

# **WARREN PUBLIC LIBRARY COMMISSION**

One City Square, Warren MI 48093

## **AGENDA – REGULAR MEETING**

March 20, 2014

7:00 p.m.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes – Regular Meeting of January 16, 2014**
- 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
  - b. Current Projects**
    - Mayor concurs with new footprint for WDB.
    - TIFA unanimously voted for the property expansion at WMB. They donated the 2 lots north of WMB.
    - Construction on WDB will be 2014/15 and WMB 2015/16.
    - Interworks will begin pulling cables through for WiFi.
    - NCIP update – Computer will communicate with MeLCat so there will be only one system for circulation.
    - Researching available grants through Semcog. ECVIS is a database for funding. L. Bieszka attended a workshop for grant writing and will submit any grants found.
    - CDBG will have \$200,000 available in the 2015-16 fiscal year.
    - Will ask TIFA for funding towards construction of one meeting room at WMB.

### **c. Services**

- Cyber Zoo for Tots is available at the Civic Center Library.
- Patron application has been changed to accommodate the needs via iPhones or smartphones for the SMS system. This system will send message for charges, fines, and notifications of materials on hold.
- Blue Cloud Commerce Pro-pay will allow Visa, Discovery, and Master Card payments. SLC will disperse the payments received to each library. We will pay a fee of 2.6%. Any payment made through Enterprise, the patron is charged a fee of \$.50. At this time, the system does not have the capabilities of accepting donations.
- 24/7 fax service through email.

### **d. Staffing Issues**

- C. Knecht was demoted to Branch Librarian on 3/7/2014.
- J. Willard declined offer for Branch Librarian Supervisor.
- The new Office Assistant, Kelly Bishop, began her training on 3/10/14 at WCV and will be on probation for 6 months.
- Three staff members will attend a workshop in Novi on 4/10/14 called "Securing Your Library in Troubling Times". This is an introduction to handling of an active shooter.
- PLA reports from O. Urban, J. Robertson and L. Martin.
- MI KidLib Unconference – report from L. Martin.

### **e. Marketing/Outreach**

- eNewsletter update
- Upcoming Events

### **f. Discussion items**

- Received State Aid of \$39,147.04 on February 24, 2014.

## **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**

- Commissioner to sit on the Committee of the Whole for the renovations of WMB and WDB.
- 3M will no longer support XP in April. An upgrade service pack refresh kit for Windows 7 is required. Quote received from 3M is \$7,992.00 for both units.
- Approval of Section I and II of the policy manual.

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

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

## **11.Commissioner's Comments**

## **12.Next Meeting Date – May 15, 2014**

## **13.Adjournment**

# WARREN PUBLIC LIBRARY COMMISSION

## Regular Meeting

January 16, 2014

**1. Call to Order:**

The regular meeting was called to order at 7:07 PM by Frank Pasternak.

**2. Roll Call:**

**Commissioners Present:** Annette Coach, Frank Pasternak, Don McIntosh, and Zosia Ladak.

**Also Present:** Oksana Urban, Warren Library Director and Jacqueline Gartin, City of Warren Attorney.

McIntosh moved to excuse Doeblner, Palmer, and Mocerri, supported by Coach; motion carried.

**3. Approval of Agenda:**

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

**4. Approval of Minutes—Regular Meeting of November 21, 2013:**

McIntosh moved to approve the Minutes of the November 21, 2013 with two corrections; supported by Ladak; motion carried.

**5. Reports:**

a) **Monthly Line Item Budget Report:** The Monthly Line Item Budget Report for the period ending 1/01/2014 was reviewed. Urban indicated that we have 53% left in the budget while normally we would be at 50%.

b) **Suburban Library Allocation Account:** As of December 31, 2014 the balance of the Allocation Account was \$35,357.55. Eighteen computers were purchased and will be maintained for four years. Those computers will be used at the Miller, Busch, and Burnette branches.

Coach moved to receive and file the Monthly Line Item Budget Reports and the Suburban Library Allocation Accounts, supported by Ladak; 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, 2013 cash and material recovered totaled \$131,759.98. The total cumulative expenditures paid out were \$54,575.31.
- Overdrive Statistics and Monthly Stats were reviewed. As a result of the growing increase in eBook usage more of the most popular eBooks will be purchased.

### **b. Current Projects:**

- The 2014—2015 Fiscal Year Budget was submitted January 15, 2014.
- Accomplishments for 2013 and Goals for 2014 were submitted to the Mayor.

### **c. Services:**

- SMC Messaging – Directors voted to release other notifications via text messaging, such as for overdue materials. Further, notifications for material on “hold” can be done through phone messages, emails, or text messaging.
- The Aerohive hardware wireless management program (which will identify the number of people using Wi-Fi) was approved by the Directors for purchase and will be funded by the SLC. It was noted that this is necessary for State Aid. More than one unit may be required and Aerohive will be able to determine that number.
- The SLC will support MAC computers and tablets if libraries wish to provide them for their patrons. It was indicated that having one MAC computer at each branch should be pursued.

### **d. Staffing Issues:**

- The Miller Branch supervisor submitted a letter to Human Resources requesting that she be demoted back to Branch Librarian. Human Resources is working with unions 1917 and 1250 regarding this voluntary staff demotion.
- Jennifer Willard is on the eligibility list for the Branch Librarian Supervisor position.
- Amy Nelson successfully completed her probationary period for Library Technician which left an opening for an Office Assistant.
- Human Resources has received the request to fill the vacant Office Assistant position.
- K. Czewski will begin a probation period for the Branch Librarian position.

**e. Marketing/Outreach:**

- eNewsletter update: The eNewsletter is written by John Robertson.
- The Water Billing mailing will include a notification to the community that those who work in Warren can obtain a Warren Library card.
- A letter containing information and services provided by the Warren Library will be included with the welcoming package that is sent to newly moved-in residents of Warren. Jacquelin Gartin will be asked to review the letter before it is used.
- Several upcoming events were identified in the current Newsletter.

**f. Discussion Items:**

- As a part of the renovations at the Busch and Burnette Branch Libraries, Engineering scoped the 30" sewer line under Burnette. There is consideration being given to obtaining the house next to Busch to expand the library's parking capacity.
- The SLC is eliminating its Sunday IT support.
- Michicard ended 12/31/2013 and MiLibraryCard began with 70+ libraries participating. That is fewer libraries than there was with Michicard. The MiLibraryCard is basically following the same rules and guidelines as Michicard.
- Zinio digital magazines are currently available. Circulations in December were under 300. A class will be held to improve understanding of the Zinio process.
- Five library staff members are interested in attending the Public Library Association conference in Indianapolis.
- A donation of \$500 from the Palmer family was made for the purchase of children's books in honor of Mr. & Mrs. Richard Palmer. Forty nine books have been ordered.
- Coach moved to receive and file the Director's report, supported by Ladak; motion carried.

**7. Audience Participation:**

Joseph Hunt requested that the Controller's Office be invited to the Library Commission meeting to explain various budget items. He further recommended that funds from the Neighborhood Stabilization Fund be used for the demolition of the Busch Library building.

Karen Spranger supported renovations of the Busch and Burnette libraries to help in stabilizing the neighborhood.

**8. Action Items:**

- Purchase of institutional membership to ALA for \$1,800.
- Purchase iBoss filtering software for each library branch for \$795 each.
- Purchase replacement inserts for cracked/damaged sign displays outside the computer lab, the Twain room and two small study rooms.

- Ladak made a motion to approve each of the three action items, supported by Coach; motion carried.

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

It was indicated that the store will have evening hours when day light savings time returns. "Blue Light" specials are planned and could be held, as an example, every 15 minutes. And, various fund risers are being investigated.

**10. S.L.C. Report—Frank Pasternak**

Pasternak indicated that the SLC has new board members.

**11. Commissioner's Comments:**

Nothing at this time.

**12. Next Meeting Date—March 20, 2014 at 7:00 PM**

**13. Adjournment:**

McIntosh moved to adjourn the meeting at 8:53 PM, supported by Coach; motion carried.

**Donald J. McIntosh, Secretary**

# SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY  
 PERIOD 07/01/13 - 06/30/14  
 as of 2/01/2014

	BUDGETED	ADJUSTMENT	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	REMAINING %
9271 70300	APPOINTED OFFICIAL		92,269.00	60,949.14		31,319.86	33.94%
9271 70600	PERMANENT EMPLOYEES		1,093,486.00	608,963.22		484,522.78	44.32%
9271 70700	CLERICAL		-	-		(4,338.00)	0.00%
9271 70714	TEMPORARY EMPLOYEES		320,000.00	168,404.10		151,595.90	47.37%
9271 70900	PERM. PART-TIME OVERTIME		20,615.00	3,811.86		16,803.14	81.51%
9271 71000	SHIFT PREMIUM		11,117.00	4,274.05		6,842.95	61.55%
9271 71302	EDUCATION ALLOWANCE		8,400.00	8,600.00		(200.00)	-2.38%
9271 71500	SOCIAL SECURITY		122,017.00	66,372.89		55,644.11	45.60%
9271 71900	EMPLOYEE INS.		245,195.00	89,171.58		156,023.42	63.63%
9271 71904	RETIREE HEALTH INS.		305,781.00	153,740.08		152,040.92	49.72%
9271 71905	H.S.A. EXPENSE		-	(3,492.27)		(439.35)	0.00%
9271 71906	SUPPL LIFE INSURANCE EXP		-	(439.35)		(439.35)	0.00%
9271 71907	HEALTH INSURANCE CO-PAY		-	(2,201.88)		(2,201.88)	0.00%
9271 72100	LONGEVITY RETIREMENT		28,544.00	13,657.90		14,886.10	52.15%
9271 72200	RETIREMENT		526,392.00	434,696.00		91,696.00	17.42%
9271 72201	DEFINED CONTRIBUTION EXP		-	51,188.84		(51,188.84)	0.00%
9271 72700	OFFICE SUPPLIES		55,000.00	17,666.38		32,500.70	58.09%
9271 72702	COPY MACHINE EXP.		14,000.00	5,629.41		6,303.20	45.02%
9271 80100	CONTRACTUAL SERVICES		158,250.00	59,630.28		70,185.02	44.35%
9271 80117	COOPERATIVE SERVICES		185,000.00	90,999.00		83,962.00	50.79%
9271 80130	CO-OP SERVICES-INDIR AID		30,000.00	-		30,000.00	100.00%
9271 80200	POSTAGE		2,000.00	516.08		1,240.01	62.00%
9271 80301	UNEMPLOYMENT COSTS		2,500.00	-		2,500.00	100.00%
9271 82201	VIDEO CASS & TAPES		9,000.00	4,521.04		4,478.96	49.77%
9271 82202	LIBRARY CIRCULATING MAT		38,000.00	15,350.42		22,649.58	59.60%
9271 82207	PERIODICALS		17,000.00	16,247.54		752.46	4.43%
9271 85300	TELEPHONE		10,000.00	3,155.18		6,844.82	68.45%
9271 86100	MILEAGE		1,500.00	431.37		1,068.63	71.24%
9271 86300	AUTO EXPENSE		1,500.00	590.13		909.87	60.66%
9271 86400	CONFERENCES-WRKSHOP		6,000.00	800.00		5,200.00	86.67%
9271 90200	BOOK BINDING		100.00	-		100.00	100.00%
9271 91000	INSURANCE/BONDS		33,100.00	33,099.96		0.04	0.00%
9271 92000	PUBLIC UTILITIES		215,000.00	97,941.02		117,058.98	54.45%
9271 93000	REPAIRS & MAINTENANCE		43,400.00	9,589.30		31,765.67	73.19%
9271 95000	ADMINISTRATIVE COSTS		206,600.00	206,589.92		0.08	0.00%
9271 96401	REF TAX PD UND PROTEST		50,000.00	6,520.63		43,479.37	86.96%
9271 96470	BUILDING AUTHORITY BONDS		134,000.00	105,203.16		28,796.84	21.49%
9271 96850	ACCUMULATED SICK LEAVE		5,000.00	-		5,000.00	100.00%
9271 96855	ACCUMULATED COMP TIME		1,000.00	-		1,000.00	100.00%
9271 98000	OFFICE EQUIPMENT		29,600.00	23,271.54		4,253.46	14.37%
9271 98200	BOOKS		281,470.00	131,588.30		149,581.70	53.14%
9271 99000	EST UNCOL TAXES		5,000.00	-		5,000.00	100.00%
	<b>TOTAL</b>		<b>4,307,836.00</b>	<b>2,491,284.82</b>		<b>1,764,246.23</b>	<b>40.95%</b>



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

**CITY OF WARREN-LIBRARY**

PERIOD 07/01/13 - 06/30/14

as of 3/01/2014

	BUDGETED	ADJUSTMENT	CURRENT	YTD	YTD	YTD	YTD	%
	BUDGET		BUDGET	EXPENDITURE	ENCUMBERED	UNENCUMBERED	REMAINING	
9271 70300 APPOINTED OFFICIAL.	92,269.00		92,269.00	68,019.22		24,249.78	26.28%	
9271 70600 PERMANENT EMPLOYEES	1,093,486.00		1,093,486.00	882,566.74		410,919.26	37.58%	
9271 70602 CLERICAL	-		-	-		-	0.00%	
9271 70700 TEMPORARY EMPLOYEES	320,000.00		320,000.00	5,130.00		(5,130.00)	0.00%	
9271 70714 PERM. PART-TIME	20,615.00		20,615.00	192,403.10		127,596.90	39.87%	
9271 70900 OVERTIME	11,117.00		11,117.00	4,051.22		16,563.78	80.35%	
9271 71000 SHIFT PREMIUM	8,400.00		8,400.00	4,274.05		6,842.95	61.55%	
9271 71302 EDUCATION ALLOWANCE	122,017.00		122,017.00	8,600.00		(200.00)	-2.38%	
9271 71500 SOCIAL SECURITY	245,195.00		245,195.00	74,578.49		47,438.51	36.88%	
9271 71900 EMPLOYEE INS.	305,781.00		305,781.00	101,637.13		143,557.87	58.55%	
9271 71904 RETIREE HEALTH INS.	-		-	172,480.81		133,300.19	43.59%	
9271 71905 H.S.A. EXPENSE	-		-	3,882.43		(3,882.43)	0.00%	
9271 71906 SUPPL LIFE INSURANCE EXP	-		-	497.93		(497.93)	0.00%	
9271 71907 HEALTH INSURANCE CO-PAY	28,544.00		28,544.00	(2,201.86)		(2,201.86)	0.00%	
9271 72100 LONGEVITY	526,392.00		526,392.00	16,690.18		11,853.82	41.53%	
9271 72200 RETIREMENT	-		-	434,696.00		91,696.00	17.42%	
9271 72201 DEFINED CONTRIBUTION EXP	55,000.00		55,000.00	57,549.73		(57,549.73)	0.00%	
9271 72700 OFFICE SUPPLIES	14,000.00		14,000.00	20,812.94	6,406.09	27,780.97	50.51%	
9271 72702 COPY MACHINE EXP.	158,250.00		158,250.00	6,603.76	3,093.04	4,303.20	30.74%	
9271 80100 CONTRACTUAL SERVICES	185,000.00		185,000.00	75,014.43	26,309.11	56,926.46	35.97%	
9271 80117 COOPERATIVE SERVICES	30,000.00		30,000.00	91,038.00		93,962.00	50.79%	
9271 80130 CO-OP SERVICES-INDIR AID	2,000.00		2,000.00	-	203.11	30,000.00	100.00%	
9271 80200 POSTAGE	2,500.00		2,500.00	588.33		1,208.56	80.43%	
9271 80301 UNEMPLOYMENT COSTS	9,000.00		9,000.00	-		2,500.00	100.00%	
9271 82201 VIDEO CASS. & TAPES	38,000.00		38,000.00	5,727.24	3,272.76	3,272.76	36.36%	
9271 82202 LIBRARY CIRCULATING MAT	17,000.00		17,000.00	21,628.79	16,371.21	16,371.21	43.08%	
9271 82207 PERIODICALS	10,000.00		10,000.00	16,247.54		752.46	4.43%	
9271 85300 TELEPHONE	1,500.00		1,500.00	3,917.29		6,082.71	60.83%	
9271 86100 MILEAGE	1,500.00		1,500.00	523.19		976.81	65.12%	
9271 86300 AUTO EXPENSE	6,000.00		6,000.00	655.13		844.87	56.32%	
9271 86400 CONFERENCES-WRKSHOP	100.00		100.00	800.00		5,200.00	86.67%	
9271 90200 BOOK BINDING	33,100.00		33,100.00	-		100.00	100.00%	
9271 91000 INSURANCE/BONDS	215,000.00		215,000.00	33,099.96	0.04	100,757.17	46.86%	
9271 92000 PUBLIC UTILITIES	43,400.00		43,400.00	114,242.83		30,765.67	70.89%	
9271 93000 REPAIRS & MAINTENANCE	206,600.00		206,600.00	10,370.68	2,263.65	0.08	0.00%	
9271 95000 ADMINISTRATIVE COSTS	50,000.00		50,000.00	9,269.57		40,730.43	81.46%	
9271 96401 REF TAX PD UND PROTEST	134,000.00		134,000.00	105,203.16		28,796.84	21.49%	
9271 96470 BUILDING AUTHORITY BONDS	5,000.00		5,000.00	-		5,000.00	100.00%	
9271 96850 ACCUMULATED SICK LEAVE	1,000.00		1,000.00	-	2,075.00	(1,423.54)	-4.81%	
9271 96855 OFFICE EQUIPMENT	29,600.00		29,600.00	28,948.54		121,452.17	43.15%	
9271 98000 BOOKS	281,470.00		281,470.00	160,017.83		5,000.00	100.00%	
9271 98200 EST UNCOL TAXES	5,000.00		5,000.00	-		-		
<b>TOTAL</b>	<b>4,307,836.00</b>		<b>4,307,836.00</b>	<b>2,736,164.28</b>		<b>1,526,917.96</b>	<b>35.45%</b>	

**SUBURBAN LIBRARY COOPERATIVE  
CENTRALIZED PURCHASING EXPENSE REPORT  
(01/01/2014 – 2/28/2014)**

<b>Beginning Balance</b>	<b>35,357.55</b>
Board Meeting reimbursement Oksana Urban	(9.21)
Deposit of computer sales	450.00
<b>Ending Balance</b>	<b>35,798.34</b>

**Unique Management Services, Inc.**

	4/09-4/10	5/10-4/11	5/11-4/12	5/12-12/12	01/13-6/13	TOTAL
Accounts Submitted	2,197	1,004	1,057	658	434	5,350
Cash Recovered	\$17,798.30	\$13,615.29	\$15,133.86	\$8,338.32	\$8,268.93	\$63,154.70
Materials Recovered	\$17,528.07	\$12,713.89	\$12,033.44	\$8,712.40	\$4,320.45	\$55,308.25
Waived Amount*	\$4,500.80	\$4,283.54	\$3,976.66	\$2,824.75	\$1,543.03	\$17,128.78
Expenditures	\$19,663.15	\$8,985.80	\$9,460.15	\$5,889.10	\$3,866.40	\$47,864.60

**2014 Fiscal Year**

**2015 Fiscal Year**

	TOTAL	7/13-12/13	1/14-6/14	TOTAL	7/14-12/14	1/15-6/15
Accounts Submitted	5,350	512	152	6,014		
Cash Recovered	\$63,154.70	\$5,973.37	\$4,780.14	\$73,908.21		
Materials Recovered	\$55,308.25	\$7,323.66	\$1,512.51	\$64,144.42		
Waived Amount*	\$17,128.78	\$1,821.49	\$389.50	\$19,339.77		
Expenditures	\$47,864.60	\$4,582.40	\$1,351.45	\$53,798.45		

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

Warren Public Library  
Supervisors Meeting Minutes  
March 17, 2014  
Civic Center Library

Present: Oksana Urban, Sharon Lindsay, Lynn Bieszka, John Robertson

1. Branch Reports

WMB - The budget is looking good - where it should be this time in the fiscal year. Lynn is weeding the collection. They are still having problems with children bypassing BESS on their patron computers. John will look into other filtering options.

WDB - The budget is looking good as well. Sharon is also weeding the collection. Easy collection is being changed to be consistent with the other branches. Easy Readers are almost done. Easy books and Easy Non-fiction will be worked on next.

WCV - The new office assistant started March 10.

WAM - Lynn is working on spending their budgets. Sharon is working on schedules.

2. Accelerated Reader and other Leveled Reader lists

Oksana would like all branches to print the lists for the schools in their area. They should be available on the school system's website. These lists should be available to parents and children when they come to the library to select their books.

3. Staffing

- Cyndi Knecht is now the Branch Librarian at WAM.

- Lynn Bieszka and Sharon Lindsay are sharing the supervisory duties for WAM.

- Jennifer Willard was offered the Branch Librarian Supervisor position at WAM - she declined.

- Lorena McDowell resigned to become the Director of the Fraser Public Library. Her position will be offered to the next person on the list.

- Kelly Bishop, the new Office Assistant at WCV, began March 10.

4. Boiler Repair at Fire Hall

The boiler bearing assembly and impeller needed to be replaced at the Fire Hall on Beebe. Currently the City of Warren owns the building and The Friends of the Warren Public Library, The Crime Commission and The Village Historical Commission use the building. Who will be paying the \$1752 repair bill is being negotiated.

5. Interworks WiFi installation.

Technicians from Interworks will be at WAM and WCV within the next couple of weeks to install this service. WMB and WDB will not be done at this time. They will be completed after their renovations.

6. Credit Card Payment

Blue Cloud Commerce (also known as Propay) will soon become available through Workflows. This will allow patrons to use their Mastercard, Visa or Discover cards to make payments to the library. Patrons can pay online and pay a \$0.50 charge per transaction or pay at the library and the library will pay a 2.6% charge. All funds will go to SLC who will redistribute them back to the libraries. This could be available sometime in April.

7. "Securing Your Library in Troubling Times" workshop, April 10, 2014

Oksana, Lynn and John will be attending a viewing of this workshop at the Novi Public Library.

8. NCIP

NCIP is the interface that will allow Workflows to communicate directly with MelCat. This should be initiated in the next couple of weeks. One of the SLC libraries (not Warren), will be a beta test sight. If all goes well, it will become available for all SLC libraries.

9. E-Resource Central

This will make access to our eBooks easier for patrons. This will hopefully go live sometime in May.

10. OCLC

SLC is considering replacing SkyRiver with OCLC if the pricing is low enough.

11. Volunteerism

Chrysler has a foundation where employees give of their time and talents to help the community. Oksana would like the libraries to consider using this to assist with library programs.

12. Grants to Investigate

- Dollars for Doers grant from Chrysler
- HUD grant (the city received \$200,000.00 from this grant) We should apply for the next fiscal year.

13. Metro Detroit Book and Author Society 84<sup>th</sup> Author Luncheon - May 19, 2014 11:00 a.m.

The luncheon will be at the Burton Manor Banquet and Conference Center in Livonia, MI. Tickets can be purchased beginning April 1 online at <http://bookandauthor.info> or by calling SLC at 586-685-5750. The authors scheduled to speak are: Richard Paul Evans, John Searles, Dan Jones, Mardi Jo Link and Greg Iles.

14. Policy Manual Revisions

Oksana approved the policy manual revisions. They will be given to the Library Commission to approve at their next meeting. Sharon, Lynn and John will continue to work on additional revisions.

15. Partnering with the Schools

Oksana would like us to consider working with the school districts to see if we could get library card applications and information sheets included with the "New Student" packet the schools give out.

16. Transforming Our Image

Oksana will give supervisors a dvd of the presentation made by Valerie J. Gross, author of Transforming our image: building our brand. This will be discussed at future meetings.

17. Readers Advisory

Committees should be formed to create Readers Advisory lists for readers of all ages.

18. Banners

Reminder that WCV can make banners to advertise programs.

19. Branches should work on creating signs listing what subject areas are down their aisles. This will make it easier for patrons to find materials.

20. Future Meetings:

Summer Reading Club Committee Meeting - April 2, 12 noon WCV

Consistency Committee Meeting - April 15, 12 noon WCV

Supervisor's Meeting - April 21, 12 noon WCV

Policy Manual Meeting - May 1, 12 noon WCV

Respectfully Submitted,

Sharon Lindsay

## Notes from meeting on 8/29/13 regarding special event

We would like to hold a special dinner at Andiamos with a “big name” speaker. We would like to get donations from the business community to pay for the speaker and other costs. We will have to charge people to attend the event.

### 1) Possible presenters:

- Jeff Daniels – actor, owner of Purple Rose Theater
- Tim Allen – comedian, actor
- David Spade – comedian
- Charlie LeDuff – journalist, author, Fox TV
- Wayne Dyer – self-help author
- Garrison Keillor – author, entertainer
- Clive Cussler – author
- Jay Leno – comedian, car enthusiast

### 2) We will need an event planner

- Larry Neal, director of Clinton Macomb libraries, has suggested someone he used:

**Kathy Culbertson**

**Celebrations to Remember**

**586-263-3075**

[celebrationstoremember@yahoo.com](mailto:celebrationstoremember@yahoo.com)

- On 8/29/13 Kathy emailed the event planner with a brief description of what we would like to do and requested a meeting

### 3) John will contact Andiamos to see if they can put us in touch with their booking agent.

### 4) Lorena will prepare an email for the mayor describing the people we are considering so that he can choose a possible speaker. He will be invited to give other possible speaker suggestions.

## LETTER OF UNDERSTANDING

This will confirm that on this 26<sup>th</sup> day of February, 2014 the City of Warren and AFSCME Local 1917 have entered into the following Letter of Understanding:

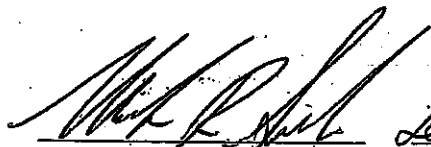
1. Effective March 7, 2014 employee Cynthia Knecht, who is currently in the classification of Branch Librarian-Supervisor and a member of AFSCME Local 1917 will voluntarily demote to the classification of Branch Librarian position and become a member of AFSCME Local 1250.
2. The parties agree that Ms. Knecht will not be required to serve a trial period in the position of Branch Librarian since Ms. Knecht has successfully completed a probationary period in that position while serving in that capacity from 1998 through 2011.
3. The parties agree that during the period of time that the Busch Branch of the Warren Public Library is closed and being rebuilt, the department will operate with one less Branch Librarian Supervisor than is currently budgeted.
4. The parties agree that during the period of time that the Busch Branch of the Warren Public Library is closed and being rebuilt, the City of Warren Human Resources Department will establish a civil service eligibility list for the position Branch Librarian Supervisor.
5. The City agrees to promote from the afore-mentioned eligibility list upon the reopening of the Busch Branch of the Warren Public Library.

This Letter of Understanding is made without prejudice or precedent to the position of any party and shall not be used in any future matter.

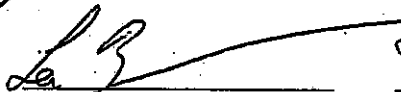
City:

AFSCME Local 1250:

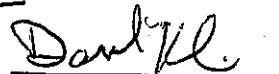
AFSCME Local 1917:



Mark R. Similar  
Labor Relations Manager



Lee Zumbrunnen  
President



David Klein  
Chapter Chairman



**MI KidLib Unconference**  
**February 21, 2014**  
**Clinton-Macomb Public Library**

**Lisa Martin**

The goals of this unconference are for youth librarians to learn from their peers, and brainstorm ideas in an unstructured format. Specific topics were selected from a list by attendees with voting at the conference. The KidLib Unconference is going to become an annual event and move to different locations each year in Michigan.

- **Break-out Session 1 : Tween Programming:**

The challenge for tweens, which are children ages 8-12, is to find programs they are interested in and keep them coming to the library. They outgrow many programs designed for the younger age group, but are too young for teen events. The goal would be to provide enough programs that keep them coming so they do eventually attend teen programs. One librarian suggested repeating programs that have been done for teens and use them for tween programs about six months later.

Successful programs for tweens include a book club that includes crafts, games and activities that accompany a book's theme. Some libraries give away free books, while others buy extra copies of books and keep them in the library's collection. Other successful tween programs include Minute to Win It, Chocolate Olympics, The Price is Right, Mario Cart Tween Tournament, Spy Training, and a Reindeer Games family event. Other libraries had success with cooking programs, Technology Trivia and Project Runway.

Deb Biggs Thomas, MeL coordinator for the Library of Michigan, suggested using Novelist K-8 as a readers' advisory tool. She also suggested using e-books K-8 as a source for free e-books that have unlimited downloads.

- **Break-out Session 2 : Makerspaces:**

Makerspaces are places in the community that provide the tools and materials to make something new. Most libraries can't provide one area that is devoted just to being a Makerspace, so the challenge is to adapt the Makerspace movement to a library's space. Some libraries have created successful partnerships with businesses that have special equipment and offered to bring it to the library.

Resources for libraries to create their own Makerspace programs can be found at <http://www.makershed.com/> and through Make Magazine. Kits are available for purchase. A free webinar called *Make your Own Makerspace* will be on April 24 at 2 pm from Demco.com. ALA Make it @ your Library is another source for more information.

Successful maker programs were discussed. The “Read to Seed” program at West Bloomfield Public Library involved a partnership with a local nursery and had children planting pots that stayed at the library throughout the summer. A harvest party was the finale for using the plants to create a salad or pizza. Other popular programs included making a marble run and a cardboard play day.

- **Guerilla Story Time at Lunch**

Favorite songs, rhymes and ideas were shared by librarians who do story times. Props such as shakers, scarves, and a stretchy band were used with examples of songs. The parachute was also used with some favorite songs and rhymes.

- **Break-out Session 3 : Fizz, Boom Read**

Ideas were shared by librarians for planning the upcoming Summer Reading programs. One librarian suggested creating a photo booth for a photo-op with props that go with the science theme. A passive program could be a weekly discovery table with different themes. The Summer Reading Manual has suggestions. Other program suggestions were kite-making, soap bubble science, lava lamps, an I Spy program and sensory science.

Librarians discussed whether they counted time or the number of books read for the summer reading program. West Bloomfield did the whole program online with a program created by their IT department, but patrons still had to visit the library for prizes. Some libraries gave the free book to patrons for signing up, so more children received free books. Some libraries have eliminated large grand prizes, while others have eliminated the smaller inexpensive toys.



## I. ELIGIBLE BORROWERS

The following are guidelines and any exceptions should be referred to a supervisor.

**A. Residents** All residents of Warren are eligible to borrow materials from any Warren library branch. To check out materials, the patron must have a library card from Warren Public Library or one issued by a member library of the Suburban Library Cooperative (SLC).

Patrons must register for a library card at their home library. Warren residents will be issued a library card upon completing an application and showing proof of residency. Approved identification is a Michigan driver's license or a state ID showing current Warren address.

If a patron's identification does not reflect their current address, they may be given a card with privileges that will expire in 30 days (at which time they must show their updated identification to extend their privileges) with the following:

A current driver's license or state identification with a former mailing address and two of the following with current address:

- Military identification card
- Utility bill
- Automobile registration
- Rent receipt
- Property tax receipt
- Mortgage/closing statement
- Lease agreement

Active duty military personnel **and family members living at the same address** receive full borrowing privileges. Military personnel can get a card at any SLC library regardless of the city or county they live in. A military identification must be one of the proofs of identification presented.

**B. Children's card application** A child is eligible for a library card as long as a parent or guardian provides proof that the parent or guardian is eligible for a library card according to the above rules and completes an application for the child. Child must be present to sign the library card. Parent's or guardian's library card must be in good standing (i.e. \$5.00 or less in fines less than 30 days old). Guardians or step-parents must show legal documentation of guardianship or adoption.

1. *A minor is defined by the City of Warren Code of Ordinances Sec.22-251as:*

"Minor means any person under the age of seventeen (17) years residing with a parent."

2. *Foster parents must provide legal paperwork from the State of Michigan. Foster parents are responsible for letting the library know when a child leaves their home so that the card may be expired.*

**C. Nonresidents** The following nonresidents may be served as designated:

1. **Property owners, their spouse, and minor children** are eligible for all services including MeL and SLC reciprocal borrowing. Individuals owning property located in Warren will be issued a library card upon completing an application and showing a current tax bill and a Michigan driver's license or state ID showing their current address.

2. **Persons working in Warren** will be issued a library card when they fill out an application and show proof of employment in Warren by providing a combination of their badge and pay check stub or a letter from their employer stating that they work in Warren as well as their Michigan driver's license or state ID showing their current address.

a. If a patron works in Warren and is staying at a temporary residence, they are still eligible for a Warren courtesy card.

b. This cards expire after one year.

c. The card may not be used to request items from libraries outside of Warren including Melcat or other Suburban Cooperative Libraries.

3. **Students K-12** attending schools in Warren will be issued a Warren library courtesy card upon completing an application and providing a letter on school letter head from their school verifying current enrollment and the school's address. These cards are valid only at Warren libraries, with no MeL or interloan privileges. These cards will be valid for the duration of the school year.

4. **Patients of convalescent or nursing homes** located in Warren may be treated as residents.

5. **Nonresidents wishing full borrowing privileges** at all SLC member libraries may purchase a nonresident card. A card will be issued upon completing the application, showing approved proof of ID and paying the annual \$200 *(rev. 2/12/04)* fee for a nonresident card. This fee is not refundable or prorated. The card is valid for one year. The card may be used by the purchaser, spouse, and minor children who reside at the same address. Replacements will retain the original expiration date. *(rev. 9/27/00)*

6. **Reciprocal Borrowing Agreement** Residents of communities which are participating in the Suburban Library Cooperative Reciprocal Borrowing Agreement will have full borrowing privileges at the Warren Public Libraries. (See Appendix A & B for a copy of the agreement and list of participating libraries.) The Warren Public Library will extend this service only as long as the agreement is in effect.

7. **MILibraryCard** Residents of communities which are participating in the MILibraryCard program are limited to borrowing print materials only and will not be eligible for interloan. MILibraryCard stickers must be obtained at the patron's home library. Patron must be verified as being in good standing at their home library to be added to our system. There is a checkout limit of ten (10) print items for MILibraryCard patrons.

**II. LIBRARY CARDS** The patron is responsible for all materials borrowed on the card. Materials borrowed on a minor's card are the responsibility of the parent or guardian who signed for the card. The library card issued is for the sole use of the applicant. The library card must be signed in the presence of library personnel. (rev. 5/1/09)

**A. Lost or stolen** The patron is responsible for notifying the library immediately when his/her card is lost or stolen so that the library may block the card. If the patron fails to notify the library, he/she is responsible for the cost of replacement and processing of any items checked out by anyone else with his/her card. Replacement cards cost \$5.00. This fee must be paid at the time of the request. A replacement card will be issued only if previous cards are free of fines and overdues.

**B. Change of information.** The patron is responsible for notifying the library immediately of any changes in notification information (i.e. address, telephone number, email).

**C. Forgotten** Patrons who have forgotten their library card may check out materials with a valid driver's license, state identification card or student photo identification card. Patrons who have forgotten their library card must show a valid driver's license, state identification card or student photo identification card and purchase a guest pass for \$2.00 to use the computer.