

WARREN PUBLIC LIBRARY COMMISSION

One City Square, Warren MI 48093

AGENDA – REGULAR MEETING

March 17, 2016

7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes – Regular Meeting of January 21, 2016**
5. **Financial Reports**
 - a. Monthly Line Item Budget Report
 - b. Suburban Library Allocation Account
 - c. Branch Income Report
6. **Director's Report**
 - a. **Statistics/Output Measures**
 - Unique Management report
 - Circulation reports
 - b. **Current Projects**
 - Update on the renovation/demolition projects of Busch Library.
 - March 8, 2016 City Council approved budget amendment for Busch Branch project. BERNCO, Inc. awarded Busch Branch project.
 - Michigan Chandelier submitted completed specs for the LED lighting project at Civic Center to Dave Anderer, Superintendent of Buildings.
 - c. **Services**
 - Received a check from SLC in the amount of \$1,848.76 for ProPay credit card transactions from 12/2/2015-01/12/2016.
 - Received a check from SLC in the amount of \$927.39 for ProPay credit card transactions from 01/13 – 02/02/2016.
 - Amy Nelson is now a Notary at Miller and is in the process of acquiring her Notary stamp.
 - Jamie Babcock is now a Notary at the Civic Center Branch.
 - Sharon Lindsay will be conducting introductory computer classes at the Burnette Branch in the near future.

- Ordered ALLDATA database for Miller and Burnette Branches. ALLDATA contains schematics and maintenance information for auto repair.
- Ordered Envisionware MobilePrint for Miller and Burnette Branches. Patrons can send documents from home to the library release station.
- Received the 2016 YALSA/Dollar General Summer Learning Resources Grant in the amount of \$1,000.00. Monies will be used to purchase graphic novels and a PS4 gaming station.

d. Staffing Issues

- Denise Rose had elective surgery on February 1, 2016 and is on S/A until 3/14/ 2016.
- Rebecca DeLiso's probationary period was extended to June 30, 2016.
- Kelly Bishop, Office Assistant transferred to the Treasurer's office on February 19, 2016 for the position of Tax Accountant.
- We will be interviewing for an Office Assistant to fill the vacancy created by the transfer.

e. Marketing/Outreach

- eNewsletter update
- Upcoming Events (Jack Lessenberry, Steve Hamilton)

f. Discussion Items

- Patron Camille Surant requested that library hours be extended to 9:00 p.m.
- Burnette Branch reconstruction
- Disruptive behavior signs
- Patron Gregory Crachiolo expressed concern about public restrooms having locks on the inside of the restroom doors.

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

- Approval of Scooter policy at Civic Center.

9. Friends of the Warren Public Library

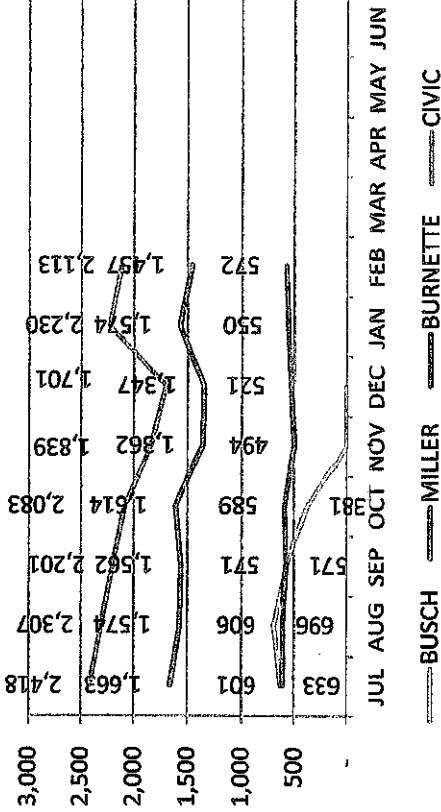
10. S.L.C. Report

11. Commissioner's Comments

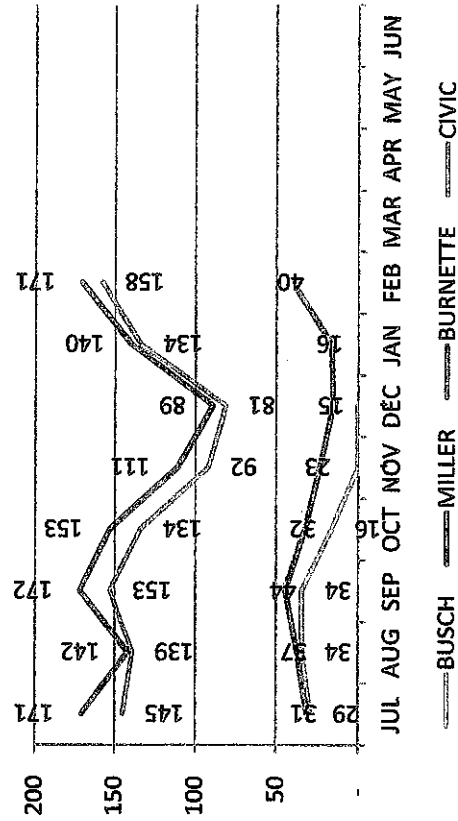
12. Next Meeting Date – May 19, 2016

13. Adjournment

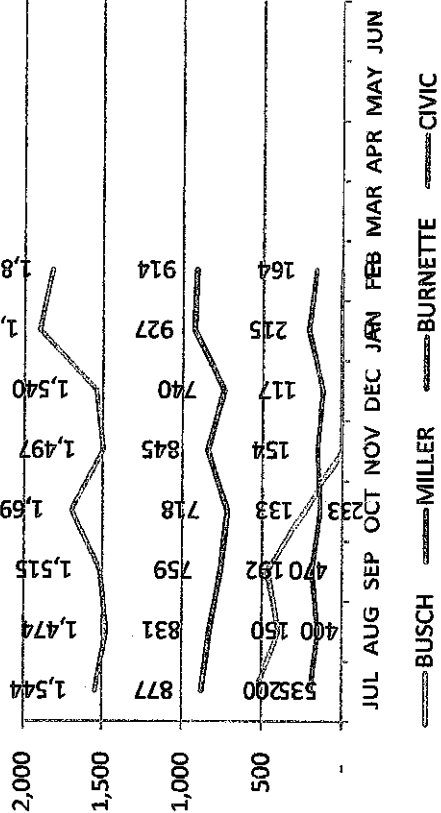
Items Loaned to SLC 2015-2016



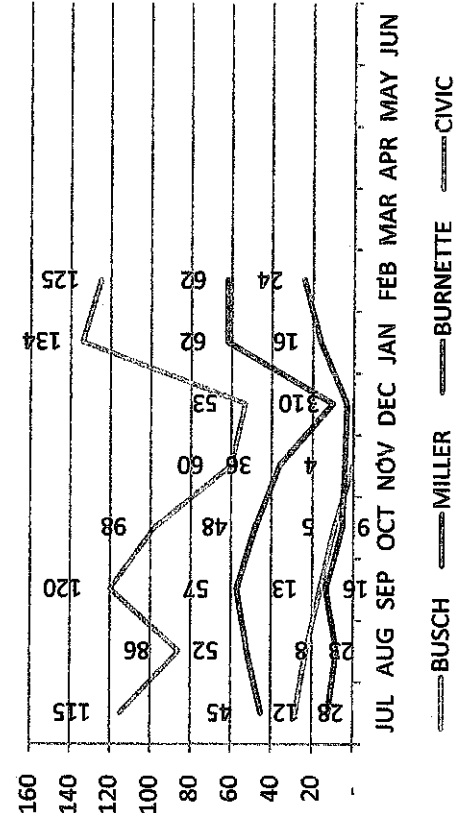
Items Sent to Mel 2015-2016



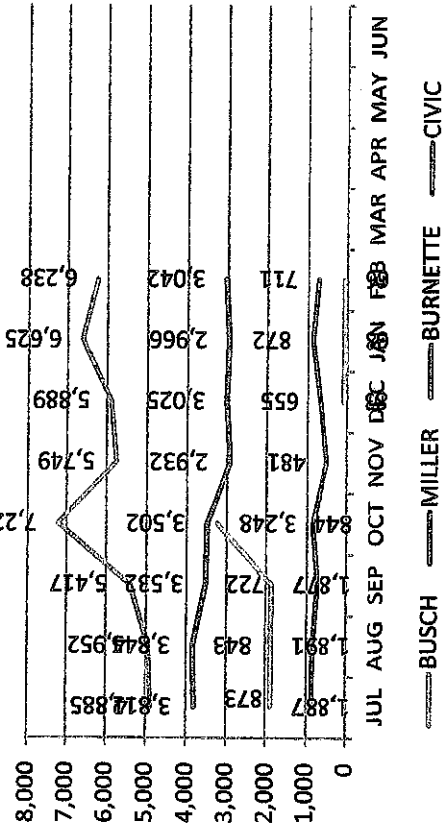
Items Received from SLC 2015-2016



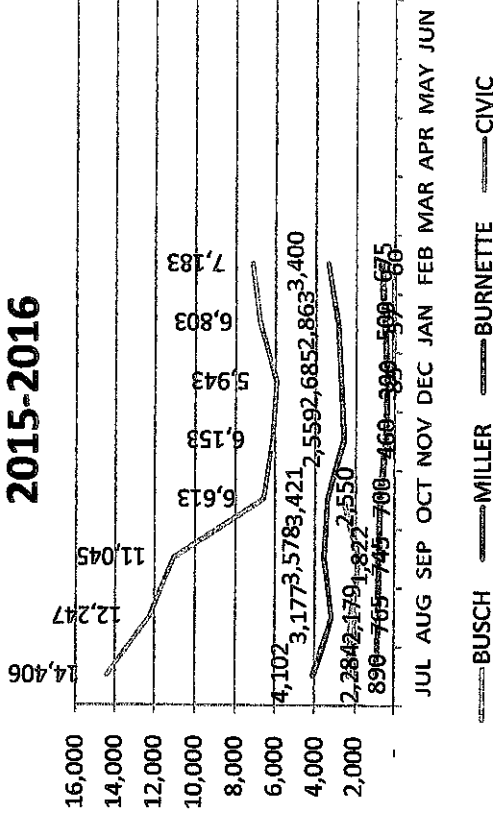
Items Received from Mel 2015-2016



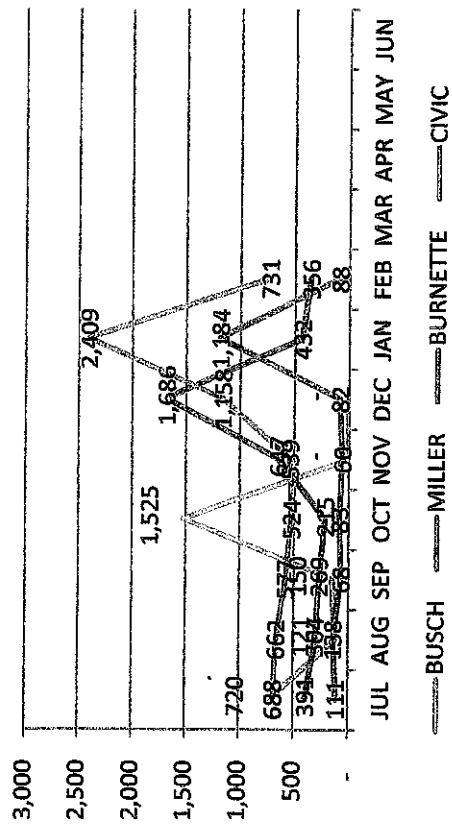
Adult Books Circulated 2015-2016



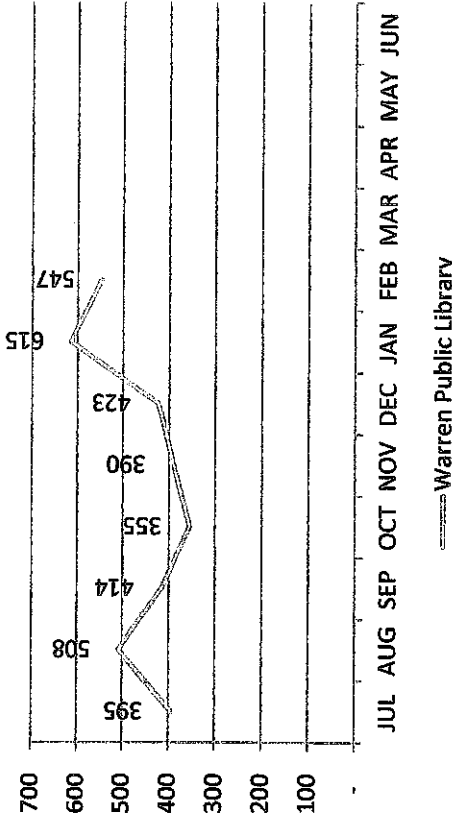
Juvenile Books Circulated 2015-2016



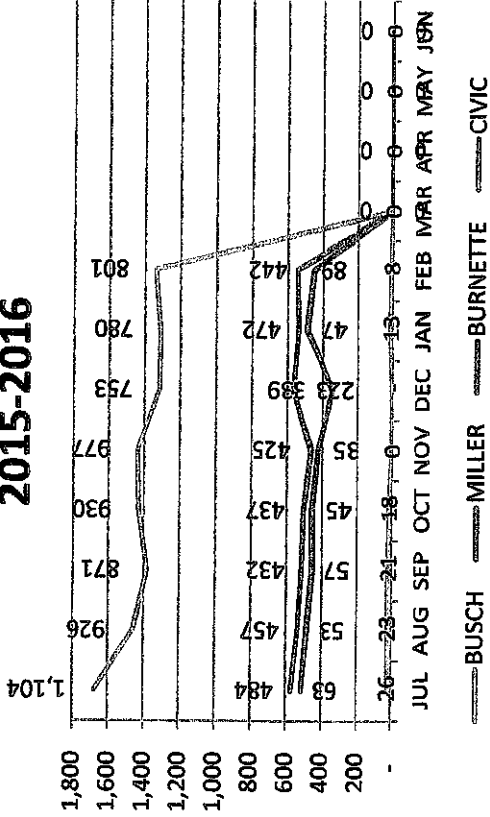
Periodicals Circulated 2015-2016



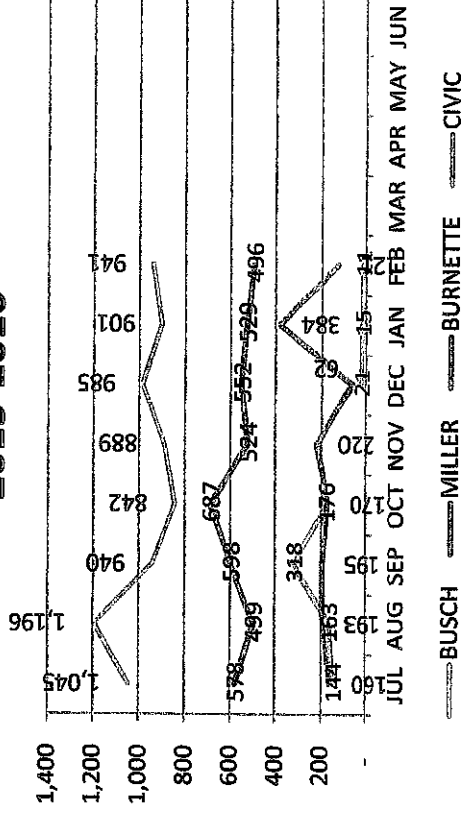
Zinio (eMagazines) Circulated 2015-2016



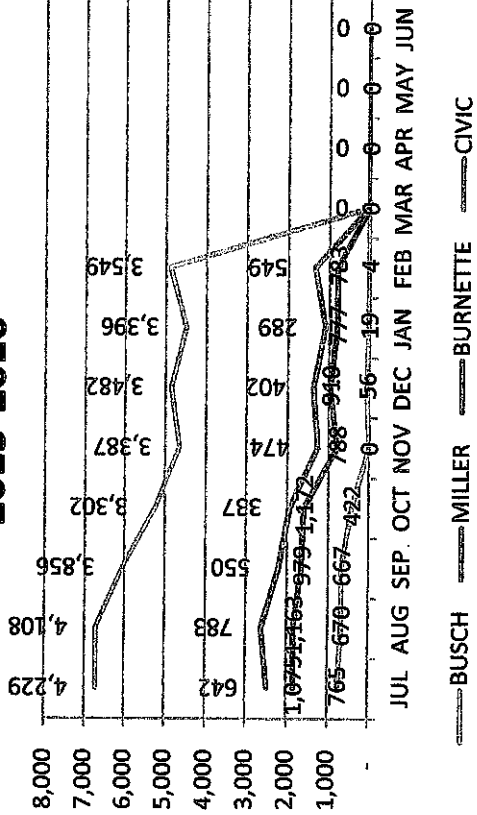
Audiocassettes Circulated 2015-2016



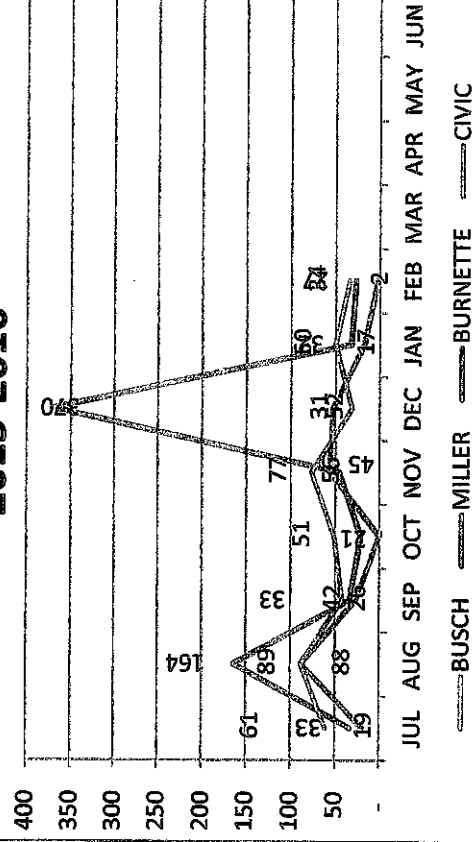
Compact Discs Circulated 2015-2016



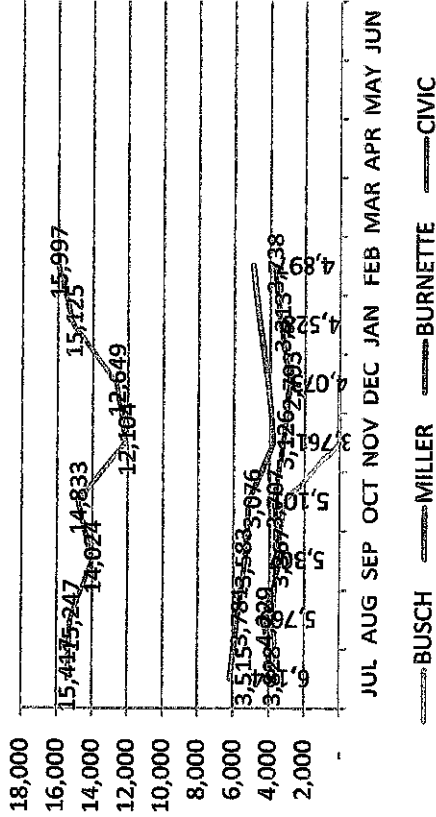
DVDs Circulated 2015-2016



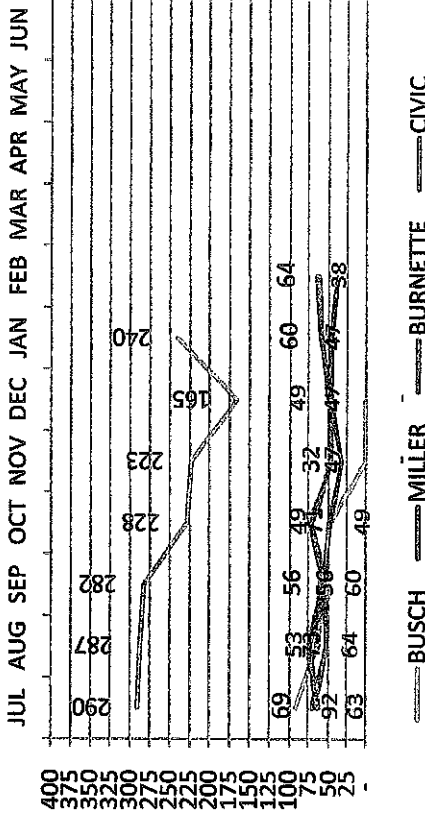
Videocassettes Circulated 2015-2016



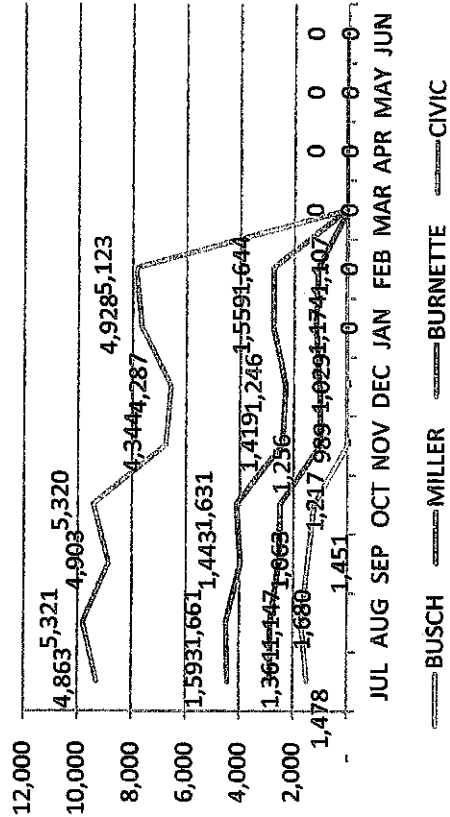
Patron Usage 2015-2016



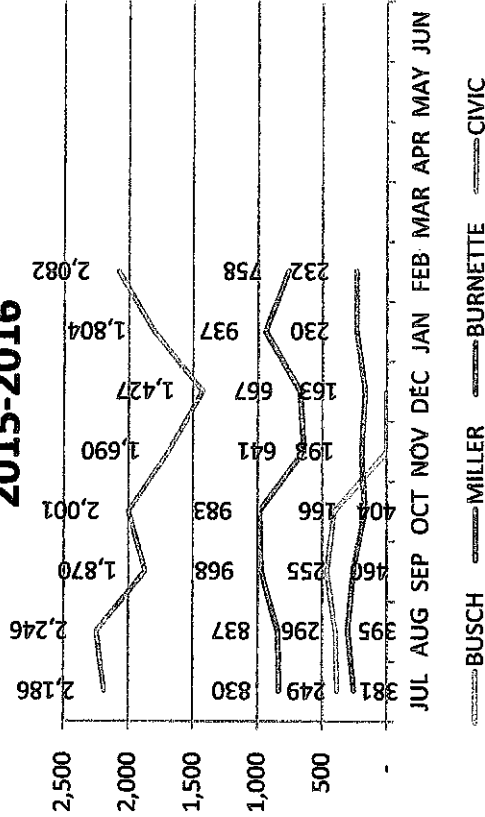
Patrons Registered 2015-2016



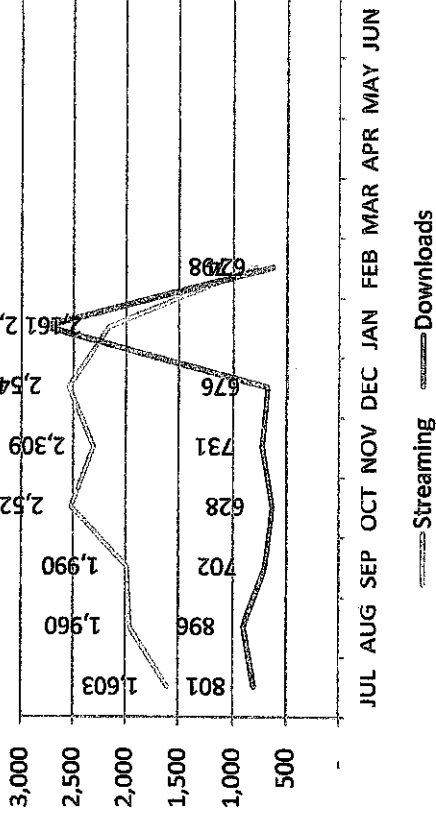
Computer Usage 2015-2016



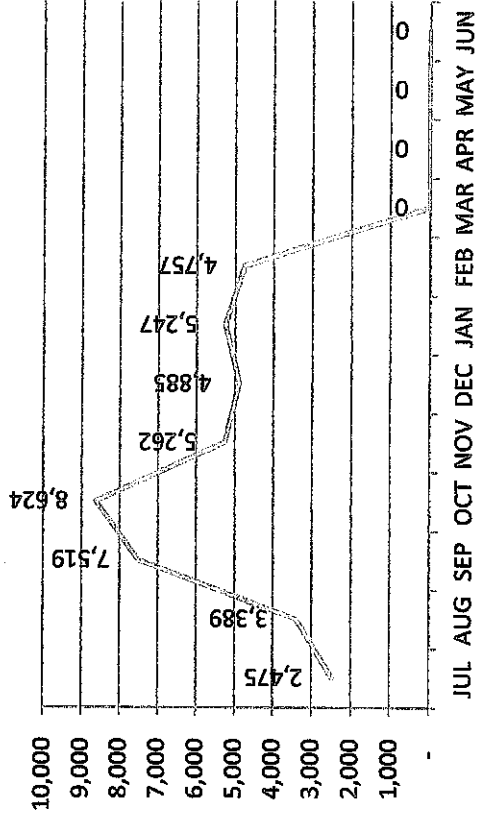
Reference Questions 2015-2016



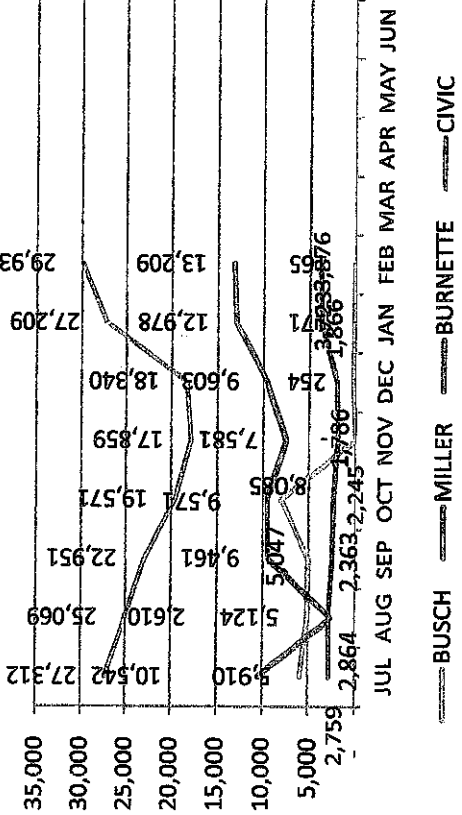
Freegal 2015-2016



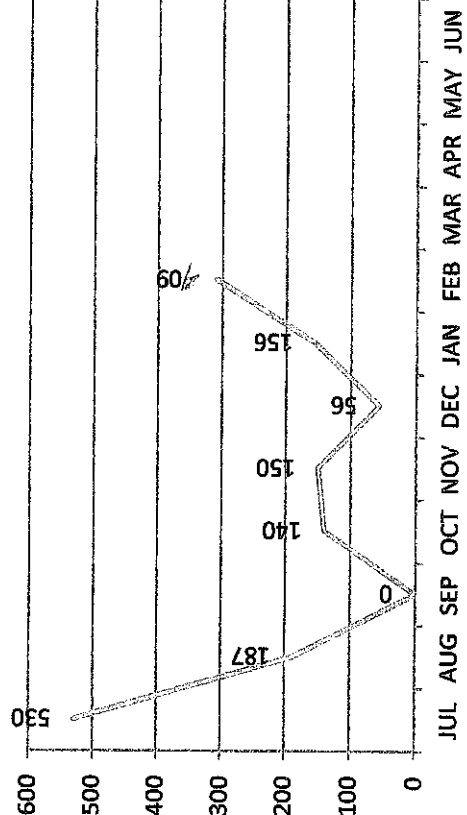
Ancestry Database Usage 2015-2016



Circulation 2015-2016

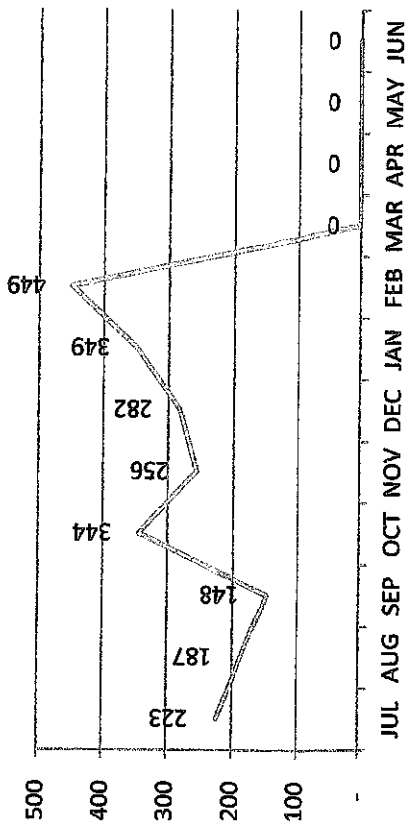


ALLDATA Database Usage 2015-2016



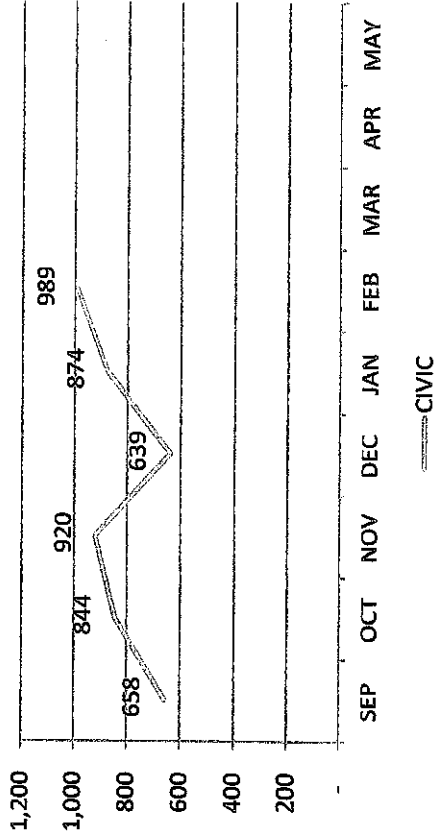
Consumer Reports Database Usage

2015-2016



Sunday Circulation

2015-2016



Unique Management Services (UMS)

Recovery Report through February 2016

	UMS Small Balance Information	UMS Regular Balance Information
Start Date	3/16/2011	2/1/2009
Number of Accounts Submitted	4836	7551
Cash Recovery	\$ 45,017.50	\$ 101,057.67
Material Recovery	\$ 5,166.15	\$ 87,336.73
Waived Amounts	\$ 2,801.93	\$ 28,515.06
Amount Invoiced	\$ 14,250.20	\$ 66,578.15
Total Recovery	\$ 52,985.58	\$ 216,909.46
Return on Investment	\$4 to \$1	\$3 to \$1

Motorized Scooter Policy

The scooter is for use within the Library and City Hall. An individual wishing to use the scooter must present their current picture identification to a staff member at the Circulation Desk. The scooter may be used by an individual for a maximum of two hours per day.