200	RETIREMENT	468,009.00		468,009.00	195,285.46		272,723.54	58.28%
72400	COST OF LIVING							
72700	OFFICE SUPPLIES	62,750.00		62,750.00	18,435.86	5,956.03	38,358.11	61.13%
72702	COPY MACHINE EXP.	14,000.00		14,000.00	2,250.65	1,446.63	10,302.72	73.59%
80100	CONTRACTUAL SERVICES	193,500.00		193,500.00	8,172.71	4,865.55	180,441.74	93.25%
80117	COOPERATIVE SERVICES	235,000.00		235,000.00	86,709.17		148,290.83	63.10%
80130	CO-OP SERVICES-INDIR AID	23,000.00		23,000.00			23,000.00	100.00%
80200	POSTAGE	5,000.00		5,000.00	807.57	351.00	3,841.43	76.83%
80301	UNEMPLOYMENT COSTS	11,400.00		11,400.00	11,302.09		97.91	99.10%
82201	VIDEO CASS & TAPES	20,000.00		20,000.00	8,840.14	713.89	10,445.97	52.23%
82202	LIBRARY CIRCULATING MAT	38,500.00		38,500.00	12,139.92		26,360.08	68.47%
82207	PERIODICALS	17,000.00		17,000.00		13,348.85	3,651.15	21.48%
85300	TELEPHONE	15,000.00		15,000.00	3,188.71		11,811.29	78.74%
86100	MILEAGE	1,000.00		1,000.00	219.72		780.28	78.03%
86300	AUTO EXPENSE	4,000.00		4,000.00	553.85		3,446.15	86.15%
86400	CONFERENCES-WRKSHOP	2,000.00		2,000.00			2,000.00	100.00%
90200	BOOK BINDING	200.00		200.00			200.00	100.00%
91000	INSURANCE/BONDS	30,600.00		30,600.00	30,600.00			0.00%
92000	PUBLIC UTILITIES	220,000.00		220,000.00	63,909.50		156,090.50	70.95%
93000	REPAIRS & MAINTENANCE	206,000.00		206,000.00	19,410.71	4,635.11	181,954.18	88.33%
95000	ADMINISTRATIVE COSTS	153,000.00		153,000.00	153,000.00			0.00%
95604	LIB COMM. DUES & EXP	500.00		500.00			500.00	100.00%
96401	REF TAX PD UND PROTEST	30,000.00		30,000.00	13,636.00		16,364.00	54.55%
96470	BUILDING AUTHORITY BONDS	137,000.00		137,000.00	105,883.93		31,116.07	22.71%
96850	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	203,111.00		203,111.00	7,922.87	75,508.83	119,679.30	58.92%
98200	BOOKS	300,000.00		300,000.00	75,984.75	4,371.65	219,643.60	73.21%
99000	EST UNCOL TAXES	5,000.00		5,000.00			5,000.00	100.00%
	TOTAL	4,945,844.00		4,945,844.00	1,760,882.53	111,217.54	3,073,743.93	62.15%

LIBRARY NAME Warren Public Library

BALANCE AS OF December 31, 2011

\$34,227.70

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

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE _____

DATE _____

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME Warren Public Library

BALANCE AS OF November 30, 2011

\$34,227.70

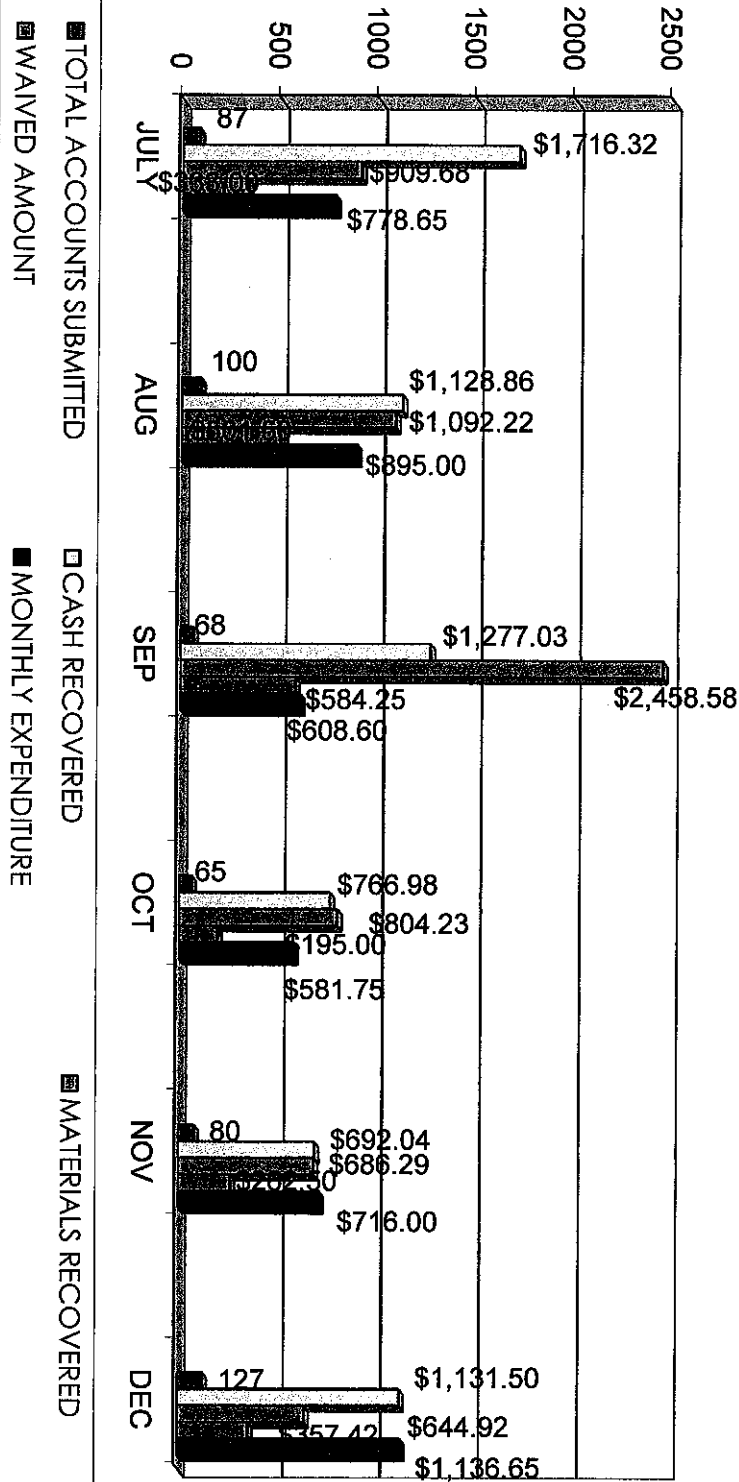
VENDOR	PURPOSE	AMOUNT
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL EXPENSE REQUESTS		\$
NEW BALANCE AS OF		\$

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

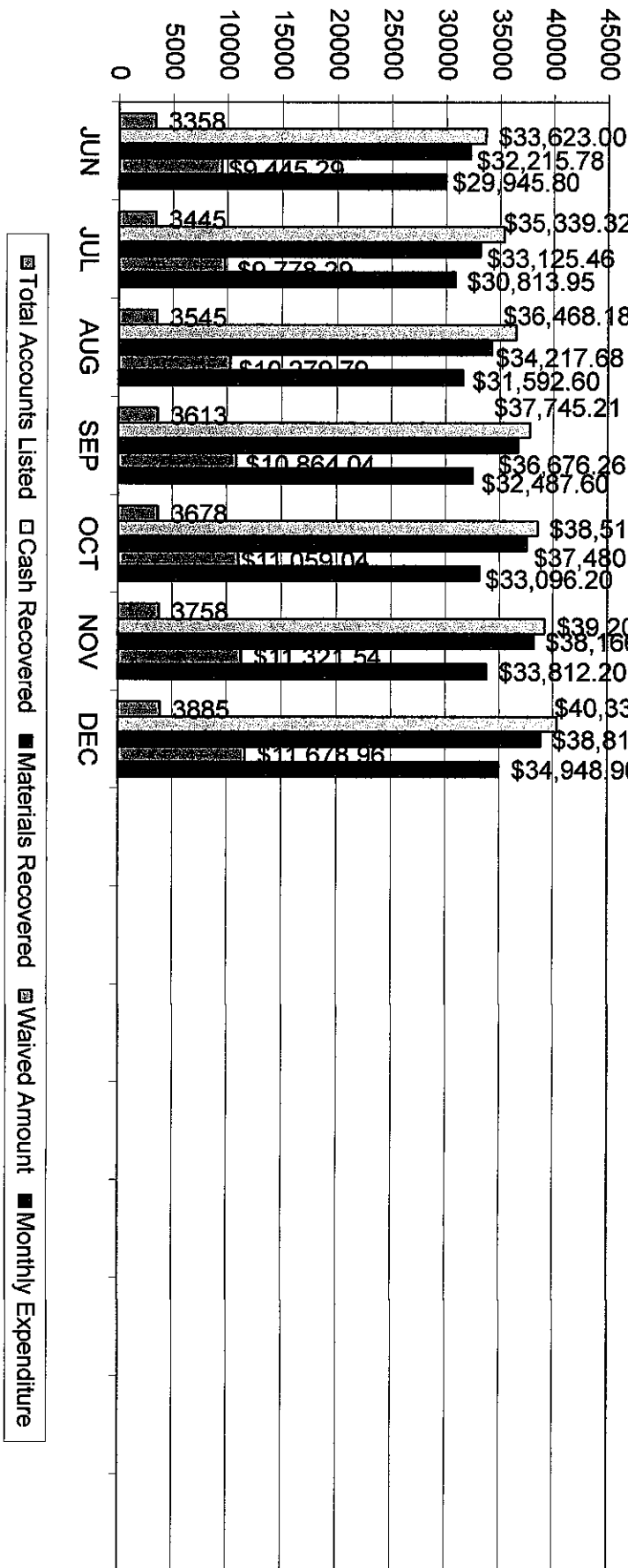
DIRECTOR'S SIGNATURE _____

DATE _____

Unique Management Services Report July 2011 - June 2012



Unique Management Services Cumulative Report
April 2009 - November 2012



The total expenditure from April 2009 - September 30, 2011 was \$32,514.45

OverDrive Checkouts - Warren Public Library
July 2010 - June 2011

By Format

Format	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Disney Online Book	-	-	-	-	-	-	-	-	-	-	-	-
MobiPocket eBook	3	2	3	2	7	3	12	6	10	1	7	3
Adobe PDF eBook	146	153	92	84	82	81	135	132	134	98	151	4
OverDrive MP3 eAudiobook	49	61	43	43	33	48	61	73	115	87	88	151
OverDrive WMA eAudiobook	298	339	332	351	286	269	365	325	336	286	388	93
Adobe EPUB eBook	109	92	88	92	92	110	163	168	234	238	326	372
OverDrive Video	6	0	0	0	1	0	1	-	-	1	-	312
TOTALS	611	647	558	572	501	511	737	704	829	721	967	935

By Site Type

Site Type	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11
Standard (Computer)	596	635	547	555	497	480	698	654	745	630	799	778
Mobile	15	12	11	17	4	31	39	50	84	91	168	157
TOTALS	611	647	558	572	501	511	737	704	829	721	967	935
Grand Checkout Total	8,293											

(Note: Disney Online Books not available until April 2011)

OverDrive Checkouts - Warren Public Library
January 2011 - December 2011

By Format:

Format	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11
Disney Online Book	-	-	-	1	7	3	-	-	3	12	18	13
MobiPocket eBook	12	6	10	10	7	4	5	4	4	-	-	-
Kindle Book	-	-	-	-	-	-	-	-	63	193	214	268
Adobe PDF eBook	135	132	134	98	151	151	125	173	105	80	82	73
OverDrive MP3 eAudiobook	61	73	115	87	88	93	80	73	110	95	89	86
OverDrive WMA eAudiobook	365	325	336	286	388	372	328	319	281	282	277	267
Adobe EPUB eBook	163	168	234	238	326	312	355	368	408	399	377	372
OverDrive Video	1	-	-	1	-	-	1	-	-	-	-	1
TOTALS	737	704	829	721	967	935	894	937	974	1,061	1,057	1,080

By Site Type:

Site Type	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11
Standard (Computer)	698	654	745	630	799	778	737	801	799	915	884	884
Mobile	39	50	84	91	168	157	157	136	175	146	173	196
TOTALS	737	704	829	721	967	935	894	937	974	1,061	1,057	1,080
Grand Checkout Total	10,896											

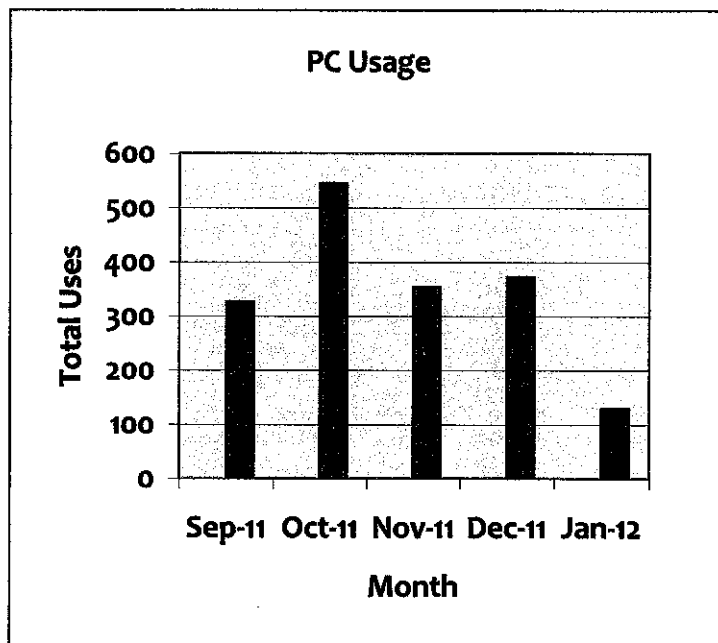
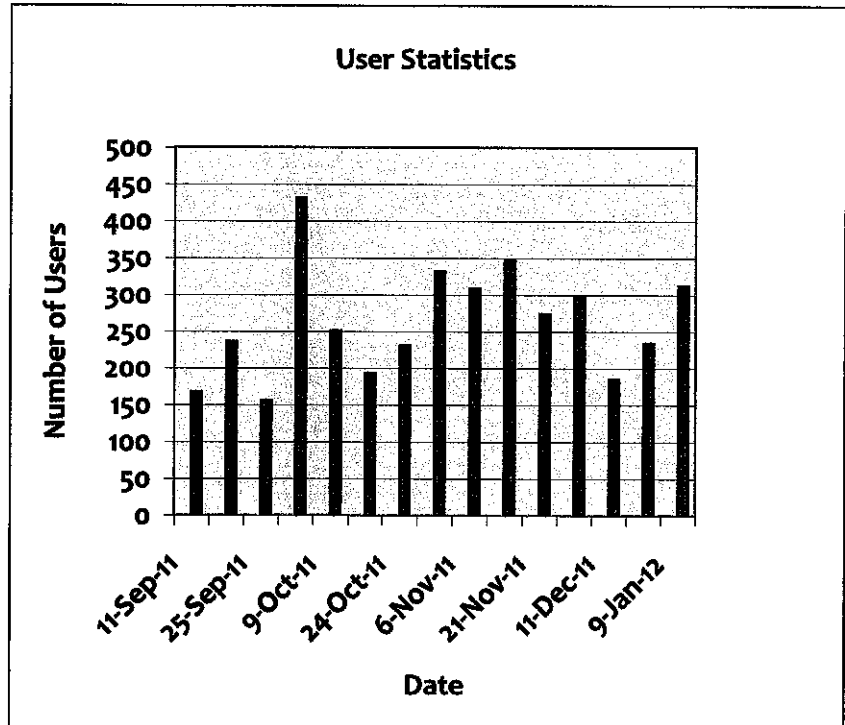
(Note: MobiPocket format discontinued in October 2011)

(Note: Kindle Books not available until September 2011)

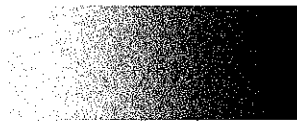
(Note: Disney Online Books not available until April 2011)

Warren Civic Center Library Sunday Statistics

User Statistics	
11-Sep-11	168
18-Sep-11	236
25-Sep-11	156
2-Oct-11	431
9-Oct-11	251
16-Oct-11	193
24-Oct-11	231
30-Oct-11	332
6-Nov-11	308
13-Nov-11	348
21-Nov-11	274
4-Dec-11	296
11-Dec-11	185
18-Dec-11	234
9-Jan-12	312



PC Usage	
	Total Uses
Sep-11	326
Oct-11	545
Nov-11	353
Dec-11	372
8-Jan-12	129



MAXIM
Construction Inc.

Client: Warren Burnette Library
Property: 22005 Van Dyke
Warren, MI 48089

Estimator: Michael Graham

Reference: David Anderer
Company: City of Warren
Business: One City Square-Suite 320
Warren, MI 48093

Office: (586) 574-4508

Type of Estimate: Estimate
Date Entered: 10/12/2011

Estimate: WARREN-BURNETLIBRARY

Insurance Construction & Restoration

42288 Yearego, Sterling Heights, MI 48314 (Fax) 586-254-7171 (Office) 586-254-7070

WARREN-BURNET LIBRARY

Wall

QNTY

1. Concrete wall - 8" x 8' - labor and material - Reinforced	235.00	LF
2. Footings - 24" x 10"	235.00	LF
3. Foundation drainage system - French drain	235.00	LF
4. Seal block with masonry sealer	3,760.00	SF
5. General demolition & debris removal --- OPEN	0.00	EA
6. Taxes, insurance, permits & fees (Bid item) ---- OPEN	0.00	EA
7. General clean - up--- OPEN	0.00	HR

Grand Total 25,086.60

Michael Graham

Denise Rose

From: David Anderer
Sent: Friday, December 16, 2011 10:15 AM
To: Mary Michaels; fcpasternak@hotmail.com; vikingdonn@aol.com; cmoceri1@comcast.net; cdoebler@wideopenwest.com; cmsherwood12@yahoo.com; rlpalmer572@yahoo.com
Cc: James Biernat; John Puzzuoli; Jennifer Decker; Denise Rose
Subject: RE: Burnette Library parking lot wall

Due to the fact that excavation and pouring cement is necessary, early spring would be the best time to start work. A specification will have to be written and approved, to meet the necessities of the Library and the remodel of the Burnette Library. Once this is approved then a bid will be put out for the project. Funds will have to be made available. The adjoining residential properties will be notified of the project ahead of time due to the fact that work will be performed on there property for the installation of the wall and the drainage.

David Anderer, Superintendent

City of Warren Building and Grounds Maintenance Division
One City Square, Suite 320, Warren, MI 48093 Phone: 586-574-4508
Fax: 586-574-4517
Email: danderer@cityofwarren.org
www.cityofwarren.org



From: frank pasternak [<mailto:fcpasternak@hotmail.com>]
Sent: Friday, December 16, 2011 10:05 AM
Cc: James Biernat; John Puzzuoli; Jennifer Decker
Subject: Burnette Library parking lot wall

Dave Anderer, Mary Michaels

Thanks for the update.

How soon can we begin the process for fixing or replacing the wall? It has been and is an annoyance and eyesore to the neighbors.

How do we keep the neighbors in the loop so that they know the problem is in the process of being resolved?

Thanks for you cooperation.

Frank Pasternak, CPA
Chairperson
Warren Library Commission
248-528-6610

Subject: RE:
Date: Fri, 16 Dec 2011 08:38:10 -0500
From: danderer@cityofwarren.org
To: mmichaels@cityofwarren.org; fcpasternak@hotmail.com; vikingdonn@aol.com; cmoceri1@comcast.net; cdoebler@wideopenwest.com; cmsherwood12@yahoo.com; rlpalmer572@yahoo.com
CC: jbiernat@cityofwarren.org; jpuzzuoli@cityofwarren.org; drose@cityofwarren.org; jdecker@cityofwarren.org

Mary Michaels and Commissioners,

The parking lot screen wall at the Burnette Library is a block wall and all the mortar joints have failed. A section of the wall fell over due the weight of snow piled against it. The Planning Department requires that new screen walls be cast in place concrete walls with a 5 foot curb in front of the wall. Also the wall must be 6 feet taller than grade. The neighboring residential properties to the North of the parking lot have a grade that is approximately 2 feet higher than the parking lot. In order to install a new screen wall, proper drainage must be installed on the residential properties as this wall will act as retaining wall, this will require some excavation on these neighboring residential lots. The wall will be 8 feet tall on the parking lot side to obtain the minimum height requirement on the residential side of the wall of 6 feet.

The Building and Grounds Maintenance Division will assist the Library in the bid process along with the Engineering Department.

Thank you

David Anderer, Superintendent
City of Warren Building and Grounds Maintenance Division
One City Square, Suite 320, Warren, MI 48093 Phone: 586-574-4508
Fax: 586-574-4517
Email: danderer@cityofwarren.org
www.cityofwarren.org



From: Mary Michaels
Sent: Thursday, December 15, 2011 3:10 PM
To: fcpasternak@hotmail.com; vikingdonn@aol.com; cmocer1@comcast.net; cdoebler@wideopenwest.com; cmsherwood12@yahoo.com; rlpalmer572@yahoo.com
Cc: James Biernat; John Puzzuoli; Denise Rose; David Anderer; Jennifer Decker
Subject:

Dear Commissioners,

At the November Library Commission meeting, the commission asked an update on the damaged wall near Burnette and the bid for roof repairs. After speaking with Dave Anderer, Building and Maintenance Director, the responses are:

- 1) The wall near Burnette was damaged by the weight of snow being pushed against it, by City plows not by outside contractors. To properly repair the wall, and parking lot, the property needs to be regraded, to be leveled with neighboring lots. Specifications are needed from Engineering before the work is bid. The City anticipates going out for bid in the Spring, after the extent of the damage is accessed following this season's snowfall.
- 2) No bids have been solicited for either the leaking roof or the demolition of the Beebe branch. I believe the Beebe demolition would subject to final approval of Council following Library Commission recommendation, and bids could be submitted subject to final Council approval. However, I believe another attorney in my office is preparing a formal opinion on the protocol for property matters involving the library commission. So please consider this perspective my unofficial opinion from past experience with the Whitman and Guest sales. Also, I do not know if Beebe is historical and whether clearance is needed; if so, then it needs to go to the Historical Commission.

Finally, Assistant City Attorney John Puzzuoli will be attending the commission meeting this evening in my absence. Any issues and question could be relayed to me for follow-up through John.

David: if I misrepresented your statements, please clarify

Thank you,
And have Merry Christmas,

Mary

Mary Michaels
Assistant City Attorney
City of Warren

Denise Rose

From: David Anderer
Sent: Friday, December 16, 2011 8:38 AM
To: Mary Michaels; 'fcpasternak@hotmail.com'; 'vikingdonn@aol.com'; 'cmoceri1@comcast.net'; 'cdoebler@wideopenwest.com'; 'cmsherwood12@yahoo.com'; 'rlpalmer572@yahoo.com'
Cc: James Biernat; John Puzzuoli; Denise Rose; Jennifer Decker
Subject: RE:

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ro: fcpasternak@hotmail.com; vikingdonn@aol.com; cmoceri1@comcast.net;
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Mary

Mary Michaels
Assistant City Attorney
City of Warren

SuburbanLibraryCooperative

44750 Delco Blvd • Sterling Heights, Michigan 48313 • (586) 685-5750 • Fax: (586) 685-3010

January 12, 2012

I acknowledge, on behalf of my library, as a member of the Suburban Library Cooperative, that I have read Michigan's Privacy Act 455 of 1982, and can confirm that my library agrees to be named as a designated agent for the Clinton Macomb Public Library and Troy Public Library in all matters pertaining to the interpretation of the Act. Library staff may only ask if a patron is in good standing (eligible to check out materials and use services) and the expiration of the patron's card. Library staff will not ask for specific information on a patron's record related to items checked out, items on hold, or fines/fees owing.

Margaret Smith, Armada Free Public Library

Donald E. Worrell, Jr., Mount Clemens Public Library

Heather Hames, Center Line Public Library

Suzanne Graham, Ray Township Library

Marion A. Lusardi, Chesterfield Library

Kristen Valyi-Hax, Romeo District Library

Carol Sterling, Eastpointe Memorial Library

Rita Valade, Roseville Public Library

Jean Slivka, Fraser Public Library

Rosemary Orlando, St. Clair Shores Public Library

Dale Parus, Harper Woods Public Library

David Conklin, Shelby Township Library

Karen White-Owens, Lenox Township Library

Tammy Turgeon, Sterling Heights Public Library

Julianne Kammer, Lois Wagner Memorial Library

Marsha Doege, Utica Public Library

Margaret Thomas, Mac Donald Public Library

Oksana Urban, Warren Public Library

Member Libraries:

Armada • Center Line • Chesterfield • Clinton-Macomb • Eastpointe • Fraser • Harper Woods
Lenox • Lois Wagner (Richmond) • MacDonald (New Baltimore) • Macomb County • Mount Clemens • Ray
Romeo • Roseville • St. Clair Shores • Shelby • Sterling Heights • Troy • Utica • Warren



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I acknowledge, on behalf of my library, as a member of the Suburban Library Cooperative, that I have read Michigan's Privacy Act 455 of 1982, and can confirm that my library agrees to be named as a designated agent for the SLC Shared System libraries (listed below) in all matters pertaining to the interpretation of the Act. Library staff may only ask if a patron is in good standing (eligible to check out materials and use services) and the expiration of the patron's card. Library staff will not ask for specific information on a patron's record related to items checked out, items on hold, or fines/fees owing.

Larry Neal, Clinton Macomb Public Library

Cathleen Russ, Troy Public Library

SLC Shared System libraries include: Armada Free Public Library, Center Line Public Library, Chesterfield Library, Eastpointe Memorial Library, Fraser Public Library, Harper Woods Public Library, Lenox Township Library, Lois Wagner Memorial Library, Mac Donald Public Library, Mount Clemens Public Library, Ray Township Public Library, Romeo District Library, Roseville Public Library, St. Clair Shores Public Library, Shelby Township Library, Sterling Heights Public Library, Utica Public Library and Warren Public Library.

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Lenox • Lois Wagner (Richmond) • MacDonald (New Baltimore) • Macomb County • Mount Clemens • Ray
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SuburbanLibraryCooperative

44750 Delco Blvd • Sterling Heights, Michigan 48313 • (586) 685-5750 • Fax: (586) 685-3010

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I acknowledge, on behalf of my library, as a member of the Suburban Library Cooperative shared system, that I have read Michigan's Privacy Act 455 of 1982, and can confirm that my library agrees to be named as a designated agent for the other Suburban Library Cooperative shared system member libraries in all matters pertaining to the interpretation of the Act. Only authorized library staff has access to patron information.

Margaret Smith, Armada Free Public Library

Donald E. Worrell, Jr., Mount Clemens Public Library

Heather Hames, Center Line Public Library

Suzanne Graham, Ray Township Library

Marion A. Lusardi, Chesterfield Library

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Denise Rose

From: Denise Rose
Sent: Wednesday, January 11, 2012 12:08 PM
To: Mary Michaels
Subject: RE: Library Administration Building - Beebe

Thanks Mary. I am just concerned as to what further damage may occur due to the winter months.

From: Mary Michaels
Sent: Wednesday, January 11, 2012 12:02 PM
To: Denise Rose
Subject: RE: Library Administration Building - Beebe

Denise,
I forwarded your message to our Office Manager Jennifer Decker. I don't know the status; and I just spoke to Judge Biernat about it earlier this week, and he has not seen an opinion from any of the assistant city attorneys (he reviews all opinions before they are delivered).
Hopefully, we will have an update for you.

From: Denise Rose
Sent: Wednesday, January 11, 2012 11:44 AM
To: Mary Michaels
Subject: Library Administration Building - Beebe

Good morning Mary,

Approximately four months ago, Amy sent a memo to the City Attorney in regards to the ownership of the Administration Building at 5951 Beebe. I am sure you are aware of the numerous issues that have occurred with this building due to a leak in the roof. The Library Commission would like a determination as to whether they have the right to order a demolition of this or if it is the City's decision. Would you please advise if a determination was ever made.

Thanks Mary.
Denise

Denise Rose
Warren Public Library
One City Square
Suite 100
Warren MI 48093
586.574.4500 ext 5002

Friends of the Library Book Sales

The Friends of the Warren Library hold used book sales every Friday (except holidays) from 9 a.m. - noon at the Old Village Fire Hall, 5959 Beebe Street (one block north of 13 Mile Rd, one block East of Mound). On the third weekend of each month, the store is open on Friday and Saturday from 9 a.m. - 1 p.m. for sales and donations (except for the month of December).

Items for sale include adult and children's used hardbound and paperback books, CDs, videos, etc. Donations are also accepted at the sales. Proceeds benefit the Warren Public Library. Stop by and browse our great selection.

The Warren Reading Group - Winter Selections



Harriet and Isabella - Patricia O'Brien

December 12, 2011

The 1875 adultery trial of Henry Ward Beecher splits the country and his family, particularly his sisters, Harriet Beecher Stowe, author of Uncle Tom's Cabin, and Isabella Beecher Hooker, a passionate suffragist.

The King of Lies - John Hart

January 9, 2012

Investigating the murder of his father, small-town lawyer Jackson "Work" Pickens becomes prime suspect and fights to clear his name, save his practice, and recover his marriage.



Spring and Fall - Nicholas Delbanco

February 9, 2012

Prolific Ann Arbor novelist and literary critic Delbanco presents a tale that juxtaposes youthful infatuation with mature love when two college sweethearts meet by chance after four decades. Can love be lovelier the second time around?

The Warren Reading Group, sponsored by the Friends of the Warren Public Library, meets on the second Monday of each month at 6:30 p.m. in the Warren Conference Room, next to the Civic Center Library. Book selections are on reserve at the Civic Center Library. Everyone is welcome.
For information on the book club, please call (586) 939-5619.

Mystery Book Club

Bring your lunch and join the Warren Brown Baggers Mystery Book Club to discuss a "Who-done-it?" The Brown Baggers meet on the third Wednesday of each month at 12:30 p.m. in the Mark Twain Room of the Civic Center Library. The Civic Center Library is on the first floor of the Warren City Hall.

The winter selections are:

January 18, 2012- Dead Lock, by B. David Warner

February 15, 2012- The Priest, by Gerard O'Donovan

For more information, call (586) 574-4564 or email brownbaggers@wowway.com.

Tuesdays At 10

TUESDAYS@TEN is a reading and discussion group that meets on the third Tuesday of the month at 10 a.m. in the Mark Twain Room in the Civic Center Library.

Everyone is welcome. If you need more information, call (586) 574-4564.

"Exploring Vegetarian Food Styles"
Presented by Lisa Howard - "The Cultured Cook"
Monday, January 9, 7 p.m.

Whether you're a curious carnivore or a long-time vegetarian, come join us to learn more about the nutrition and flavors of vegetarian cuisine. We'll talk about protein pairings, the best fats to use when cooking and baking, the amazing array of plant foods available (nuts & seeds, herbs & spices, fruits & vegetables, grains, sea vegetables), and animal foods that typically fit into sustainable, cruelty-free vegetarian lifestyles. Get ready to welcome tasty new ingredients to your plate! This free program will be held in the Conference Room next to the Civic Center Library.

Please call (586) 574-4564 to register.

"Spanish for Travelers"
Presented by the Warren Public Library
Thursday, January 19 - Thursday, March 15, 6:30 - 8:30 p.m.

Come learn the basics of Spanish language! This 8-session course is designed for students with no previous knowledge of Spanish, with emphasis on communication for travel. We will develop the four language skills of speaking, listening, basic reading and writing as well as an appreciation of Latino culture. ¡Olé! This free program will be held in the Conference Room next to the Civic Center Library.

Please call (586) 574-4564 to register.

"The (Gluten-Free) World Beyond Wheat"
Presented by Lisa Howard - "The Cultured Cook"
Monday, February 6, 7 p.m.

Need to pursue a gluten-free lifestyle? Curious about exploring new grains? We'll talk about what gluten is, how to steer around it, and how to use gluten-free grains in your everyday cooking and baking. We'll also get inspiration from various ethnic traditions- in many places where wheat is not king, populations have relied on crops like teff, sorghum, millet, corn, and rice to bake their daily bread. Going gluten-free is a great way to incorporate more flavor and nutrition into your meals! This free program will be held in the Conference Room next to the Civic Center Library.

Please call (586) 574-4564 to register.

"Acing the Interview: Face Reading for the Interview and Workplace"
Presented by Linn Klaassen - Face reading expert
Wednesday, February 22, 7 p.m.

Out of work? Now what? Prepare yourself for the journey that lies ahead. Successful interviewing will be essential in order for you to lock in an offer. Armed with the ability to read the interviewer you will do much better. Face Reading allows you to be sensitive to the style of the interviewer and adapt accordingly. Each facial feature serves as a clue to assist you in tailoring your self-presentation during the interview and integration into the staff once you are hired. Bring a mirror for your personal observations. This free program will be held in the Conference Room next to the Civic Center Library.

Please call (586) 574.4564 to register.

Storytime at the Warren Public Library - Winter 2012

Book Tots - (Ages 1 to 2 ½ years with parent or caregiver) - January 23 - March 17, 2012

A short storytime for the very young toddler. Includes stories, rhymes, songs, and a time to play.

Registration is required and begins January 4, 2012. Call (586) 751-5377 to register. Warren residents accepted first.

Miller Branch Library: Tuesdays at 6:30 p.m., Fridays at 9:30 a.m., Fridays at 10:30 a.m.

Toddler Time - (Ages 2 & 3 years with parent or caregiver) - January 23 - March 17, 2012

A storytime for toddlers, including stories, songs, rhymes and a craft. Registration is required and begins January 4, 2012. Call (586) 751-0770 after 12 p.m. to register. Warren residents accepted first.

Civic Center Library: Tuesdays at 9:30 a.m., Tuesdays at 11 a.m., Wednesdays at 6:30 p.m.

Preschool Storyhour - (Ages 3 ½ to 5 years) - January 23 - March 17, 2012

A storytime designed for independent listeners. Stories, songs, rhymes and a craft will be included.

Registration is required and begins January 4, 2012. Call (586) 758-2115 to register. Warren residents accepted first.
Burnette Branch Library: Wednesdays at 10:30 a.m.

Programs at the Miller Branch Library

5460 Arden, Warren, MI 48092 (586) 751-5377

MASK (Miller After School for Kids)

MASK programs are designed for elementary age students in grades 1-5. *Registration is required* due to limited space and supplies. Registration begins two weeks prior to each activity. Programs are at 4:30 p.m. the first and third Thursdays of each month during the school year.

January 5 - Thank You Notes: The holidays aren't just about getting gifts - they're about being thankful too. Come make fun cards to send out, and get your thank you notes written all at once.

January 19 - Terrific Turtles: Come celebrate our long-lived and patient friends! Learn about these unique creatures and make a turtle of your own.

February 2 - Love the Birds: It's cold out there! Our feathered friends could use a hand finding food for these cold winter months. We'll make colorful birdfeeders to use all year round.

February 16 - Game Day: Challenge your brother, your sister, or your best friend (or all three!) to games of strategy, memory, and just plain fun!

Family Fun Nights

Mark your calendars for family fun at the Arthur Miller Library! Beginning January 2012, from 6:30 - 7:30 p.m. on the second Monday of each month, we'll host a performance or activity that everyone in the family will enjoy.

Please register so we will have enough seating. Call (586) 751-5377 to register.

January 9 - Wildlife Safari: What a "wild" way to kick off the new year! Nelson "The Animal Guy" brings a menagerie of his favorite animals for you to meet! Come face-to-face with some amazing and adorable wild animals.

February 13 - Valentine's Day Crafts: Valentine's Day is a great opportunity to remind your favorite people how much you care about them! Stop into the library for this special craft program, and create your own valentines for parents, grandparents, siblings, and friends.

Miller Library Scrapbooking Club for Adults

Mondays, January 23 and February 27, 6-8:30 p.m.

Registration is required. Please call (586) 751-5377 to register.

Please bring 3-10 pictures and any supplies you'd like. The library will provide scissors, paper, stickers, stamps and inks, adhesives and some die-cut embellishments.

Christmas Celebration

Warren Maybelle Burnette Library, 22005 Van Dyke

Tuesday, December 13; 6:30 p.m.

'It's the most wonderful time of the year!'

Children ages 3-7 are welcome to celebrate the holiday season with us with letters to Santa, crafts, treats and a Christmas cartoon. Crafts will require parental assistance. Registration begins Monday, November 29 and is open to Warren residents first.

Please call (586) 758-2115 to sign up.

Sesame Street Party!!!

Warren Maybelle Burnette Library, 22005 Van Dyke

Tuesday, January 24; 6:30 p.m.

It's Ernie's birthday! Children ages 3-7 are invited to come and help us celebrate with crafts based on Ernie and all his Sesame Street pals as well as a short video and snack. Crafts will require parental assistance.

Registration begins Monday, January 9 and is open to Warren residents first.

Please call (586) 758-2115 to sign up.

Peter Pan Celebration!

Warren Maybelle Burnette Library, 22005 Van Dyke

Thursday, February 23; 6:30 p.m.

Fifty-nine years ago, the Disney classic Peter Pan was released. Children ages 3-7 are welcome to join us as we celebrate Peter, Tinker Bell, Wendy and all the Lost Boys with crafts, treats and a video.

Crafts will require parental assistance. Registration begins Tuesday, February 7 and is open to Warren residents first. *Please call (586) 758-2115 to sign up.*

Walk-In Craft Days at Maybelle Burnette Library

The following programs are open and do not require registration.

Thursday, December 1: National Firefighter's Day! Children of all ages are welcome to come in anytime during the day to make a fire dog puppet. All materials will be provided and parental supervision is required!

Tuesday, January 10: It's a clown world after all! Children of all ages are welcome to come in anytime during the day to create their very own clown mask. All materials will be provided and parental supervision is required!

Tuesday, February 14: Valentine's Day! Children of all ages are welcome to come in anytime during the day and make a Valentine craft. All materials will be provided and parental supervision is required!

Tuesday, March 20: National Art Week! Children of all ages are welcome to come in anytime during the day to create their very own masterpiece. All materials will be provided and parental supervision is required!

Tuesday, April 24: Astronaut and Astronomy Week! Children of all ages are welcome to come in anytime during the day to make a toy spaceship. All materials will be provided and parental supervision is required!

Winter 2011-2012 Children and Young Adult Programs Warren Civic Center Library

Winter Craft Day - Wednesday, December 28, 2011; 1- 7:30 p.m.

Need a little break from your holiday break? The children's area can be a lonely place at this time of year, so why not stop by to say "hello" and make a winter craft or two?

No registration is required for this drop-in program. Ages 2- 11.

Library Birthday Party - Tuesday, January 3, 2012; 6- 7:30 p.m.

Warren Civic Center Library will be five years old on January 3! Come celebrate with us at an open house. We'll have cupcakes, birthday crowns to decorate, and the Balloon Meister creating balloon animals. Don't forget to ask for a ticket for our raffle all day in the library- we'll have some great prizes! During this event, we will be thanking our community for its support by collecting canned and other non-perishable goods for our local food banks.

No registration is required for this program. All ages welcome.

Memoirs of a Goldfish - Monday, January 23, 2012; 6- 7 p.m.

Memoirs of a Goldfish is the latest featured book in the Michigan Reads! program. We'll read the book, make a craft, and eat some fishy snacks.

Call (586) 751-0770 beginning December 29 to register. Ages 3- 8.

Un-Valentine's Day Party - Monday, February 13, 2012; 6- 7 p.m.

Not a fan of Valentine's Day? Hate pink? Do hearts make you want to vomit? Then come un-celebrate with others who feel the same way. We'll make un-Valentines and duct-tape roses, listen to un-love songs, and have some sweet (but un-lovey-dovey) snacks.

Call (586) 751-0770 beginning January 23 to register. Ages 12- 17.

Mardi Gras Party - Saturday, February 18, 2012

Ages 3- 9; 10- 11 a.m.

Join us as we celebrate Mardi Gras a few days early. We'll decorate masks, have some festive snacks, and march in a short (but noisy) parade!

Ages 10 and up ; 2- 3 p.m.

Celebrate the spirit of New Orleans with King Cake, music, masks, and beads.

Call (586) 751-0770 beginning January 28 to register.

Block Party - Friday, February 24, 2012; 2- 4 p.m.

If you're a fan of Lego and MEGA Bloks, we'd love to see some of your creations at our Block Party. We'll provide the blocks, snacks, and door prizes if you'll provide the imagination!

No registration is required for this program. Ages 3 and up.



Libraries

(586) 574-4564

James R. Fouts, Mayor

The City of Warren has four branch libraries serving its residents. We are a member of the Suburban Library Cooperative which links Warren with 26 libraries throughout Macomb County, Troy, and Harper Woods. An on-line catalog enables patrons to know what materials are available to them system wide. All branches provide reference services in the library and by phone. Other useful information is found on our website: www.warrenlibrary.net.

Our branches offer a variety of materials and services such as:

Auto Repair Manuals	Books on Tape & CD
Book Reserve Lockers	CD-ROM Programs
Cliff's Notes	Compact Discs
Computer Lab	Consumer Guides
eBooks and eAudiobooks	Detroit News (microfilm) 1972-present
DVDs	Drive-up Drop Box (books & audiovisual materials)
Early Learning Stations	English as a Second Language Collection
Exam Books	Faxing/Scanning Machine
Government Documents, US & MI	High Speed Wireless Internet
IRS Forms	Interlibrary Loans (from 750 libraries in Mich.)
International Language Collection	Kurzweil Reader for Visually Impaired
Large Print Books	Law Reference
Low Vision Adaptive Devices	Macomb Daily (microfilm) 1954 – present
Magazines/ Newspapers	Magnifying Devices
Microfilm/Microfiche Reader/Printer	On-Line Databases
Optelec (CCTV) Clearview Magnifying Machine	Pamphlets
Photocopy Machines B & W and Color	Reference Materials
Retired Judge Binkowski MI Historical Collection	Scooter for Physically Disabled
Self Check-Out stations	Sheet Music
Videogames (Wii, Xbox, PS3)	Videos
Warren City Council Meeting Collection (DVD)	

The new state-of-the-art Civic Center Library opened on January 3, 2007. This library provides services that were unavailable previously to our residents such as quiet study rooms, a conference room, a teen area, an expanded computer lab and more. The children in our community will benefit from a story hour room with a puppet theatre and a craft room.

Special programs are a vital part of our service to the community. Throughout the year we provide story-time for children and other special presentations of interest for all age groups.

Civic Center Library: One City Square - (586) 751-0770
Burnette Branch Library: 22005 Van Dyke - (586) 758-2115
Busch Branch Library: 23333 Ryan Road - (586) 755-5750
Miller Branch Library: 5460 Arden - (586) 751-5377

WARREN

Libraries (586) 574-4564

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Our branches offer a variety of materials and services such as:

Auto Repair Manuals	Books on Tape & CD
Book Reserve Lockers	CD-ROM Programs
Cliff's Notes	Compact Discs
Computer Lab	Consumer Guides
eBooks and eAudiobooks	Detroit News (microfilm) 1972-present
DVDs	Drive-up Drop Box (books & audiovisual materials)
Early Learning Stations	English as a Second Language Collection
Exam Books	Faxing/Scanning Machine
Government Documents, US & MI	High Speed Wireless Internet
IRS Forms	Interlibrary Loans (from 750 libraries in Mich.)
International Language Collection	Kurzweil Reader for Visually Impaired
Large Print Books	Law Reference
Low Vision Adaptive Devices	Macomb Daily (microfilm) 1954 - present
Magazines/ Newspapers	Magnifying Devices
Microfilm/Microfiche Reader/Printer	On-Line Databases
Optelec (CCTV) Clearview Magnifying Machine	Pamphlets
Photocopy Machines B & W and Color	Reference Materials
Retired Judge Binkowski MI Historical Collection	Scooter for Physically Disabled
Self Check-Out stations	Sheet Music
Videogames (Wii, Xbox, PS3)	Videos
Warren City Council Meeting Collection (DVD)	

The new state-of-the-art Civic Center Library opened on January 3, 2007. This library provides services that were unavailable previously to our residents such as quiet study rooms, a conference room, a teen area, an expanded computer lab and more. The children in our community will benefit from a story hour room with a puppet theatre and a craft room.

Special programs are a vital part of our service to the community. Throughout the year we provide story-time for children and other special presentations of interest for all age groups.

Civic Center Library: One City Square - (586) 751-0770
Burnette Branch Library: 22005 Van Dyke - (586) 758-2115
Busch Branch Library: 23333 Ryan Road - (586) 755-5750
Miller Branch Library: 5460 Arden - (586) 751-5377