



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

## **Warren Public Library Library Commission Meeting**

*May 30, 2013*

**7:00 p.m.**

**Mark Twain Room**

### **Commissioners:**

Frank Pasternak, Chairman  
Chris Doeblar, Vice Chairman  
Annette Coach, Treasurer  
Don McIntosh, Secretary  
Carolyn K. Mocerri, Trustee  
Richard Palmer, Trustee  
Zosia Sylwanowicz Ladak, Trustee

### **Library Director:**

Oksana Urban  
[ourban@cityofwarren.org](mailto:ourban@cityofwarren.org)

All meetings are open to the public.

# **WARREN PUBLIC LIBRARY COMMISSION**

One City Square, Warren MI 48093

## **AGENDA – REGULAR MEETING**

May 30, 2013

7:00 p.m.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes – Regular Meeting of April 18, 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 completed
  - c. Services**
    - Water bill mailer now lists services provided by the library
  - d. Staffing Issues**
    - Connie Difatta (WMB) will retire June 30. She is currently using her remaining vacation time. This LT position will be filled from the current outside list.
    - Submitted Request for Personnel to fill LT vacancy. LT position will be filled from the current outside list.

**e. Marketing/Outreach**

- eNewsletter update
- Upcoming Events:
  - See attachment
  - Summer Reading Club will be June 15 – August 3

**f. Discussion items**

- Spring Institute 2013 reports submitted by Sharon Lindsay and Jennifer Willard
- Appointment of Zosia Sylwanowicz Ladak to the Library Commission on 5/14/13
- Summer hours
- Correspondence from City Attorney to Mr. Mark Frankel, attorney for Library Design Associates Inc. regarding ICF chairs
- Correspondence from F. Pasternak to Judge Biernat and Judge Biernat to Robert Małeszyk regarding budget hearings
- Renovations of the Busch and Burnette Branch libraries

**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**

- a) Closed dates for 2014
- b) Meeting dates for 2014
- c) Electronic Cigarettes policy (addendum to Patron Code of Conduct and policy manual)
- d) Internet and Computer Use policy
- e) ALA attendance for conference held in Chicago June 27 – July 2
- f) Purchase 13 Dell OptiPlex 7010MT computers to replace 8 at Miller, 1 at Burnette, 1 at Busch and 3 at Civic Center for a total cost of \$7,370.35

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

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

**11.Commissioner's Comments**

**12.Next Meeting Date – June 20, 2013**

**13.Adjournment**

# WARREN PUBLIC LIBRARY COMMISSION

## Regular Meeting

April 18, 2013

### 1. Call to Order:

The regular meeting was called to order at 7:09 PM by Frank Pasternak.

### 2. Roll Call:

**Commissioners Present:** Annette Coach, Chris Doeblor, Don McIntosh, Richard Palmer, Carolyn Mocerri, and Frank Pasternak.

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

### 3. Approval of Agenda:

Palmer moved to approve the agenda, supported by Coach; 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 4/01/2013 was reviewed. The question was raised as to why \$127,000 was removed from the "Library" budget and why the Commission was not notified of this prior to the City Council budget hearings.

b) Suburban Library Allocation Account: As of March 31, 2013 the balance of the Allocation Account was \$42,295.61. There was a deposit to the account of \$400 from "retired" computers that were sold. It was noted that ten more computers will be purchased for the Busch and Burnette branch libraries.

Coach moved to receive and file the Monthly Line Item Budget and the Suburban Library Allocation Account, supported by Doeblor; 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 March, 2013 cash and material recovered totaled \$112,741.07. The total cumulative expenditures paid out were \$46,155.15.

-Overdrive Statistics and Monthly Stats were reviewed. After the yearly January OverDrive eBook Usage dip, the uptrend rebounded in February.

**b. Current Projects:**

- Strategic plan/Review of Policies:

- Policy/Procedure Manual are being addressed at the Supervisor's Meetings. It was indicated that the "Policies" will go into the Introductory package given to new library patrons.

**c. Services:**

- The Staff is investigating the possibility of offering Passport services at the Civic Center Library. There would be a charge for the service.

- The Administration will offer laminating services to the public.

- Notary service is available at the Civic Center and the Miller Libraries.

**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 March 20, 2013. John Robertson has accepted the position and will be on probation at WCV for six months.

- The probation period has been unsuccessfully completed by the prospective candidate for the Branch Librarian position on March 15, 2013. As a result, Lorena McDowell has accepted the position and has successfully completed the probation period April 18, 2013.

- The interviewing process has been completed for the LT position, with the position being offered to Lisa Martin who began training at the Civic Center Library April 17, 2013.

**e. Marketing/Outreach:**

- eNewsletter update: It identifies new services being offered by the library.

- Several upcoming Events (all free) were reviewed:

- Identity theft: to keep your personal information safe. To be done by the Warren Police Department May 2, 2013.

- "Abe Lincoln, Mark Twain, and the Civil War" presentation by Dave Ehlert from Branson Shows on May 6, 2013. It was indicated that signing up in advance is required.

**f. Discussion Items:**

- Replacement chairs have been delivered and are all good.
- Beebe lot update: A neighbor, who want to use the property as a garden, has expressed an interest in renting it.
- State aid totaling \$33,407.82 has been received.
- Broken ICF chairs update: Assistant City Attorney, Walter Connolly Jr., has written a letter to Library Design associates Inc. and Nienkamper Corporate Office seeking reimbursement for the broken chairs.
- Warren Farmers Market Community Tent: Participation in the Farmers Market by the Warren Library was discussed with concerns expressed regarding payment to those involved in it.
- Filling the vacancy of the Library Commissioner/Trustee: Zosia Ladak will be interviewed by Mayor Fouts as the next step in her acceptance to the position.

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

**7. Audience Participation:**

Joe Hunt stated that Urban had presented the concern of the \$127,000 reduction in the Library budget to the City Council in their budget review very well. He further indicated that this issue should be raised to the City Legal Department.

**8. Action Items:**

- a. Photographs and Videos of Patrons policy: Doebler made a motion to approve the policy, supported by Moceri; motion carried.
- b. Patron Code of Conduct policy: Coach made a motion to approve the policy, supported by McIntosh; motion carried.
- c. MLA Organizational Membership Dues of \$1,873.00: Doebler made a motion to approve the allocation for the dues, supported by Coach; motion carried.
- d. OverDrive Digipalooza Conference of August 1-4, 2013 at a cost of \$199 plus hotel and travel expenses: Plan for John Robertson to attend. It was indicated that a report would be prepared by John on his return. Palmer made a motion to have John Robertson attend the Conference, supported by McIntosh; motion carried.

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

It was reported that there would be a ½ off book sale this weekend. It was further suggested that a banner highlighting Library Week be constructed with pictures of the library staff holding books.

**10. S.L.C. Report—Frank Pasternak**

- Pasternak indicated that he did not attend the last meeting and has nothing to report.

**11. Commissioner's Comments:**

- Coach stated that the Council of Commissioners Annual Commissions Appreciation Dinner is scheduled for May 20, 2013 (Monday). Coach also requested that the list of commissioners be updated.
- Palmer recommended that Pasternak write a letter to the City Attorney's Office regarding the 2014 Library budget issue of removing library budget money (in this case, \$127,000) without involving the Library Commissioners and further we would like to have the original budget restored. Pasternak will draft the letter and have the Commissioners review and comment on it before it is sent.

**12. Next Meeting Date—May 16 at 7:00 PM**

**13. Adjournment:**

- McIntosh moved to adjourn the meeting at 8:59 PM, supported by Coach; 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 05/01/2013

		BUDGETED	ADJUSTMENT	CURRENT	YTD	YTD	YTD	%
				BUDGET	EXPENDITURE	ENCUMBERED	UNENCUMBERED	REMAINING
9271	70300	91,911.00		91,911.00	67,560.95		24,350.05	26.49%
9271	70600	1,084,088.00		1,084,088.00	857,704.98		226,383.02	20.88%
9271	70700				2,544.00		(2,544.00)	0.00%
9271	70714				216,473.13		104,582.87	32.57%
9271	70900	321,056.00		321,056.00	13,940.01		9,916.99	41.57%
9271	71000	23,857.00		23,857.00	6,053.77		5,602.23	48.06%
9271	71302	11,656.00		11,656.00	10,500.00		(1,300.00)	-14.13%
9271	71500	9,200.00		9,200.00	90,532.94		31,337.06	25.71%
9271	71900	121,870.00		121,870.00	176,692.70		104,909.60	29.93%
9271	71904	232,091.00		232,091.00	245,647.40		(3,731.30)	0.00%
9271	71905	350,557.00		350,557.00	3,731.30		(624.13)	0.00%
9271	71906				12,078.91		(12,078.91)	0.00%
9271	71907				25,496.14		5,233.86	17.03%
9271	72100	30,730.00		30,730.00	284,281.66		229,247.34	44.64%
9271	72200	513,529.00		513,529.00	64,691.08		(64,691.08)	0.00%
9271	72201							
9271	72400							
9271	72700	60,000.00		60,000.00	28,433.11	5,706.35	25,860.54	43.10%
9271	72702	14,000.00		14,000.00	5,304.49	1,743.96	6,951.55	49.65%
9271	80100	158,380.00		158,380.00	53,658.72	11,996.22	92,725.06	58.55%
9271	80117	175,000.00		175,000.00	143,114.12		31,885.88	18.22%
9271	80130	25,000.00		25,000.00	31,739.50		(6,739.50)	-26.96%
9271	80200	2,000.00		2,000.00	644.17	157.62	1,198.21	59.91%
9271	80301	2,300.00		2,300.00	2,209.95		90.05	3.90%
9271	82201	15,000.00		15,000.00	10,676.22	4,323.78	4,323.78	48.90%
9271	82202	38,500.00		38,500.00	27,775.96	10,724.04	10,724.04	27.85%
9271	82207	17,000.00		17,000.00	16,998.18	1.82	1.82	0.01%
9271	85300	10,000.00		10,000.00	6,913.83		3,086.17	30.86%
9271	86100	1,000.00		1,000.00	437.24		562.76	56.28%
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)	200.00	-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	146,126.15		68,873.85	32.03%
9271	93000	138,000.00		138,000.00	74,766.48	4,732.55	58,500.97	42.39%
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	65,709.53		(35,709.53)	-119.03%
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	69,694.24	3,105.00	44,215.76	43.00%
9271	98200	285,000.00		285,000.00	226,872.20	42.74	58,085.06	20.38%
9271	99000	5,000.00		5,000.00			5,000.00	100.00%
9271		4,519,295.00	59,545.00	4,578,840.00	3,333,204.18		1,218,151.38	26.60%
	TOTAL							

**SUBURBAN LIBRARY COOPERATIVE  
CENTRALIZED PURCHASING EXPENSE REPORT  
(04/01/2013 – 04/30/2013)**

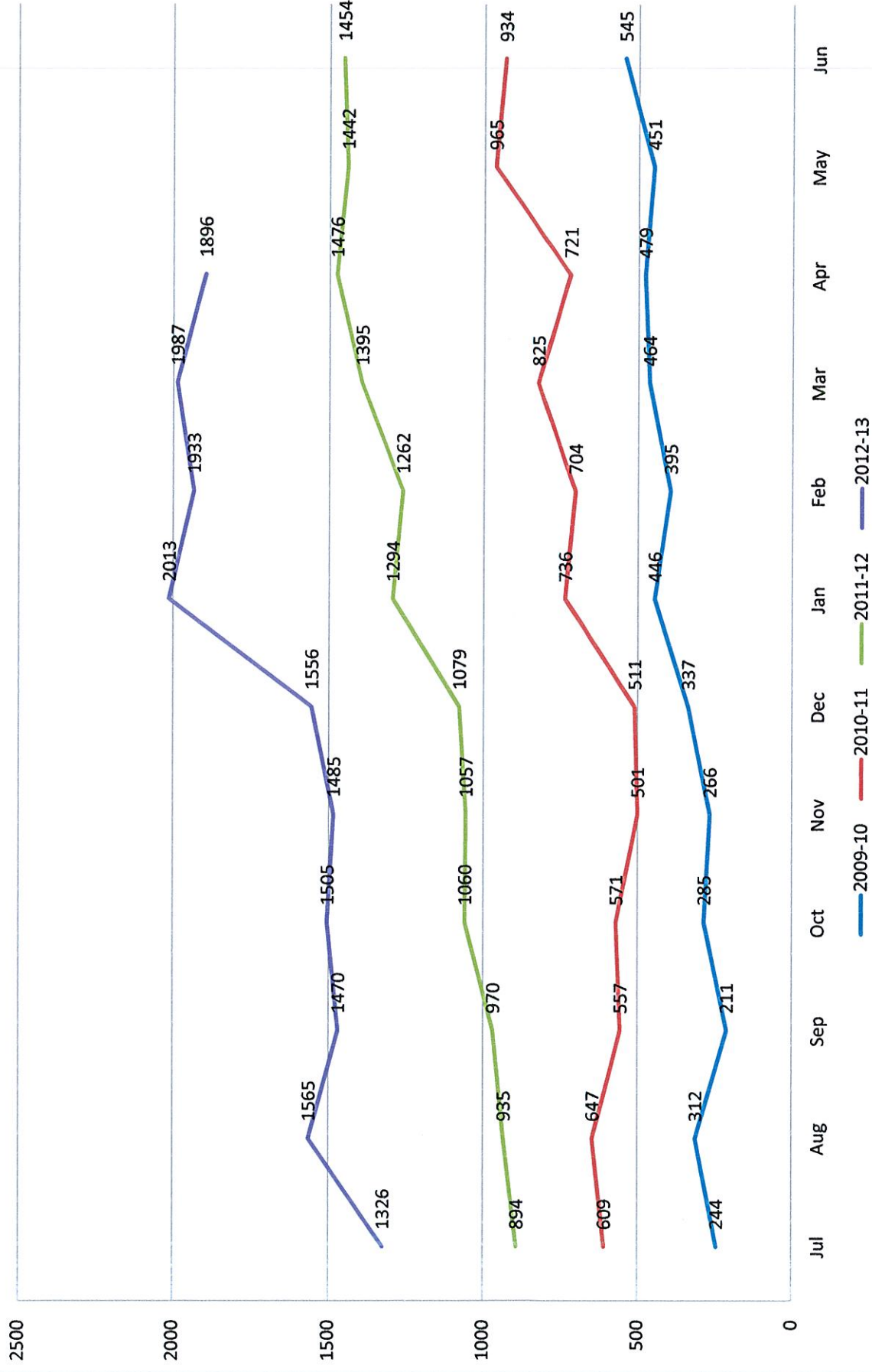
<b>Beginning Balance</b>	<b>42,295.61</b>
2012/2013 Allocation disbursement	20,571.32
<b>Ending Balance</b>	<b>62,866.93</b>

**Unique Management Services, Inc.**

	4/09-4/10	5/10-4/11	5/11-4/12	5/12-12/12	01/13-4/13	TOTAL
<b>Accounts Submitted</b>	2,197	1,004	1,057	658	300	5,216
<b>Cash Recovered</b>	\$17,798.30	\$13,615.29	\$15,133.86	\$8,338.32	\$5,719.75	\$60,605.52
<b>Materials Recovered</b>	\$17,528.07	\$12,713.89	\$12,033.44	\$8,712.40	\$3,090.51	\$54,078.31
<b>Waived Amount*</b>	\$4,500.80	\$4,283.54	\$3,976.66	\$2,824.75	\$1,058.78	\$16,644.53
<b>Expenditures</b>	\$19,663.15	\$8,985.80	\$9,460.15	\$5,889.10	\$2,676.05	\$46,674.25

\* 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



**May – June – July**  
**Adult Programming @ Civic Center Library**

**Saturday, May 18 @ 3:00**

Author of Rose Petal Jam: Recipes and Stories from a Summer in Poland  
*This is a beautiful cookbook, a travel guide and a celebration of identity.*

**Thursday, May 23 @ 6:00**

Basics of Herb, Patio and Container Gardening with  
Master Gardener Troy Huffaker  
*Learn how to prepare your garden for the growing season and select the best plants for our region, whether you have a garden plot or containers on your patio.*

**Wednesday, June 5 @ 6:00**

Yoga to Manage Stress with Pattie McCann of Strong Heart Yoga, Warren, MI  
*Learn how yoga can help relieve you of the stress of managing a busy, modern life.*

**Monday, June 17 @ 6:00**

A Thousand Letters Home with the author Teresa K Irish  
*A cache of letters Teresa's father wrote during his service in WWII has become a book that chronicles his transition from boy to man.*

**Monday, June 24 @ 6:00**

Analysis of Pearl Harbor with noted historian Donald M. Borsand  
*Learn the details of the invasion of Pearl Harbor and how it helped push the United States into war in the Pacific in this fascinating slide presentation.*

**Thursday, July 11 @ 6:00**

Great Lakes Beadworkers Guild with group president Sharon A. Wagner  
*Sharon Wagner will present the activities of her group in a PowerPoint presentation and show many examples of the guild's beadwork.*

**Monday, July 29 @ 6:00**

Lavender – Its Beauty and Benefits with Iris Lee Underwood of Yule Love It Lavender Farm in Leonard, MI  
*Learn all about this plant and its many uses. Fresh and dried lavender will be available for sale.*

## **Spring Institute 2013 Report Submitted by Sharon Lindsay**

### Up All Night: After Hours Events at Your Library

Several librarians who have hosted all night events at their libraries gave suggestions on how to plan, organize and run the event. The programs discussed were for teens. Some of their suggestions included:

Organizing the event: When organizing your event, you should consider the following:

What is your target audience / age level – be strict with your age levels

How long is your event going to last (they recommended 8 p.m. - 8 a.m.)

How much staffing do you need (1 adult per 5 teens was recommended)

What is your budget

How will you organize your available space (can block off areas with caution tape if necessary)

Permission Slips – most libraries do not require permission slips, but if you wish to have one it should include:

Emergency contact information

What items a participant can/cannot bring with them

Medication information and how to handle

Food allergies

Photograph permission

Name of person authorized to pick up participant, if not the parent

Should include a section for parents to keep with key information such as drop off and pick up information

Other things to consider

Heating / Cooling issues – be prepared for anything!

May need to alert cleaning staff before the event

Be aware of local curfew laws. You may need to notify your local police department to let them know you are having this event.

Plan on food – you need to feed them!

Keep the rules simple and well understood

Plan break times, where the participants can relax

You may want to ask participants to bring pillows and sleeping bags

You may want to plan a quiet event, such as showing a movie at the end of the event

Post the schedule – helpful for both participants and helpers

### Rock-a-Bye Babies: Music and Movement for Infants to 3s and Beyond

Speaker: Gari Stein, Founder-Director, Music For Little Folks

Ms. Stein discussed the importance of sharing music with our little ones. Not only does music and movement enhance development, it also creates a special bond between the child and his/her significant caregiver. Lots examples were demonstrated, showing how a parent can use movements such as rocking or bouncing along with music to stimulate their baby. Objects such as laminated shapes on shower curtain hooks, bells, shakers, or scarves can be used by the baby to move to the music. She also showed how you can “sing” a book instead of reading it. Sample songs, handouts, and research can be found at Ms. Stein’s website: <http://www.little-folks-music.com>.

### Early Brain Development

This session was not what I expected. Instead of providing information on brain development and ways of nurturing that development, it focused on abuse and neglect and how that impacts development. Some information I did find helpful were:

The first three years of life are important for laying the groundwork, but the brain continues to grow and develop throughout adolescence.

It is important to provide a language rich environment, consisting of talking, singing and hearing "live" language (not television).

It is important to provide lots of opportunities for parent / child interaction. We should encourage our parents to talk to, sing to and play with their babies.

The following website was recommended for additional information: <http://www.zerotothree.org>.

### Fielding Legal Questions from the Front Lines, a Panel Discussion

Speakers: Library Law experts: Richard Butler, J.D., Ann Seuryneck, J.D.

Lance Werner, J.D., Director, Kent District Library and MLA President

This session concentrated on library privacy laws. The following questions were asked and discussed:

Are images captured by library's video surveillance cameras considered "library records" and therefore protected under the Michigan Library Privacy Act? The laws are not clear on this. At this time, it is recommended that a subpoena be provided for this type of information.

Is a parent/guardian legally entitled to review the library records of their minor child? A parent/guardian is only legally entitled to review their child's library record if the library has obtained a written waiver from the parent taking responsibility for payment of all fees owed to the library.

Can a library provide law enforcement with information obtained from a patron's record if the patron committed a crime in the library? No. All information contained in a patron's record is protected under the Michigan Library Privacy Act. (Note: Personal knowledge by a staff member about a patron may not necessarily be considered a "library record" if the staff member knows the patron from outside the library.)

Other topics discussed based on questions from participants:

Make sure the Michigan Library Privacy Act is addressed in the policy manual and make sure staff is trained on it.

Incident reports are considered "library records" and are therefore protected under the Michigan Library Privacy Act.

Can library staff report suspected abuse or neglect of a patron without violating the Michigan Library Privacy Act? If a child is involved, there are permissive statutes. If an adult is the suspected victim, your library's attorney should be consulted.

Make sure the Patron Code of Conduct clearly spells out a plan to deal with patrons who continually break policy.

Getting Out of the Traditional Programming Rut

Speaker: Steve Rossio, Youth Services Librarian/Local Historian, Portage District Library

Mr. Rossio demonstrated a "Jeopardy" style game that he set up for his library. He takes this game to the local schools, where teams will compete. The winning teams then come to the library for the final event, which determines the champions for the city.

He also gave suggestions for "getting out of the rut" when planning programs. His suggestions were the following:

- Free does not equal Easy

- Where can we find free programs? Ask staff about their hobbies, talents, etc. ; Talk to patrons about their hobbies, talents, etc. ; Work with your area schools – you can use students to assist ; Talk to your local societies, such as a historical society.

- Use teen volunteers to help prepare and set-up programs. They can get community service hours for their time.

## **Spring Institute Report 2013**

Jennifer Willard

5/20/13

### **Keynote Address: Tim Cusak**

Tim talked about Moments of Happiness – ways to create and sustain contentment in the workplace. They included personal methods, like mindfulness (being present in the moment, with the kids that come in needing help; don't let your other experiences color your interaction with your patrons or fellow staff) and asking for help when you need it.

He also talked about methods on a library-wide level, such as starting the work day or a meeting with good news – talking about anything good in staff's lives, anything they are grateful for, and things they appreciate. It creates a positive atmosphere and mindset, allowing things to move forward more productively.

Tim included several phrases or mottos that caught my attention: "We bring who we are to what we do," "Look out when things go right; look in the mirror when things go wrong" (the window and mirror theory), and "When fear and uncertainty are up, productivity is down."

### **After-Hours Programs**

Three teen librarians talked about their varying experience with after-hours teen programs. One stepped in to an already well-established all-night program and was able to partner with her city's Parks and Rec department to make it even bigger; another had just offered her first all-night program; and the third had hosted a handful of programs that ran a few hours after the library closed.

Especially for the all-night programs, there was a lot of good information and tips about things to consider while planning. This included limitations on space, budget, and time; how many staff will be needed; and what outside aspects need to be considered (local curfews, heating and cooling systems, cleaning staff, alarm systems, etc.). The all-night program included a very detailed permission form that had to be turned in before the day of the program; it included things like photo permissions, items teens were encouraged or discouraged from bringing, emergency contact info for parents, and medication info.

For the program itself, they recommended giving teens as much flexibility and choice as possible, and making sure rules are few, simple, and understood. A circle time at the very beginning allows for definite communication with everyone – and crime scene tape is a fun and effective marker of areas that are off limits. Teens are very good at policing themselves. If you plan a very structured event, include down time and post a large version of the schedule on the wall, both for the teens and for you and your staff.

And most importantly: they won't have fun if you don't have fun, so relax and enjoy your program!

## **Common Core Standards**

The Common Core Standards are beginning now in Michigan; they will go into full implementation in 2014-2015. These are not a national curriculum; they are a set of standards to meet, basically telling teachers: "These are skills every (...) grader should have; use what you would like to get that done." They are focusing mostly on Math and Reading at the moment, so that any child who moves from one state to another will have a similar skill set to learn. To date, 45 states and the District of Columbia are participants.

These standards were created by a committee who decided what students should know when they enter college, and then working down from there to decide what students need to know at each stage. This means that any good picture book can handle most of the Reading skills, especially for young elementary and younger. Basically, the presenter told us, we're still doing all the great things we were doing all along, we're just calling it something different – again.

A few good notes for libraries: they want 4<sup>th</sup> graders to read nonfiction at least 40% of the time. Also, a lot of the tests for these skills will be online, so it is good to have a selection of electronic resources so that students can get used to this. She recommended Scholastic Book Flix (includes fiction and nonfiction linked together); Scholastic TrueFlix (all nonfiction); Tumblebook (supports online reading and is simpler than Overdrive), and PebbleGo (K-3 nonfiction). MeL's M.O.R.E. site includes resources that are aligned with the CCSS. Also, [corestandards.org](http://corestandards.org) is the official website, while [commoncore.org](http://commoncore.org) is a nonprofit site with unit plans.

## **See and Be Seen**

Kent District Library staff members spoke about tips and strategies for outreach in areas where you wouldn't ordinarily think to do so: farmer's market, senior center, community fun day, Relay for Life, historical events, parent expos, etc.

Your main purpose in doing such outreach isn't to talk about what the library is and what it has, but what it can do for those people specifically. Before you go out, you need to think about what sort of people are present at such an event; why they are there; and what the library can do for them.

Kent District Library has a central tub that both their dedicated outreach staff and branch librarians can use to take on outreach trips. It includes a logoed table drape, a people counter (for statistics), copies of outreach prep sheets, branded giveaways, display pieces and literature, and pens, slips, and boxes for newsletter signups or drawings.

At the event, you want to be bold and approachable – out in front of the table, not behind it, and sometimes even going out to find people rather than waiting for them to wander by. Buttons and other flair are important, as is your nametag. It's a good idea to have one hook or catchphrase to attract attention – ebooks/magazines on smartphones, for example. Also, if there are two of you, one can focus on children while the other focuses on the parents (at the zoo or farmer's market, for example).

### **Fielding Legal Questions from the Front Lines**

A panel of three library law professionals answered questions from the participants about specific and general topics. For the most part, they offered their opinions and then recommended speaking to our own library's lawyer.

### **Time Crunch Librarian**

This was a great session by three librarians at small libraries with tiny budgets. Most of the ideas they presented were ones that we already implement here at Warren: "junk days" like the Crafternoons at WCV; Blind Date with a Book; using Pinterest, Facebook, and other social media to get program ideas; planning around what you already own, or repurposing previous supplies for a new program; station-based programming; and more.

One thing they did emphasize was providing programs and events that parents can't provide on their own.



HTTP://WWW.WARRENLIBRARY.NET

## SUMMER HOURS

June 1- Sept. 2, 2013

### CIVIC CENTER

Monday 12-8  
Tuesday 9-8  
Wednesday 12-8  
Thursday 9-8  
Friday 9-5  
Saturday 9-5  
Sunday CLOSED

### BURNETTE

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### BUSCH

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Sunday CLOSED

### MILLER

Monday 9-5  
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Wednesday 9-8  
Thursday 12-8  
Friday 9-5  
Saturday 9-5  
Sunday CLOSED

**Holiday Closings**  
July 4, Aug. 31  
Sept. 1 & 2



HTTP://WWW.WARRENLIBRARY.NET

## SUMMER HOURS

June 1- Sept. 2, 2013

### CIVIC CENTER

Monday 12-8  
Tuesday 9-8  
Wednesday 12-8  
Thursday 9-8  
Friday 9-5  
Saturday 9-5  
Sunday CLOSED

### BURNETTE

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**CITY ATTORNEY'S OFFICE**

ONE CITY SQUARE, SUITE 400

WARREN, MI 48093-5285

(586) 574-4671

FAX (586) 574-4530

[www.cityofwarren.org](http://www.cityofwarren.org)

April 12, 2013

Mr. Mark Frankel, Esq.  
Couzens, Lansky, Fealk, Ellis,  
Roeder & Lazar, P.C.  
39395 W. Twelve Mile Road, Suite 200  
Farmington Hills, MI 48331

**Re: Warren Public Library  
ICF Library Chairs**

Dear Mr. Frankel:

I am in receipt of your letter dated April 8, 2013 relative to a civil lawsuit against the architect and manufacturer of Warren Public Library's chairs.

Please be advised we will no longer consider adding to the defense list, Library Design Associates, Inc. We would like to have, however, whatever is in their files relative to the purchase of chairs from ICF or problems that they identified including contacts with the manufacturer and/or architects.

If you have any questions, please feel free to contact me at (586) 574-4678.

Sincerely,

Walter B. Connolly, Jr.  
Assistant City Attorney

WBC/sd/Ltr to Frankel re chsirs

RECEIVED

APR 26 2013

City Attorney's Office

Warren Library Commission  
Warren Public Library  
One City Square, Suite 100  
Warren, Michigan 48093

April 19, 2013

Honorable Judge Biernat  
Attorney's Office  
One City Square  
Warren, MI 48093

Honorable Judge Biernat:

At the April 19, 2013 meeting of the Warren Public Library Commission, the Library Director Oksana Urban brought to our attention budget cuts to the fiscal year ending 2014 of the Warren Library budget.

These cuts were made without the courtesy of a meeting or notice to the Warren Library Commission. By Charter, the Warren Library Commission is the governing body of the Warren Public Library budget. The Library Commission would greatly appreciate prior notification to Council budget hearings to discuss relevant issues, thus averting changes to the budget that may negatively impact Library operations.

At last night's meeting the Library Commission unanimously disapproved of the cuts that were made to the 2014 budget and would like the original budget restored.

We are of the opinion that the budget cuts were hastily made, coupled with the oversight of contacting the Library Commission.

Thank you for your prompt attention to this matter.

Sincerely,



Frank Pasternak, CPA  
Chair  
Warren Library Commission

**Sec. 7.23 - Library commission.**

- (a) There shall be a library commission (consisting of seven) qualified electors having the qualifications required of city officers, one of whom shall be the treasurer. The members of the library commission shall be appointed by the mayor. The terms of members of the library commission shall be for three years and the terms of the members first appointed shall be such that the term of two members will expire in each year.
- (b) Members of the library commission shall not receive any compensation for their services on, or in connection with, the affairs of the commission.
- (c) The library commission shall have the power and authority to make such rules and regulations as may be necessary for the control of the Warren Public Library, and shall approve and appoint the city librarian.
- (d) The library commission shall have the power to authorize expenditures for the operation of the library; provided that such expenditures do not exceed the allowances or appropriations made therefor by the council. For the purpose of such appropriations, the council shall appropriate and levy such tax as is required for participation in state or other library aid which is available by law, but not to exceed 1.35 mills for such purposes.
- (e) On or before the first day of February of each year, the library commission shall submit to the controller an estimate in detail of the expenditures of said commission for the ensuing year, to be included in the yearly budget.

*(Amended by electors on 8-3-10)*

*State law reference— Libraries generally, MCL 397.201 et seq.*



May 22, 2013

Mr. Rob Maleszyk  
City Controller  
City of Warren

**CITY ATTORNEY'S OFFICE**  
ONE CITY SQUARE, SUITE 400  
WARREN, MI 48093-5285  
(586) 574-4671  
FAX (586) 574-4530  
www.cityofwarren.org

**Re: Library Commission Issue**

Dear Mr. Maleszyk:

I sit in on the Library Commission monthly meetings and an issue has arisen that needs to be addressed.

I enclose a letter from Frank Pasternak, the Chairperson of the Library Commission, and also Section 7.23 of the Warren Code of Ordinances relative to the Library Commission issues involving the budget.

When the approved budget is changed, should the Library Commission have the right of notification of this budget change prior to going to the City Council? If their budget has to be changed then they would like to have input on what specific items should be eliminated or reduced. In the last budget change, the Library Commission was put in a position where the senior citizen outreach program had to be eliminated.

The Commission has great faith in your department and the Mayor on budgetary issues.

Sincerely,



Walter B. Connolly Jr.  
Assistant City Attorney

Read and Concur:



James M. Biernat  
City Attorney

WBC/sd/maleszyk ltr re library budget/id#49157

cc: Frank Pasternak, Chairperson of the Warren Library Commission  
Oksana Urban, Library Supervisor

Frank Pasternak, Chairman  
Warren Library Commission  
One City Square  
Warren, MI 48093

May 1, 2013

RE: Busch Branch

Dear Commissioners:

On April 24, 2013, I met with Ron Wuerth, Planning; James VanHavermaat, Engineering; and Dave Anderer, Superintendent of Buildings, and Sharon Linsday, Branch Supervisor, to discuss the course of action that the library should take with the renovation of the Busch Branch. After much discussion, the department heads concluded that the cost factor for new construction could be a viable option as compared to the cost of renovating the Busch Branch since the entire building would have to be gutted to the bare walls. Likewise, our intent is to expand the Busch Branch from 4700 SF to 6100 SF since there is very limited floor space for computers, and minimal space for programming.

To date: I have submitted a Site Plan Approval to the Building Department for both branches; met with NTH, an environmental company to test Busch and Burnette Branches for asbestos and lead paint; contacted Penchansky Whisler Architects to meet with me on Monday, May 6, 2013 to discuss a feasibility study for both branches.

On May 1, 2013, I met with Mr. James VanHavermaat to discuss the Burnette Branch, since I learned from the April 24<sup>th</sup> meeting that Burnette was built over a sewer pipeline that runs under the entire back portion of the branch. I requested that Mr. VanHavermaat have the pipeline scoped to check for structural weakness or other anomalies.

Please share this information with all the Commissioners.

Sincerely,

Oksana Urban  
Director  
Warren Public Library  
586-754-4564 x 5001



**PUBLIC SERVICE DEPARTMENT  
ENGINEERING DIVISION**

One City Square, Suite 300  
Warren, MI 48093  
(586) 759-9300  
Fax (586) 759-9318  
[www.cityowarren.org](http://www.cityowarren.org)

**TO:** Renee Rezak, Budget Director  
**FROM:** James Van Havermaat, P.E., City Engineer  
**RE:** Workscope Proposal for Hazardous Materials Surveys at  
23333 Ryan Road (Busch Branch Library) and at  
22005 Van Dyke (Burnette Branch Library)  
**DATE:** 5/03/2013

Attached you will find a professional workscope from NTH Consultants, Ltd. for Hazardous Materials Surveys at the locations referenced above.

The scope of services includes evaluation of asbestos containing materials, lead-based paint, cadmium-based paint and other hazardous materials/stored chemicals within the buildings at the subject sites.

The total lump sum fees for the proposed professional services are \$5,400.00.

The prices submitted within the work scope are consistent with the terms and rate structure in NTH's current professional services agreement with the City of Warren.

Funding for the requested work is available from Library's Contractual Services, Account # 92711-80100.

Should you have any questions, please feel free to contact this office.

Sincerely,



James Van Havermaat, P.E.  
City Engineer

JVH/DD

attachments

cc: Richard Sabaugh, Public Service  
Rob Maleszyk, Controller's  
Oksana Urban, Library

## LIBRARY CLOSURES - 2014

<u>DATE</u>		<u>HOLIDAY</u>	<u>AUTHORITY</u>
01/01/14	Wednesday	New Year's Day	Contract
01/20/14	Monday	Martin Luther King Day	Contract
02/17/14	Monday	President's Day	Contract
04/18/14	Friday	Good Friday	Contract
04/19/14	Saturday	Easter Saturday	Commission
04/20/14	Sunday	Easter Sunday	Commission
05/24/14	Saturday	Saturday before Memorial Day	Commission
05/25/14	Sunday	Sunday before Memorial Day	Commission
05/26/14	Monday	Memorial Day	Contract
07/04/14	Friday	Independence Day	Contract
07/05/14	Saturday	Saturday after Independence Day	Commission
07/06/14	Sunday	Sunday after Independence Day	Commission
08/30/14	Saturday	Saturday before Labor Day	Commission
08/31/14	Sunday	Sunday before Labor Day	Commission
09/01/14	Monday	Labor Day	Contract
11/04/14	Tuesday	Election Day	Contract
11/11/14	Tuesday	Veteran's Day	Contract
11/26/14	Wednesday	Close all branches at 5:00 p.m.	Commission
11/27/14	Thursday	Thanksgiving Day	Contract
11/28/14	Friday	Friday after Thanksgiving	Contract
11/29/14	Saturday	Saturday after Thanksgiving	Commission
11/30/14	Sunday	Sunday after Thanksgiving	Commission

12/23/14	Tuesday	Close all branches at 5:00 p.m.	Commission
12/24/14	Wednesday	Christmas Eve	Contract
12/25/14	Thursday	Christmas Day	Contract
12/31/14	Wednesday	New Year's Eve	Contract

**2014**  
**LIBRARY COMMISSION**  
**MEETING SCHEDULE**

**7:00**  
**Mark Twain Conference Room**  
**Civic Center Library**

JANUARY 16, 2014

MARCH 20, 2014

MAY 15, 2014

JUNE 19, 2014

SEPTEMBER 18, 2014

NOVEMBER 20, 2014

**2014**  
**LIBRARY COMMISSION**  
**MEETING SCHEDULE**

**7:00**  
**Mark Twain Conference Room**  
**Civic Center Library**

JANUARY 16, 2014

FEBRUARY 20, 2014

MARCH 20, 2014

APRIL 17, 2014

MAY 15, 2014

JUNE 19, 2014

SEPTEMBER 18, 2014

OCTOBER 16, 2014

NOVEMBER 20, 2014

DECEMBER 18, 2014

## **E-Cigarettes and Michigan's Smoke-Free Air Law Fact Sheet**

Updated 6/11/10

- E-cigarettes (or electronic cigarettes) are battery-powered devices that provide inhaled doses of nicotine by way of a vaporized solution.
- Current legal analysis concludes that because e-cigarettes do not contain tobacco, they are not covered under Michigan's Smoke-Free Air Law, which takes effect May 1, 2010.
- Although e-cigarettes are not covered under Michigan's smoke-free air law, businesses may set their own policy banning the use of e-cigarettes in their establishment. Based on the information below, we encourage businesses to consider adopting such a policy.
- Businesses should be aware that e-cigarettes closely resemble real cigarettes. Therefore, it is possible that from a distance an individual may think that a person using an e-cigarette is smoking a real cigarette, which could trigger a complaint against a business related to the smoke-free air law.
- The e-cigarette is not a proven safe alternative to smoking and we discourage its use both for the user's safety and the safety of the people in the same room.
- The Food and Drug Administration (FDA) has determined that e-cigarettes meet the definition of a combination drug device product and therefore should be regulated by the FDA. Currently e-cigarettes are not approved by the FDA.
  - The FDA has concluded that e-cigarettes pose acute health risks and contain detectable levels of carcinogens and toxic chemicals. The carcinogenic substances diethylene glycol and nitrosamines have been found in FDA tested samples, as well as other tobacco-specific impurities that may be harmful to humans.
  - The vapor emitted into a room, either from exhalation or the vapor emitted from the e-cigarette itself, may not be safe. E-cigarettes contain varying levels of nicotine, a toxic substance known to contribute to heart disease and heart attacks.
  - The FDA is currently involved in a case to determine whether it may ban the import of e-cigarettes. On February 1, 2010, the U.S. Court of Appeals decided that the FDA had "satisfied the stringent standards required for a stay pending appeal" and barred further importation of e-cigarettes. The case is still in process.
  - At least two attorneys general have filed law suits to stop the sale of e-cigarettes until the FDA legal challenge is resolved. Several states are considering – or have passed, restrictions on the sale or use of these novel and unregulated products.
- There are proven safe and effective nicotine replacement medications available over-the-counter at pharmacies including patches, gum, lozenges -- oral inhalers and nasal sprays can be obtained with a prescription. Nicotine replacement patches, gum and lozenges are also available free to uninsured and county health plan clients through the Michigan Tobacco Quit Line (1-800-QUIT-NOW).

## **Internet and Computer Use**

Public access to the Internet is available to all users of the Warren Public Library. The Library makes the Internet available to the public as an information, educational, and recreational resource in support of its role as the community's information and lifelong learning center, just as it has in the provision of books, magazines, audiovisual material and other media.

The Internet offers access to a wealth of information that can be personally, professionally and culturally enriching. But, because the Internet is a vast and unregulated information network, it also enables access to ideas, information, images and commentary beyond the confines of the Library's collection, mission, selection criteria and collection development policies. Because of this and the fact that access points on the Internet change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive or disturbing.

Users are cautioned that ideas, points of view, and images can be found on the Internet which are controversial, divergent and inflammatory. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the Internet.

The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. The Library makes no guarantees, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information available via the Internet is accurate, current or complete, and users are encouraged to evaluate the validity of information accessed on the Internet.

Library computers that access the Internet are in a public environment shared by people of varying ages, sensibilities, and backgrounds. Library staff cannot consistently and effectively monitor the public's use of the Internet. The Library reserves the right to ask individuals to discontinue the display of information and images which may cause a disruption.

Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use and, therefore, should be considered public.

## **Child Safety on the Internet**

Parents or guardians are responsible for the information selected and/or accessed by their children on the Internet. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. While computers in the children and teen areas of the library have filtering software, no filtering software can guarantee that it will block all obscene or sexually explicit matter that is harmful to minors, or all matter that an individual may deem inappropriate. Parents are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and to monitor their children's use of the Internet.

## **Compliance with Public Act 212**

Internet access is available on filtered and non-filtered computers. Filtered computers are located in the children's and teen areas of the library. Those computers that are not filtered are placed in highly visible areas and are monitored by the staff. This method of restricting access is in compliance with PA 212. Violators of this policy will be asked to discontinue an objectionable display as referred to in PA 212. If individuals refuse to discontinue the display, they will be asked to leave. If they do not leave, the police will be called. Continued violations can result in the loss of Internet privileges, and/or banning from the library.

### **Compliance with library policies and guidelines**

In addition to this specific policy, general guidelines for the use of all public-access computers govern the use of the Library's Internet in the Library. Violation of the policies and regulations that govern the use of the Library's Internet resources may result in suspension or loss of the privilege to use these resources. Illegal activity involving the Library's Internet resources will be subject to prosecution by the appropriate authorities.

### **Library Computer User Responsibilities**

All users of public computers at the Warren Public Library are expected to use this library resource in a responsible and courteous manner, consistent with the purposes for which it is provided, and to follow all Internet-related rules, regulations and procedures established for its use including, but not limited to, those of the Library.

Users must:

1. Recognize that the Internet, like all of the Library's information sources, must be shared and used in a manner which respects the rights of others and refrains from activity that prevents others from using it.
2. Use the Library's Internet resources for educational, informational and recreational purposes only.
3. Refrain from displaying, viewing or downloading graphics or content that is obscene.
4. Refrain from using the Library's Internet resources to conduct a business or commercial enterprise, or engage in commercial activity such as the distribution of advertising.
5. Refrain from illegal or unethical use of the Internet.
6. Respect intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise-controlled software or data residing on the Internet.
7. Respect the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
8. Refrain from damaging or altering the setup of the equipment used to access the Internet at the Library.
9. Refrain from altering or damaging software or data residing on the Internet or software installed on library computers. Refrain from the deliberate propagation of computer worms, viruses, and other malicious software.
10. Refrain from the transmission of threatening, harassing or abusive language and images.

11. Use their own equipment to access the Library's wireless network. The Library's network is unsecured, unencrypted and unfiltered. They must abide by provisions of the Library's Internet and Computer Use policy when accessing the Library's wireless network.

The Library employee who is in charge at the time of has the authority to terminate computer access for violations of these rules.

### **Staff Assistance**

Staff will assist library users in logging on to library computers and getting started on the Internet. Staff will try to answer specific questions about the Internet and computer applications. Regrettably, staff is not able to offer extensive explanations about the Internet or personal computer use or provide in-depth training. Staff can provide information about Internet books, manuals, and computer classes.

### **Computer Sign-In**

Warren Library cardholders and cardholders from other SLC libraries will be able to use library computers provided they have no fines on their account. Non-residents and guests will have to purchase a guest pass to use library computers. Current guest pass fees can be found on the library's website.

### **Time-Limits**

Public computer time limits are at the discretion of each branch.

### **Reserving or renting computers**

Computer access is first-come, first-served. Reservations are only permitted if all library computers are currently being used. Groups are not allowed to reserve or rent computers.

### **Printing**

Printing is available at all branches of the Library. Current fees for printing can be found on the library's website. Patrons are responsible for all prints made, and are encouraged to use print preview to determine the number of pages before printing. Patrons will be charged for all pages printed.

### **Disclaimer**

Patrons use library computer hardware, software, and wireless networks at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data, or electronic transactions of any type. The Library is not responsible for the loss of any portable media.

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Experience a taste of Poland with EMIERT and PALA at ALA Annual Conference

Meet the 2013 Emerging Leaders at the Friday poster session and reception

RUSA Literary Tastes: Celebrate your love of reading with author program featuring Peter Heller, Jonathan Tropper and other award-winning authors

Innovation at your library: ASCLA workshops, programming and events at the ALA Annual Conference

Mystery writers reveal all at 'Shoot Between the Lines' at ALA Annual, presented by United for Libraries

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## ANNUAL BUZZ



**alanews** Explore outreach services during Bookmobile Saturday 2013 @ ALA Annual Conference #ala2013 [ow.ly/liwSr](#)  
[yesterday](#) · [reply](#) · [retweet](#) · [favorite](#)



**angelina41** Thanks to an awesome librarian friend, I'm now her plus-one on a four-hour boat cruise sponsored by a vendor at #ala2013!  
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## Registration Rates

Get ready now to expand your network, build your knowledge, and improve your profession!

### What's included with your full Annual Registration

Included in the full registration package, you get access to the exhibit hall, discussion groups and meetings, Opening and Closing General Sessions, ALA President's Program, Auditorium Speaker Series, Job Placement Center and much more.

Purchase a full conference registration to receive the program book, bag, and other great materials!

Full registration covers June 28 - July 2 and all sessions except for preconferences and ticketed events. Exhibits Only passes cover access to the exhibit floor only for June 28 - July 1.

Annual registration and housing are now open. **Note that you must already be registered for the conference in order to book a hotel room. To book a room, please use the link to your personalized dashboard in your registration confirmation email.**


Begin the registration process

Annual Registration Categories	Early Bird by April 12th	Advance by June 21st	Onsite	Daily Fees (Full conference registration for a single day)
<b>Member*</b>	\$230	\$245	\$270	\$150
<b>Division Member*</b>	\$225	\$240	\$270	\$150
<b>Retired Member*</b>	\$195	\$210	\$240	\$100
<b>Student Member**</b>	\$105	\$130	\$140	\$100
<b>Non-member</b>	\$255	\$320	\$390	\$150
<b>Exhibits Only</b> (For use anytime the exhibit floor is open)	\$35	\$35	\$35	


\* Must show proof of membership

\*\* Must show proof of ALA student membership


Note: The majority of the conference will take place in **McCormick Place**, but there are also some sessions at various hotels, depending on the unit sponsoring them. Detailed location information for sessions will be available in early April when the Scheduler opens.



**LiteraryRob** I'm looking forward to a thought-provoking few days at the American Literature Association Conference in Boston! [#ALA2013](#)  
yesterday · reply · retweet · favorite



**thearystocrat** Woohoo! Found out my latest book is going to the printer today!!! Hope to have copies in time for [#ala2013](#) \*happy dance\* [#finally](#)  
yesterday · reply · retweet · favorite



**actinginthelib** So I may just have to do

JOIN THE CONVERSATION

### Accessibility

If you try accessing the registration system with an assistive technology and experience difficulty, please call CompuSystems at 866-513-0760.

If you require accessibility assistance to book your housing, please call onPeak at 800-584-9047, Monday through Friday, 8:00 am - 5:00 pm CST.

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## HEADLINES

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Innovation at your library: ASCLA workshops, programming and events at the ALA Annual Conference

Mystery writers reveal all at 'Shoot Between the Lines' at ALA Annual, presented by United for Libraries

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## ANNUAL BUZZ



cengage Last year on June 28, it was 100 in #Chicago. Wonder what will happen this year! #ala2013 26 minutes ago · reply · retweet · favorite



AcadntiSouthMama Found out two of my favorite authors, @The\_Pigeon and @burstofbeaden, will be @alaannual!!! I'm sooo excited! #ala2013 7 minutes ago · reply · retweet · favorite

## Hotels

The majority of the conference will take place in **McCormick Place**, but there are also some sessions at various hotels, depending on the unit sponsoring them. Detailed location information for sessions will be available in mid-April when the Scheduler opens.

### How to book a hotel room:

**You must already be registered for the conference to reserve a hotel room.**

If you are already registered individually or through the bundle, please access your personalized registration dashboard via your registration confirmation email to access the hotel booking system. Your password is your confirmation/attendee ID. Any registration-related questions can be directed to our new registration vendor CompuSystems at 708-486-0706 or [alaannual@compusystems.com](mailto:alaannual@compusystems.com).

If you are not yet registered, [visit the Registration Rates page](#) to get started.

If you need assistance with anything housing-related please contact our new housing vendor onPeak at 800-584-9047 or [ala@onpeak.com](mailto:ala@onpeak.com).

## American Library Association 2013 Annual Conference



<http://hotelworkersrising.org/HotelGuide/>

[http://hyattpressroom.com/hyatt/en/news\\_releases0/2012/Hyatt-Sets-Record-Straight-On-UniteHere-Campaign.html](http://hyattpressroom.com/hyatt/en/news_releases0/2012/Hyatt-Sets-Record-Straight-On-UniteHere-Campaign.html)

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Registration & Housing provided by:



ALA is pleased to announce that starting with the 2013 Annual Conference, new official contractors will provide housing and registration services. CompuSystems Inc. (registration) and onPeak (housing) will be working with us to provide both exhibitors and attendees with new and expanded services to make the conference experience better. Representatives from both companies will be available at the Midwinter Meeting to meet with you and discuss your needs for the Annual Conference. Visit them in the Annual Conference Booth #743 in the exhibit hall.

**Accept no substitutes!**

Please be aware that there are companies out there that claim to provide housing and registration services for the ALA Annual Conference that are not affiliated with ALA in any way. The chances are quite good that sometime soon you will receive a fax, e-mail transmission or phone call, if you haven't already, that offers you cut-rate housing for ALA's Annual Conference. The author's apparent intent is to convince you that the offer is made on behalf of ALA. It is not. Many exhibitors have become the unwitting victims of these room block poachers who secure exhibitor lists from Internet Web sites and membership databases from the membership directories that associations produce.

**DON'T BE MISLED!** Housing for ALA's Annual Conference is handled exclusively by onPeak.

Everyone loves a bargain. Poaching housing blocks, however, is not about better prices - it is about highly suspect ethics and service.

When ALA secures sleeping rooms at hotels for our conferences we do so in order to assure that our attendees and exhibitors are adequately accommodated. We also need the hotels for meeting space for the numerous sessions. This involves contracting the rooms and space with many hotels, but doing so exposes us to cancellation and attrition policies. We hope you will support ALA's efforts to thwart the efforts of room block poachers when making your housing arrangements.

Thank you for your support.

## PC Replacement 2013

### Dell OptiPlex 7010MT - \$763.19

Specs –Intel Core i3 2120 Processor, 4 GB RAM, 250 gig Hard drive, 19" Flat Panel Monitor, Dell USB Optical scroll mouse, Dell USB keyboard, 16X DVD+/-RW, No speakers, Integrated video and audio card, 4 year warranty, Windows 7 Pro.

### Upgrades:

RAM upgrade to 8 Gig - \$74.40 \_\_\_\_\_

RAM upgrade to 16 Gig - \$188.80 \_\_\_\_\_

500 Gig HD - \$8.36 \_\_\_\_\_

1 TB HD - \$21.56 \_\_\_\_\_

1 GB AMD Radeon HD 7470 Pro Video card – \$63.92 \_\_\_\_\_

AX210 (2 piece) Stereo speakers - \$16.72 \_\_\_\_\_

22" Widescreen Flat Panel Monitor - \$22.00 \_\_\_\_\_

23" Widescreen Flat Panel Monitor - \$22.00 \_\_\_\_\_

### Downgrades:

No monitor – Subtract \$196.24 \_\_\_\_\_

No Optical Drive (CD/DVD Burner) – Subtract \$39.00 \_\_\_\_\_

Grand Total with Upgrades / Downgrades \_\_\_\_\_

PLEASE CHECK APPROPRIATE LINE FOR EACH UPGRADE OR DOWNGRADE