

# **WARREN PUBLIC LIBRARY COMMISSION**

One City Square, Warren MI 48093

## **AGENDA – REGULAR MEETING**

June 20, 2013

7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes – Regular Meeting of May 30, 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
    - WPL will receive the *Created Equal: America's Civil Rights Struggle* film set and \$1,200 programming stipend from Gilder Lehrman Institute
  - c. **Services**
  - d. **Staffing Issues**
    - Will begin interviewing for the current LT position once Human Resources receives the request

**e. Marketing/Outreach**

- eNewsletter update
- Upcoming Events:
  - Sharon Wagner, President of the Great Lakes Beadworkers Guild – July 11 Civic Center at 6:00 p.m.
  - Get to Know eBook & OverDrive –iPads, Tablets, Smartphones - August 12 Civic Center at 6:00 p.m.
  - Puppet Art with the Detroit Institute of Art – August 19 Miller Library 6:30 p.m.
  - Summer Reading Club will be June 15 – August 3

**f. Discussion items**

- 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) Review and approval of the revised Policy Manual.

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

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

**11.Commissioner's Comments**

**12.Next Meeting Date – September 19, 2013**

**13.Adjournment**

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

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

	BUDGETED	ADJUSTMENT	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271 70300	91,911.00	-	91,911.00	74,631.03	17,279.97	18.80%	
9271 70600	1,084,088.00	-	1,084,088.00	927,950.50	156,137.50	14.40%	
9271 70700	321,056.00	-	321,056.00	3,282.00	(3,282.00)	0.00%	
9271 70714	23,857.00	-	23,857.00	239,139.54	81,916.46	25.51%	
9271 70900	11,656.00	-	11,656.00	13,940.01	9,916.99	41.57%	
9271 71000	9,200.00	-	9,200.00	6,053.77	5,602.23	48.06%	
9271 71302	121,870.00	-	121,870.00	10,500.00	(1,300.00)	-14.13%	
9271 71500	232,091.00	-	232,091.00	98,087.55	23,782.45	19.51%	
9271 71900	350,557.00	-	350,557.00	192,185.14	39,905.86	17.19%	
9271 71904	-	-	-	262,879.00	87,678.00	25.01%	
9271 71905	-	-	-	4,073.70	(4,073.70)	0.00%	
9271 71906	-	-	-	678.19	(678.19)	0.00%	
9271 71907	-	-	-	12,982.85	(12,982.85)	0.00%	
9271 72100	30,730.00	-	30,730.00	25,496.14	5,233.86	17.03%	
9271 72200	513,529.00	-	513,529.00	306,037.36	207,491.64	40.41%	
9271 72201	-	-	-	69,908.98	(69,908.98)	0.00%	
9271 72400	-	-	-	-	-	-	
9271 72700	60,000.00	-	60,000.00	30,285.73	20,860.54	34.77%	
9271 72702	14,000.00	-	14,000.00	5,304.49	1,743.96	49.65%	
9271 80100	158,380.00	-	158,380.00	55,569.74	91,400.00	57.71%	
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	707.61	1,185.81	59.29%	
9271 80301	2,300.00	-	2,300.00	2,209.95	90.05	3.90%	
9271 82201	15,000.00	-	15,000.00	11,454.91	3,545.09	23.63%	
9271 82202	38,500.00	-	38,500.00	29,744.85	8,755.15	22.74%	
9271 82207	17,000.00	-	17,000.00	16,998.18	1.82	0.01%	
9271 85300	10,000.00	-	10,000.00	7,340.94	2,659.06	26.59%	
9271 86100	1,000.00	-	1,000.00	447.75	552.25	55.23%	
9271 86300	3,000.00	-	3,000.00	781.77	2,218.23	73.94%	
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	162,721.55	52,278.45	24.32%	
9271 93000	138,000.00	-	138,000.00	75,183.80	57,675.82	41.79%	
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	67,455.76	(37,455.76)	-124.85%	
9271 96470	138,000.00	-	138,000.00	137,904.99	95.01	0.07%	
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	44,215.76	37.79%	
9271 98200	285,000.00	-	285,000.00	250,716.36	34,283.69	12.02%	
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	3,581,767.90	966,712.30	21.11%	
	<b>TOTAL</b>						

**Unique Management Services, Inc.**

	4/09-4/10	5/10-4/11	5/11-4/12	5/12-12/12	01/13-5/13	TOTAL
<b>Accounts Submitted</b>	2,197	1,004	1,057	658	385	5,301
<b>Cash Recovered</b>	\$17,798.30	\$13,615.29	\$15,133.86	\$8,338.32	\$7,051.38	\$61,937.15
<b>Materials Recovered</b>	\$17,528.07	\$12,713.89	\$12,033.44	\$8,712.40	\$3,851.35	\$54,839.15
<b>Waived Amount*</b>	\$4,500.80	\$4,283.54	\$3,976.66	\$2,824.75	\$1,298.03	\$16,883.78
<b>Expenditures</b>	\$19,663.15	\$8,985.80	\$9,460.15	\$5,889.10	\$3,427.85	\$47,426.05

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

**From:** huffer@gilderlehrman.org  
**Sent:** Thursday, June 06, 2013 5:09 PM  
**To:** Lynn Bieszka  
**Subject:** Created Equal: America's Civil Rights Struggle Notification

Dear Programming Coordinator,

On behalf of the *Bridging Cultures* initiative of the National Endowments of Humanities, the Gilder Lehrman Institute is delighted to inform you that your organization has been selected to receive the "Created Equal: America's Civil Rights Struggle" film set and \$1,200 programming stipend.

"Created Equal" film sets will be distributed to museums, libraries and community organizations in all 50 states. We are pleased that Warren Public Library can join this important initiative to encourage public conversations about the changing meanings of freedom and equality in U.S. history and civic life.

**Grant components include:**

- "Created Equal: America's Civil Rights Struggle" film set featuring *The Abolitionists*, *Slavery by Another Name*, *The Loving Story*, and *Freedom Riders*.
- \$1,200 stipend to host conversation-based public programming focused on the themes of the film set.
- A robust site-support notebook both in print and online, with tools for planning public conversations about the themes in the films; a guide for each film annotated to identify short clips for programming use.
- Access to the "Created Equal" website hosted by the NEH (available in September 2013).
- An orientation webinar for site coordinators and scholars/facilitators. Participants will engage with a scholar and learn about interpretive materials, public relations, and logistics. Specific details to come shortly.

**Requirements:**

- Develop at least three public film-screening and discussion events focusing on themes in the films. Public programs related to the film set should include participation by humanities scholars.
- Offer these programs free-of-charge and open to the public.
- Provide required reports, including a final report, to the Gilder Lehrman Institute by the set deadlines.
- Appoint one staff member as the site coordinator. The coordinator is required to participate in the orientation webinar.
- The stipend may only be used for programming expenses and may not be used for staff salary or indirect costs.
- Sites must credit the National Endowment for the Humanities, the Gilder Lehrman Institute of American History, and Bridging Cultures on all programming material per language in the site support notebook.
- Please review the organization name and address below. If the check payable entity differs from the organization name or if you have revisions, please reply to Beth Huffer, [huffer@gilderlehrman.org](mailto:huffer@gilderlehrman.org).

Warren Public Library  
1 City Square  
Suite 100  
Warren, MI 48093  
586-758-2115

- Please sign and return the attached acceptance letter to the Gilder Lehrman Institute.  
**This form must be returned to the Gilder Lehrman Institute via mail or email by July 1, 2013.**

Thank you and we look forward to working with you on this exciting project.

Susan Saidenberg, Project Director, joins me in welcoming you to this project.

Best,

Beth Huffer

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Beth Huffer  
Coordinator of Exhibitions and Multimedia Publications  
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THE GILDER LEHRMAN  
INSTITUTE *of* AMERICAN HISTORY

Signing below constitutes acceptance of the requirements for the “Created Equal: America’s Civil Rights Struggle” initiative outlined in the accompanying document.

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Site Coordinator Signature

Date

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Organization