

WARREN PUBLIC LIBRARY COMMISSION

One City Square, Warren MI 48093

AGENDA – REGULAR MEETING

April 18, 2013

7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes – Regular Meeting of February 21, 2013**
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**
 - Strategic plan/Review of policies
 - Policy/Procedure Manuals are being addressed at Supervisor's Meetings
 - c. **Services**
 - Investigating the possibility of offering Passport services at the Civic Center Library
 - Administration will offer laminating services to the public
 - Notary Services at Civic Center and Miller Library.

d. Staffing Issues

- Testing has been completed for the Branch Librarian Supervisor position and the results were certified at the Civic Service Commission meeting on 3/20/13. John Robertson has accepted the position and will be on probation at WCV for six months.
- Probation period has been completed on 3/15/13 for Branch Librarian position. Since this candidate was unsuccessful, Lorena McDowell has accepted the position and will be on probation until 4/18.
- Interviewing process has been completed for LT position. Position has been offered to Lisa Martin who will begin training at the Civic Center Library on 4/17.

e. Marketing/Outreach

- eNewsletter update
- Upcoming Events:
 - Identity Theft-Learn to Keep Your Information Personal presented by the WPD 5/2
 - Abe Lincoln, Mark Twain, and the Civil War presented by Dave Ehler from Branson Shows on Tour 5/6

f. Discussion items

- Replacement chairs were received on 3/11 and delivery was immediately stopped since questions arose regarding construction issues. Issues were clarified by the manufacturer and will be delivered on 3/18
- Update on Beebe lot
- Received State Aid in the amount of \$33,407.82
- Correspondence from City Attorney to Library Design Associates Inc. and Nienkamper Corporate Office regarding ICF chairs
- Memo regarding participation with the Warren Farmers Market Community Tent

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

- Photographs and Videos of Patrons policy
- Patron Code of Conduct policy
- MLA Organizational Membership Dues - \$1,873.00
- OverDrive Digipalooza Conference August 1-4 \$199 plus hotel and travel costs for John Robertson

9. Friends of the Warren Public Library

10.S.L.C. Report – Frank Pasternak

11.Commissioner's Comments

12.Next Meeting Date – May 16, 2013

13.Adjournment

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

February 21, 2013

1. Call to Order:

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

2. Roll Call:

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

McIntosh moved to excuse Mocerri, supported by all but Coach; motion carried.

And, McIntosh moved to excuse Palmer, supported by Coach, motion carried.

Also Present: Oksana Urban, Warren Library Director and Walt Connolly, City of Warren attorney.

3. Approval of Agenda:

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

4. Approval of Minutes—Regular Meeting of December 20, 2012:

McIntosh moved to approve the minutes of the December 20, 2012, supported by Coach; motion carried.

5. Reports:

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Report for the period ending 2/15/2013 was reviewed.

b) Suburban Library Allocation Account: As of January 31, 2013 the balance of the Allocation Account was \$42,866.65. There was an increase of \$2,550 from the previous report resulting from the sale of the used computers.

Coach moved to receive and file the Monthly Line Item Budget and 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 December 2012 cash and material recovered totaled \$105,873.57. The total cumulative expenditures paid out were \$43,998.20.
- Overdrive Statistics and Monthly Stats were reviewed.

b. Current Projects:

- The Stated Aid Report was completed and filed 1/11/2013.
- WCV self-check upgrades were completed. It was noted that the self checking system is available and its available needs to be known to the library users.
- Strategic plan/Review of Policies:
 - Approved Dress Code Policy has been distributed and its implementation began 2/1/2013.
 - Policy/Procedure Manual was addressed at the Supervisor's Meetings of 2/1/2013 and 2/7/2013. There was a suggestion to have the library employees sign off on the manual
 - 2014 Fiscal year budget was complete and submitted 1/22/2013. Met with the Mayor and Budget Committee on 2/13/2013.
 - NCIP – SLC Board approved its installation by 3/1/2013. This software will allow our libraries to “talk” to other libraries resulting in more communication efficiencies.
 - Renovation projection of Busch and Burnette Libraries. It was noted that the Renovation committee has not yet been formed and that the RFP has not been put out at this time because the Committee must approve it. Urban recommended that the Busch library be renovated first followed by Burnette.

c. Services:

- Public Fax services will begin at each branch. The Civic Center received approximately \$4,200 last fiscal year for this service.
- Notary service is available at the Civic Center and the Miller Libraries. Kathy Faba and Jennie Willard are both notaries. The amount to charge for this service must still be determined.
- John Robertson has created a link to the City Website and the Q-Alert Service Request site. It is on our Web Page and links to the City of Warren website.

d. Staffing Issues:

- Vacant Lt, Branch Librarian and branch Librarian Supervisor positions: Lists are available and HR will be testing for the branch Librarian Supervisor position.

- LT from Miller Library was transferred to the Civic Center for training and an Office Assistant from the Civic Center was transferred to the Miller branch on 1-22-2013.
- Faba, McDowell, and Robertson attended the Detroit Suburban Librarians Roundtable meeting on 1-8-2013. It was noted that their summary report was well received.
- Kristen Czewski accepted the position of Branch Librarian and has begun training at the Civic Center Library 2-8-2013. Probation will continue until 3-14-2013.
- Kathy Faba will train for Resource Description and Access.

e. Marketing/Outreach:

- There was an update on the eNewsletter.
- Several upcoming Events (all free) were reviewed.
- The SLC will be issuing lawn signs for the Summer Reading club
- Gleaners Food for Thought Program will be done the month of April in honor of National Library Week.

f. Discussion Items:

- Jeans Day: A donation of \$249 was sent to the Macomb Literacy Partners.
- Recycle books through MCLS; they will recycle or sell everything.
- Bed bug issues: Sprays are being used on books (which is where they can be found).
- Personal Items are brought into the library.
- Enrolled House Bill No. 5459 was discussed.

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

7. Audience Participation:

There was no audience at the meeting.

8. Action Items:

- a. American Library Association Membership/Conferences: The fees of \$1,300 would come from the Allocation Account. Doeblner made a motion to pay the membership fees, supported by Coach; motion carried.
- b. Replacement Chairs for the Civic Center: Doeblner made a motion to purchase the library chairs as discussed, supported by McIntosh; motion carried.
- c. 2014 Fiscal Year Budget: Doeblner made a motion to accept the budget, supported by McIntosh; motion carried.

d. Writing Class March 7 & 8 (\$425.00): Plan for Lynn Bieszka to attend. Coach made a motion to have Bieszka attend the Writing Class, supported by Doeblner; motion carried. The cost would come from the Allocation Account.

9. Friends of the Warren Library:

10. S.L.C. Report—Frank Pasternak

- Pasternak indicated that he attended the last meeting where the House Bill to eliminate personal property tax was discussed.

11. Commissioner's Comments:

- Coach stated that the Council of Commissioners meeting had a speaker talking on the environment. Further, the Commissioners dinner is scheduled for May 20, 2013.

12. Next Meeting Date—March 21 at 7:00 PM

13. Adjournment:

- Coach moved to adjourn the meeting at 8:19 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 03/01/2013

		BUDGETED	ADJUSTMENT	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	91,911.00		91,911.00	49,885.75		42,025.25	45.72%
9271	70600	1,084,088.00		1,084,088.00	684,283.13		399,804.87	36.88%
9271	70700	-			696.00		(696.00)	0.00%
9271	70714	321,056.00		321,056.00	160,872.98		160,183.02	49.89%
9271	70800	23,857.00		23,857.00	12,941.93		10,915.07	45.75%
9271	71000	11,656.00		11,656.00	4,130.08		7,525.92	64.57%
9271	71302	9,200.00		9,200.00	10,500.00		(1,300.00)	-14.13%
9271	71500	121,870.00		121,870.00	71,301.12		50,568.88	41.49%
9271	71900	232,091.00		232,091.00	149,230.05		82,860.95	35.70%
9271	71904	350,557.00		350,557.00	197,381.30		153,175.70	43.69%
9271	71905	-		-	2,949.99		(2,949.99)	0.00%
9271	71906	-		-	516.23		(516.23)	0.00%
9271	71907	-		-	10,197.94		(10,197.94)	0.00%
9271	72100	30,730.00		30,730.00	20,724.98		10,005.02	32.56%
9271	72200	513,529.00		513,529.00	229,089.26		284,439.74	55.39%
9271	72201	-		-	51,631.96		(51,631.96)	0.00%
9271	72400	-		-				
9271	72700	60,000.00		60,000.00	19,166.44	6,599.33	34,234.23	57.06%
9271	72702	14,000.00		14,000.00	4,176.61	1,369.88	8,453.51	60.38%
9271	80100	152,380.00		158,380.00	37,129.53	25,361.41	95,889.06	60.54%
9271	80117	175,000.00		175,000.00	109,005.50	-	65,994.50	37.71%
9271	80130	25,000.00		25,000.00	15,035.59		9,964.41	39.86%
9271	80200	2,000.00		2,000.00	471.02	192.97	1,336.01	66.80%
9271	80301	2,300.00		2,300.00	2,209.95		90.05	3.90%
9271	82201	15,000.00		15,000.00	7,665.08		7,334.92	48.90%
9271	82202	38,500.00		38,500.00	20,081.43		18,418.57	47.84%
9271	82207	17,000.00		17,000.00	16,998.18		1.82	0.01%
9271	85300	10,000.00		10,000.00	5,646.45		4,353.55	43.54%
9271	86100	1,000.00		1,000.00	359.84		640.16	64.02%
9271	86300	3,000.00		3,000.00	611.67		2,388.33	79.61%
9271	86400	2,000.00		2,000.00	2,145.98		(145.98)	-7.30%
9271	90200	200.00		200.00	-		200.00	100.00%
9271	91000	31,800.00		31,800.00	31,800.00		-	0.00%
9271	92000	215,000.00		215,000.00	114,515.08	5,025.34	100,484.92	46.74%
9271	93000	138,000.00		138,000.00	71,433.33		61,541.33	44.60%
9271	95000	200,600.00		200,600.00	200,599.92		0.08	0.00%
9271	95804	500.00		500.00	-		500.00	100.00%
9271	96401	30,000.00		30,000.00	50,693.72		(20,693.72)	-68.98%
9271	96470	138,000.00		138,000.00	108,419.42		29,580.58	21.44%
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	57,470.00	59,545.00	117,015.00	65,574.25	1,110.00	50,330.75	43.00%
9271	98200	285,000.00		285,000.00	190,614.86		94,385.14	33.12%
9271	99000	5,000.00		5,000.00	-		5,000.00	100.00%
9271	99000	4,519,295.00	59,545.00	4,578,840.00	2,730,686.55		1,808,494.52	39.50%
	TOTAL							

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY
PERIOD 07/01/12 - 06/30/13
as of 04/01/2013

		BUDGETED	ADJUSTMENT	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
70300	APPOINTED OFFICIAL	91,911.00		91,911.00	56,955.83		34,955.17	38.03%
70600	PERMANENT EMPLOYEES	1,084,088.00		1,084,088.00	754,139.61		329,948.39	30.44%
70700	TEMPORARY EMPLOYEES	-			1,422.00		(1,422.00)	0.00%
70714	PERM. PART-TIME	321,056.00		321,056.00	183,215.19		137,840.81	42.93%
70900	OVERTIME	23,857.00		23,857.00	13,426.97		10,430.03	43.72%
71000	SHIFT PREMIUM	11,656.00		11,656.00	4,228.96		7,427.04	63.72%
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	79,213.83		42,656.17	36.00%
71900	EMPLOYEE INS.	232,091.00		232,091.00	166,440.21		65,650.79	28.29%
71904	RETIREE HEALTH INS.	350,557.00		350,557.00	218,636.18		131,920.82	37.63%
71905	H.S.A. EXPENSE	-		-	3,241.47		(3,241.47)	0.00%
71906	SUPPL LIFE INSURANCE EXP	-		-	568.17		(568.17)	0.00%
71907	HEALTH INSURANCE CO-PAY	-		-	11,174.97		(11,174.97)	0.00%
72100	LONGEVITY	30,730.00		30,730.00	25,496.14		5,233.86	17.03%
72200	RETIREMENT	513,529.00		513,529.00	250,980.55		262,548.45	51.13%
72201	DEFINED CONTRIBUTION EXP	-		-	56,884.87		(56,884.87)	0.00%
72400	COST OF LIVING	-		-				
72700	OFFICE SUPPLIES	60,000.00		60,000.00	19,865.44	8,974.12	31,160.44	51.93%
72702	COPY MACHINE EXP.	14,000.00		14,000.00	4,849.31	2,199.14	6,951.55	49.65%
80100	CONTRACTUAL SERVICES	158,380.00		158,380.00	46,491.10	17,313.84	94,575.06	59.71%
80117	COOPERATIVE SERVICES	175,000.00		175,000.00	109,005.50		65,994.50	37.71%
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	534.30	173.49	1,292.21	64.61%
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	7,665.08		7,334.92	48.90%
82202	LIBRARY CIRCULATING MAT	38,500.00		38,500.00	24,427.77		14,072.23	36.55%
82207	PERIODICALS	17,000.00		17,000.00	16,998.18		1.82	0.01%
85300	TELEPHONE	10,000.00		10,000.00	6,478.59		3,521.41	35.21%
86100	MILEAGE	1,000.00		1,000.00	395.53		604.47	60.45%
86300	AUTO EXPENSE	3,000.00		3,000.00	611.67		2,388.33	79.61%
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	130,900.31		84,099.69	38.12%
93000	REPAIRS & MAINTENANCE	138,000.00		138,000.00	72,938.08	5,085.70	59,976.22	43.46%
95000	ADMINISTRATIVE COSTS	200,600.00		200,600.00	200,599.92		0.08	0.00%
95804	LIB COMM. DUES & EXP	500.00		500.00	-		500.00	100.00%
96401	REF TAX PD UND PROTEST	30,000.00		30,000.00	61,401.76		(31,401.76)	-104.67%
96470	BUILDING AUTHORITY BONDS	138,000.00		138,000.00	108,419.42		29,580.58	21.44%
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	57,470.00	59,545.00	117,015.00	65,574.25	5,299.98	46,140.77	43.00%
98200	BOOKS	285,000.00		285,000.00	207,516.13		77,483.87	27.19%
99000	EST UNCOL TAXES	5,000.00		5,000.00	-		5,000.00	100.00%
	TOTAL	4,519,295.00	59,545.00	4,578,840.00	2,972,388.81		1,567,404.92	34.23%

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE REPORT
(02/01/2013 – 02/28/2013)**

Beginning Balance	42,866.65
Deposit for Computers	150.00
Grant Writing Conference for Lynn Bieszka	(425.00)
Dictating cassette reimbursement for D. McIntosh	(29.64)
Ending Balance	42,562.01

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE REPORT
(03/01/2013 – 03/31/2013)**

Beginning Balance	42,562.01
Deposit for Computers	400.00
MLA Spring Conference – S. Lindsay	(280.00)
MLA Spring Conference – J. Willard	(280.00)
Reimbursement Jennifer Willard – Lexington Lansing Hotel for MLA Spring Conference	(106.40)
Ending Balance	42,295.61

Unique Management Services, Inc.

	4/09-4/10	5/10-4/11	5/11-4/12	5/12-12/12	01/13-2/13	TOTAL
Accounts Submitted	2,197	1,004	1,057	658	173	5,089
Cash Recovered	\$17,798.30	\$13,615.29	\$15,133.86	\$8,338.32	\$1,001.22	\$55,886.99
Materials Recovered	\$17,528.07	\$12,713.89	\$12,033.44	\$8,712.40	\$964.45	\$51,952.25
Waived Amount*	\$4,500.80	\$4,283.54	\$3,976.66	\$2,824.75	\$275.07	\$15,860.82
Expenditures	\$19,663.15	\$8,985.80	\$9,460.15	\$5,889.10	\$1,548.35	\$45,546.55

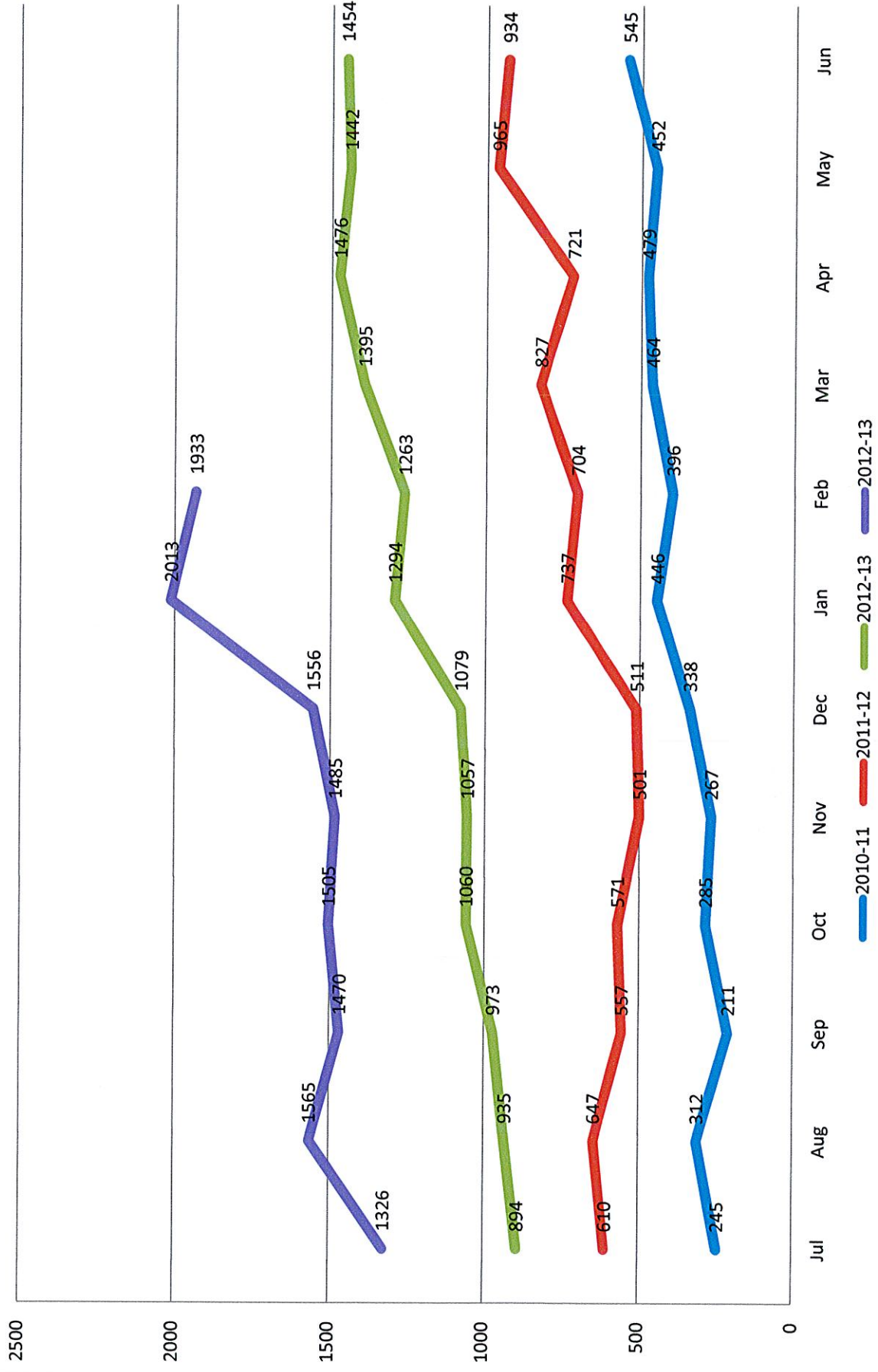
* Waived amount reflects the \$5.00 processing fee that is cancelled once the patron returns the materials or pays for the lost item.

Unique Management Services, Inc.

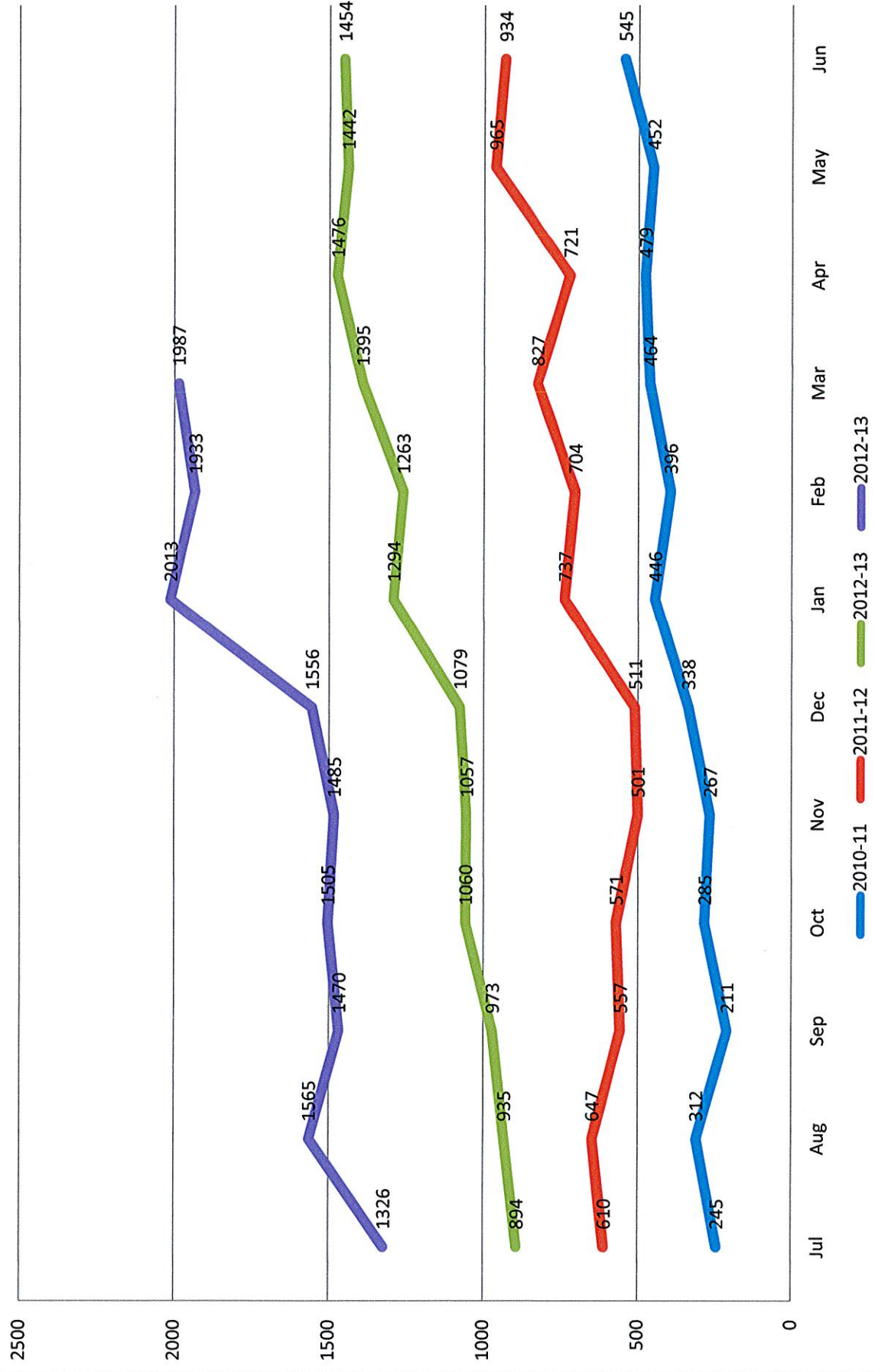
	4/09-4/10	5/10-4/11	5/11-4/12	5/12-12/12	01/13-3/13	TOTAL
Accounts Submitted	2,197	1,004	1,057	658	242	5,158
Cash Recovered	\$17,798.30	\$13,615.29	\$15,133.86	\$8,338.32	\$4,603.41	\$59,489.18
Materials Recovered	\$17,528.07	\$12,713.89	\$12,033.44	\$8,712.40	\$2,264.09	\$53,251.89
Waived Amount*	\$4,500.80	\$4,283.54	\$3,976.66	\$2,824.75	\$688.53	\$16,274.28
Expenditures	\$19,663.15	\$8,985.80	\$9,460.15	\$5,889.10	\$2,156.95	\$46,155.15

* Waived amount reflects the \$5.00 processing fee that is cancelled once the patron returns the materials or pays for the lost item.

OverDrive eBook Usage Warren Public Library



OverDrive eBook Usage Warren Public Library





CITY ATTORNEY'S OFFICE

ONE CITY SQUARE, SUITE 400

WARREN, MI 48093-5285

(586) 574-4671

FAX (586) 574-4530

www.cityofwarren.org

April 3, 2013

Library Design Associates Inc.
1149 South Main Street
P.O. Box 700080
Plymouth, MI 48170-0942

Nienkämper Corporate Office
257 Finchdene Square
Toronto, Ontario Canada M1X 1B9

Dear Madam or Sir:

Please be advised that the Legal Department for the City of Warren, Michigan is contemplating suing both your organizations as the companies that initiated the sale and the manufacturer of sixty (60) chairs paid for by the City. All the chairs broke. The city also received chairs for multiple periods in 2008 through 2012 thereby extending the Statute of Limitations. Many of these chairs broke as well. The City paid \$811.00 each for these chairs for a total of \$48,650.00 plus an installation fee of \$1,790.61.

The City believes that, Library Design Associates, Inc. and the manufacturer, Nienkamper will be sued if the City is not reimbursed the entire amount of the purchase price plus installation fee.

Additionally, the multiple chaos caused by replacing over 60 chairs has led to extreme anxiety and other issues throughout the library system and inconvenience to library patrons and personnel.

I attach the following exhibits:

Exhibit 1—Bills for 37 chairs plus installation cost.

Exhibit 2—A letter from Mr. DeBear to Ms. Oksana Urban dated April 25, 2012 citing the history of the problems created by both your organizations.

Exhibit 3—A summary of facts creating problems caused by both your organizations.

Exhibit 4—A summary of ICF chairs including delivery and removal.

Library Design Associates Inc.
Nienkämper Corporate Office
April 3, 2013
Page 2

Exhibit 5—A side view of damaged chairs.

Exhibit 6—The pictures of the backs of chairs purchased by the City.

Exhibit 7—More pictures of chairs

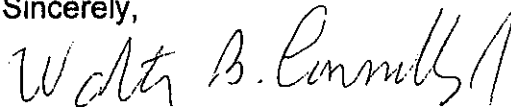
Exhibit 8—Pictures of chairs; we will provide more pictures at the appropriate time filed with a Court and sent to the media.

Exhibit 9—January 17, 2007 emails about problems with the chairs the City purchased.

We expect that the City will be compensated for \$48,650.00 for 37 chairs plus \$1,790.61 for installation, \$14,000.00 for lost time and extra work for the employees of the City that had to resolve all of these construction issues. We believe that the manufacturer knew full well about the problem in their chairs yet it continued to sell them. Library Design had to also know full well about these defective chairs. If the case goes to litigation, we will seek costs and attorney fees, as well as other claims for damage against both of your companies.

In the event of litigation, all of the above, including, of course, your identity would necessarily become public knowledge given the fact that we are a municipal body. Please be further advised that we intend to utilize the discovery process in order to determine other entities which were sold your defective chairs.

Sincerely,



Walter B. Connolly Jr.
Assistant City Attorney

Warren Farmers Market Community Tent

Mary Glass [warrenfarmersmarket2@gmail.com]

Sent: Friday, April 12, 2013 11:46 AM**To:** Denise Rose

Hello Denise,

We would like to invite your organization to take part in our community tent.

You will be provided with a tent, table, and chair. You will need to provide literature about your organization along with a representative to answer any questions.

We currently have Saturday, August 10th or September 14th available at the Owen Jax Farmers Market located on 9 Mile one block east of Van Dyke.

There are also Sundays, August 18th or September 22nd available if you are interested at the City Square Farmer Market at Common and Van Dyke

The hours for both markets are 9am-2pm.

If there is a specific Saturday or Sunday you think would work better to inform the community about your activities please ask and we can check if the date is available.

If you are interested in participating in the farmers market community tent, please contact me to schedule a date. Available dates could go quickly. If you have any questions please call or email.

Thank you,

Mary Glass

assistant to

Ken DelPra

Market Manager

City of Warren

[586-258-2004](tel:586-258-2004)

warrenfarmersmarket2@gmail.com

Public Policy

Photographs and Videos of Patrons

Photographs and videos gathered at the Library's public programs, and events may appear on the Library's promotional materials, website, TV Warren, and City of Warren calendar. Attendance at Library programs constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the Library. Photos, videos, and images submitted by users from online galleries or contests may also be used by the Library for promotional purposes. To provide privacy for individuals and children, images will not be identified using full name or personal identifying information without obtaining permission from the photographed/filmed subject, parent or legal guardian. If a patron does not want the Library to use a photo or video of them or their child, they must inform the Library program coordinator prior to the start of the program.

PATRON CODE OF CONDUCT

Warren Public Library

It is the policy of the Warren Public Library that all individuals have the right to use the Library without discrimination. It is each patron's responsibility to maintain proper behavior in order to insure protection of their individual rights and the rights and privileges of other patrons.

Guidelines:

If a patron disregards the rules, or if a person is not responsive to the efforts of staff to enforce the rules, the patron will be asked to leave the library. If the patron refuses to leave the library, the police will be called to remove them

Unacceptable Behavior:

1. Consuming alcohol or controlled substances, becoming intoxicated, smoking or using tobacco products.
2. Having offensive hygiene, odor or scent that constitutes a nuisance to others.
3. Eating. Food is permitted only if it is a part of a library program. Beverages are acceptable if they have a lid.
4. Entering or remaining in the library without a shirt or shoes.
5. Bringing firearms into the library.
6. Sleeping and/or loitering. Also, washing or drying clothes, bathing or shaving in restrooms.
7. Gambling, fundraising, soliciting, posting notices, or campaigning in the library. Only persons conducting library or library-affiliated business will be allowed to solicit for the sale of goods and services in the library.
8. Using roller skates, roller blades, skateboards or other sports equipment in the library.
9. Bringing in bicycles or other wheeled devices, other than baby carriages, walkers, and manual or motorized wheelchairs.
10. Fighting, running, pushing, shoving or throwing things. Being disruptive, harassing, or threatening in nature to patrons or staff or interfering with any other person's use of the library.
11. Using electronic devices that make loud noises which disturb the quiet of the library. Cell phones are to be set to "vibrate" and calls taken or placed outside the library.
12. All sexual acts.
13. Use of obscenities or obscene behavior.
14. Mutilating or damaging library materials, equipment or property.
15. Unauthorized removal of library materials from the library
16. Bringing animals into the library, except designated service animals or animals used in a library program.
17. Any item brought into the library may be subject to search. Staff may request a patron to leave personal items outside the library. The library is not responsible for lost, stolen, or unattended items whether inside or outside the library. Items left unattended longer than 30 minutes may be removed.
18. Remaining in the library after closing time (except during library programs).
19. Leaving children 12 and under in the library without adult supervision (18 years old or older). See the Child Safety Policy for more information.



Michigan Library Association

MICHIGAN LIBRARY ASSOCIATION • 1407 RENSEN STREET • SUITE 2 • LANSING, MI 48910

PH. (517) 394-2774 • FAX: (517) 394-2675 • www.mla.lib.mi.us

March 28, 2013

Debra Lambert
Warren Public Library
One City Square, Ste. 100
Warren, MI 48093

Dear Debra:

You are the Michigan Library Association – without your organization and a network of 300 libraries and 1,000 individuals who believe in action through united efforts, there is no MLA. Thank you for your continued commitment to excellence through involvement.

During the past fiscal year, your membership has helped the association to

- Increase state aid to libraries by \$762,300
- Increase MeL funding by \$800,000
- Block progress of HB 5598 that would allow counties to establish parallel ordinances
- Provide more than 1,250 library professionals with the opportunity to grow through educational and networking events
- ... and much more. For complete details, see the enclosed Year-End Review from our most recent fiscal year.

As MLA continues its fight to protect and serve the library community, we are counting on your help to do even more. Renew your organizational membership today by returning the enclosed invoice along with your payment or renew online at <https://members.mla.lib.mi.us>. Click on "Join/Renew" in the list on the left side of your computer screen. Keep in mind that your organizational membership includes a free individual membership for you.

Your personal web login information:

Web login: Warre1576

Password: 1576

Membership expiration: 6/30/2013

If you have questions about your membership or benefits, please contact Laura Covey at (517) 394-2774 ext. 211 or coveyl@mlcnet.org.

Our members are the embodiment of our commitment to help libraries and library professionals succeed. It is through your dedication to the library community that our organization flourishes. Your membership means a great deal to us and we appreciate the opportunity to serve you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lance Werner', with a long, sweeping horizontal line extending to the right.

Lance Werner, MLA President

Michigan Library Association Organizational Membership Dues



Invoice Number: 14261
Invoice Date: 06/01/2013
Due Date: 06/30/2013

Bill To: 60295
Warren Public Library
Debra Lambert
One City Square, Ste. 100
Warren MI 48093

<u>Item</u>	<u>Lapsed Date</u>	<u>Amount</u>
Organizational Membership Dues - <i>July 1, 2013 through June 30, 2014</i>	6/30/2013	\$1873.00

Balance Due: \$1873.00

Helping Libraries and Library Professionals Succeed.

PAYMENT INFORMATION

60295

Please make checks or money orders payable to: **Michigan Library Association.**

Charge to: ☐ VISA ☐ MasterCard ☐ Discover

Payment Total: \$ _____

Card number: _____ Exp. Date: _____ Security Code: _____

Card Holder Name: _____ Authorized Signature: _____

Return completed form and payment to:

**Michigan Library Association
1407 Rensen Street, Suite 2
Lansing, MI 48910**

Please return a copy of this invoice with your payment. Thank you.



Connect with us:

OverDrive's International User Group Conference for partner libraries, Digipalooza offers a unique blend of education, networking and fun.

Education & Best Practices from Leading Librarians

Learn how to maximize the value and circulation of eBooks, digital audiobooks and other media through best practices from experienced library staff, demonstrations of the latest software, devices, and mobile applications, as well as tips and tools for increasing awareness and addressing today's trends.

Networking with OverDrive Partner Libraries and Publishers

Connect with hundreds of librarians, leading publishers and the OverDrive team at the valuable sessions, networking breaks, meals and special events that encourage the sharing of ideas and experiences about eBooks and other digital materials in the library.

Fun Events and Activities

After fast-paced, content-packed days of informative sessions and networking activities, attendees are invited to explore Cleveland's entertainment scene.



Cleveland, Ohio • Renaissance Cleveland Hotel

Only 63 spaces left.



HIGHLIGHTS FROM DIGIPALOOZA 2011



"I came back extremely excited about the future and with plenty of ammo for marketing eBooks."

– Digipalooza Attendee

OverDrive Publishers and Suppliers:

If you are interested in becoming a Digipalooza sponsor, please click [here](#).





Connect with us:

About Digipalooza

Digipalooza is OverDrive's International User Group Conference for partner libraries that offers a unique blend of education, networking and fun.

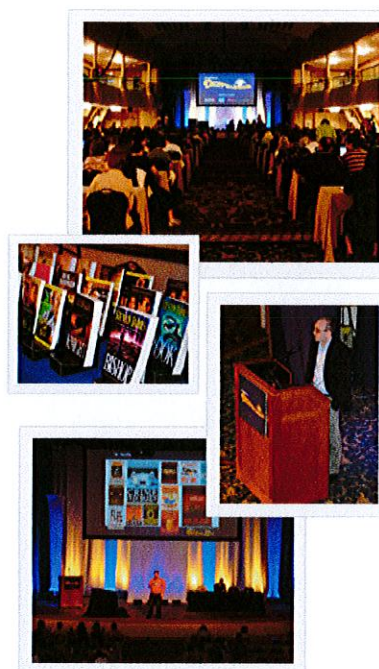
How will you benefit from attending Digipalooza? You will...

- Come away with ideas and tools to increase your ROI for eBooks and other digital media.
- Hear from experienced librarians on how to successfully manage all facets of your "Virtual Branch."
- Participate in live demonstrations of the latest innovations for the eBook and audiobook experience.
- Gain tips and tricks from successful outreach campaigns to reach new users and engage existing ones.
- Discover front-list content from leading publishers and suppliers.
- Participate in important discussions with industry experts who are on the front lines and publishers who are providing content to libraries.
- Appreciate the conference structure. Most sessions will be for all attendees, but you'll also have the opportunity to roll up your sleeves in targeted breakout sessions with libraries like yours.
- Enjoy networking activities with fellow librarians, publishers and the OverDrive team.
- Be the first to hear the "Crystal Ball Report" from OverDrive's CEO, Steve Potash, on the future of digital books in the library.

Who should attend?

However you are involved in your library's OverDrive service, Digipalooza is for you. The program is designed for all staff including:

- Administrators
- Children & YA Services
- Circulation
- Classroom
- Collection Development
- Marketing / Promotion
- Public Service
- Outreach
- Reference / Information Services
- School Library / Media Services
- Support / IT Services
- Technical Services
- Training
- Volunteer Services



HIGHLIGHTS FROM DIGIPALOOZA 2011

"I came back extremely excited about the future and with plenty of ammo for marketing eBooks."

– Digipalooza Attendee



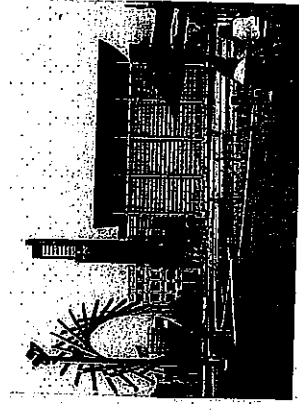
Child Safety Policy

The Warren Public Library Commission has established the following policy in order to maintain a safe and secure environment in an atmosphere where reading and study can be encouraged. Staff members cannot assume the responsibility of a child's care. It is the responsibility of each parent/caregiver to supervise, guide and control the behavior of the children in their care at all times.

- Children's safety in the Library is a serious concern of the Library staff and Commission.
- Library staff members strive to provide a safe and secure environment for all.
- The Library is a public building. It is not safe for young children to be left alone.
- The behavior and welfare of children are the responsibility of the parent(s), guardian(s) or caregivers
- Library facilities are not licensed or designed to provide basic child care needs or baby-sitting services.
- The Library is not a playground. Patrons must maintain appropriate behavior at all times.
- Children 12 years of age and younger may not be left unattended in the Library. They must be attended and supervised by a responsible adult at all times. (Someone 18 years old or older.)

- When children 12 or younger are left unattended and Library staff cannot reach a parent, guardian or caregiver the Public Safety Department will be called to take supervision of the child(ren).
- Disruptive behavior will not be tolerated and may serve as grounds for removal of the child(ren) from Library property.
- Children 13 years of age and older are welcome at the Library as long as they do so appropriately for study, homework, reading or borrowing materials.
- Children ages 13 and older should be left alone at the Library no more than 2 hours. Appropriate behavior is expected during this time or they may be asked to leave.
- Children 13 and older who are left alone at the Library should make arrangements in advance with parent or caregiver if transportation is needed.
- If there is an emergency and no parent or caregiver can be located, Library staff will call 911.

Thank you for your cooperation. We will do our best to provide a safe, secure and educational environment for your family!



Warren Library Administration
586-574-4564