

WARREN PUBLIC LIBRARY COMMISSION

One City Square, Warren MI 48093

AGENDA – REGULAR MEETING

May 15, 2014

7:00 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes – Regular Meeting of March 20, 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
 - Quarterly statistical report
 - b. **Current Projects**
 - Update on the renovation/demolition projects of Busch and Burnette
 - Cataloging and processing of library materials was reviewed by supervisors and standardized for consistency purpose for all four branches.
 - Trees have been removed at Burnette Library. The pine tree was Removed at Busch, but the second tree must be removed by a Professional service due to power lines at a cost of \$1,600.00
 - Mobile printing will be available from digital devices at a cost of \$725 annually per branch.
 - CI Engineering Solutions is preparing a solution to the lighting issues at Civic Center.
 - c. **Services**
 - Busch Library will now offer Notary Services.
 - A selfcheck unit was installed at Miller Library.

d. Staffing Issues

- Amy Nelson, Library Technician, has been transferred to the Miller Library.
- Maren Kroening-Coppens has completed her probation and is now a Branch Librarian at Miller Library.
- Cynthia Knecht, Branch Librarian, has been transferred to Civic Center.
- Request for Personnel was submitted on 5/5/14 for the open Library Technician position.

e. Marketing/Outreach

- eNewsletter update
- Upcoming Events
- Outreach program began in April at Joseph Coach and Stillwell Manor.
- Outreach to partner with Van Dyke Schools. O. Urban met with Mr. Joseph Pius, Superintendent, who welcomed the library to attend Open House in the fall to register students and parents for a library card.

f. Discussion items

- Replacement computers were ordered totaling \$10,684.66. Computers will be distributed as follows:
 - 1 for Civic Center
 - 4 for Dorothy Busch
 - 9 for Miller Library
 - No replacements were needed at Maybelle Burnette.
- Minutes from Supervisors Meeting held on April 12, 2014
- Library nominated Mrs. Coach and Mr. Doebler to be honored at Mayor Fouts' Volunteer of the Year program.
- The Patron Code of Conduct has been revised.
- Budget hearing was April 12, 2014.
- The Warren Public Library collected 338 pounds of food for Gleaners *Food for Thought Program*.
- Saturday automation support from SLC will be discontinued from June 1, 2014 – September 1, 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

- Approval of Section I and II of the policy manual.
- Approval of branch hours.
- Approval of 2015 closed dates.
- Approval of 24/7 WiFi capabilities.

9. Friends of the Warren Public Library

10.S.L.C. Report – Frank Pasternak

11.Commissioner's Comments

12.Next Meeting Date – September 18, 2014

13.Adjournment

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

March 20, 2014

1. Call to Order:

The regular meeting was called to order at 7:07 PM by Chris Doebler.

2. Roll Call:

Commissioners Present: Annette Coach, Richard Palmer, Don McIntosh, Carolyn Mocerri, and Zosia Ladak.

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

Palmer moved to excuse Pasternak; supported by Coach; motion carried.

3. Approval of Agenda:

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

4. Approval of Minutes—Regular Meeting of January 16, 2014:

Coach moved to approve the Minutes of the January 16, 2014; supported by Ladak; motion carried.

5. Reports:

a) **Monthly Line Item Budget Report:** The Monthly Line Item Budget Reports for the periods ending 2/01/2014 and 3/01/2014 were reviewed. They indicated that the budget is being met.

b) **Suburban Library Allocation Account:** As of February 28, 2014 the ending balance of the Allocation Account was \$35,798.34. As a result of the used computers being sold \$450.00 was added to the Account. It was indicated that there are several more computers to be sold at a cost of \$100 apiece—a good buy.

Mocerri moved to receive and file the Monthly Line Item Budget Reports and the Suburban Library Allocation Accounts, supported by McIntosh; motion carried.

6. Director's Report:

a. Statistics/Output Measures:

- Unique Management Report: The Unique Management Services Report, including accumulative totals, was reviewed. From April 2009 through February, 2014 cash and material recovered totaled \$138,052.63. The total cumulative expenditures paid out were \$53,798.45.
- 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 Mayor concurs with the new footprint for the Busch Branch Library. It will contain 6000 sq.ft. including a computer lab. It was stated that the City is trying to buy the house on the SW side of the library for additional parking.
- TIFA unanimously voted for the property expansion at the Burnette Branch Library. They donated the two lots north of the library. The TIFA needs to deed the property to the library.
- Construction of the libraries is scheduled to begin 2014/2015 for the Busch Branch and 2015/2016 for the Burnette Branch.
- Interworks Co. will begin pulling cables through for WiFi. This will be paid for by the SLC.
- NCIP update: The computer language will allow our computer to communicate with MelCat thus having one system for circulation instead of two systems.
- We are researching available grants through Semcog. ECVIS is a database for funding. L. Bieszka attended a workshop for grant writing and will submit for any grants found.
- CDBG will have \$200,000 available in the 2015/2016 fiscal year.
- We will ask TIFA for funding towards construction of one meeting room at the Burnette Branch.

c. Services:

- Cyber Zoo for Tots (digital devices 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 message notification system will send messages for charges, fines, and notification of materials on hold.
- Blue Cloud Commerce Pro-pay will allow Visa, Discovery, and Master Card payments. The SLC will disperse the payments received to each library. We will pay

fee of 2.6%. For any payment made through Enterprise the patron will be charged a fee of \$.50. At this time the system does not have the capability of accepting donations.

- 24/7 fax service through email: We are not going to offer this service since it is more expensive than the fax service we are currently providing. Our charge for faxing is \$1.00 for the first page and \$.25 for each subsequent page.

d. Staffing Issues:

- C. Knecht was demoted to Branch Librarian on 3/7/2014.
- Jennifer Willard declined the offer for the Branch Librarian Supervisor position.
- The new Office Assistant, Kelly Bishop, began her training on 3/10/2014 at the Civic Center Branch and will be on probation for six months.
- Three staff members will attend a workshop in Novi on 4/10/2014 called "Securing Your Library in Troubling Times". This is an introduction to handling of an "active shooter".
- Reports from O. Urban, J. Robertson and L. Martin who attended the Public Library Association (PLA) 2014 Conference March 13-15, 2014 are available. Urban will discuss "Technology's Future at Public Libraries" at a future time.
- L. Martin provided a report on MI KidLib Unc

e. Marketing/Outreach:

- eNewsletter update: The eNewsletter is being redone.
- Several upcoming events were identified in the current Newsletter.

f. Discussion Items:

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

Palmer moved to receive and file the Director's report, supported by Moceris; motion carried

7. Audience Participation:

Joseph Hunt indicated satisfaction in what was being done with the funds obtained through the mileage approved in 2010. He also questioned if the library owns property. He further stated that making it easier to get into the Busch and Burnette Branches in the renovation plans was a good idea.

8. Action Items:

- Recommendation to have a Commissioner to sit on the Committee of the Whole for the renovations of the Miller and Busch Banches: Palmer and Mocerri agreed to be on the committee. Other Commissioners interested in being on the Committee can contact Urban.
- Beginning in April, 3M will no longer support XP for two units. An upgrade service pack refresh kit for Windows 7 is required. 3M quoted \$7,992 to provide this service. Mocerri made a motion to purchase this service from 3M for \$7,992. supported by Coach; motion carried.
- Approval of Section I and II of the policy manual: Palmer requested that this item be tabled until a future meeting to provide an opportunity to review the manual revisions. Mocerri made a motion to table the approval until there was a chance to review the material, supported by Coach; motion carried.

9. Friends of the Warren Library:

It was indicated that the store is considering evening hours when day light savings time returns.

10. S.L.C. Report—Frank Pasternak

Nothing to report.

11. Commissioner's Comments:

Urban will let the Commissioners know when she is scheduled to go to the City Council with the budget.

12. Next Meeting Date—May 15, 2014 at 7:00 PM**13. Adjournment:**

McIntosh moved to adjourn the meeting at 8:48 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 5/01/2014

		BUDGETED	ADJUSTMENT	CURRENT	YTD	YTD	YTD	YTD	%
				BUDGET	EXPENDITURE	ENCUMBERED	UNENCUMBERED	REMAINING	
70300	APPOINTED OFFICIAL	92,269.00		92,269.00	78,624.34		13,644.66	14.79%	
70600	PERMANENT EMPLOYEES	1,093,486.00		1,093,486.00	791,180.65		302,305.35	27.65%	
70602	CLERICAL							0.00%	
70700	TEMPORARY EMPLOYEES				6,498.00		(6,498.00)	0.00%	
70714	PERM. PART-TIME	320,000.00		320,000.00	228,907.62		91,092.38	28.47%	
70900	OVERTIME	20,615.00		20,615.00	5,788.76		14,826.24	71.92%	
71000	SHIFT PREMIUM	11,117.00		11,117.00	4,274.05		6,842.95	61.55%	
71302	EDUCATION ALLOWANCE	8,400.00		8,400.00			(200.00)	-2.38%	
71500	SOCIAL SECURITY	122,017.00		122,017.00	86,891.69		35,125.31	28.79%	
71900	EMPLOYEE INS.	245,195.00		245,195.00	122,811.71		122,383.29	49.91%	
71904	RETIREE HEALTH INS.	305,781.00		305,781.00	200,150.50		105,630.50	34.54%	
71905	H.S.A. EXPENSE				4,493.57		(4,493.57)	0.00%	
71906	SUPPL LIFE INSURANCE EXP				589.30		(589.30)	0.00%	
71907	HEALTH INSURANCE CO-PAY				2,201.88		(2,201.88)	0.00%	
72100	LONGEVITY	28,544.00		28,544.00	20,090.18		8,453.82	29.62%	
72200	RETIREMENT	526,392.00		526,392.00	362,196.00		164,196.00	31.19%	
72201	DEFINED CONTRIBUTION EXP				66,676.41		(66,676.41)	0.00%	
72700	OFFICE SUPPLIES	55,000.00		55,000.00	24,923.34	5,227.68	24,848.98	45.18%	
72702	COPY MACHINE EXP.	14,000.00		14,000.00	8,154.60	3,542.20	2,303.20	16.45%	
80100	CONTRACTUAL SERVICES	158,250.00		158,250.00	88,007.03	20,848.32	49,394.65	31.21%	
80117	COOPERATIVE SERVICES	185,000.00		185,000.00	122,812.22		62,187.78	33.62%	
80130	CO-OP SERVICES-INDIR AID	30,000.00		30,000.00	19,573.52		10,426.48	34.75%	
80200	POSTAGE	2,000.00		2,000.00	906.29	136.04	957.67	47.88%	
80301	UNEMPLOYMENT COSTS	2,500.00		2,500.00			2,500.00	100.00%	
82201	VIDEO CASS & TAPES	9,000.00		9,000.00	7,196.07		1,803.93	20.04%	
82202	LIBRARY CIRCULATING MAT	38,000.00		38,000.00	26,836.42		11,163.58	29.38%	
82207	PERIODICALS	17,000.00		17,000.00	16,247.54		752.46	4.43%	
85300	TELEPHONE	10,000.00		10,000.00	4,569.82		5,430.18	54.30%	
86100	MILEAGE	1,500.00		1,500.00	588.93		911.07	60.74%	
86300	AUTO EXPENSE	1,500.00		1,500.00	901.22		598.78	39.92%	
86400	CONFERENCES-WRKSHOP	6,000.00		6,000.00	1,585.00	1,873.00	2,542.00	42.37%	
90200	BOOK BINDING	100.00		100.00			100.00	100.00%	
91000	INSURANCE/BONDS	33,100.00		33,100.00	27,583.30		5,516.70	16.67%	
92000	PUBLIC UTILITIES	215,000.00		215,000.00	151,134.97		63,865.03	29.70%	
93000	REPAIRS & MAINTENANCE	43,400.00		43,400.00	14,911.22	3,418.21	25,070.57	57.77%	
95000	ADMINISTRATIVE COSTS	206,600.00		206,600.00	172,166.60		34,433.40	16.67%	
96401	REF TAX PD UND PROTEST	50,000.00		50,000.00	9,935.09		40,064.91	80.13%	
96470	BUILDING AUTHORITY BONDS	134,000.00		134,000.00	133,896.41		103.59	0.08%	
96850	ACCUMULATED SICK LEAVE	5,000.00		5,000.00			5,000.00	100.00%	
96855	ACCUMULATED COMP TIME	1,000.00		1,000.00			1,000.00	100.00%	
98000	OFFICE EQUIPMENT	29,600.00		29,600.00	28,948.54	10,067.00	(9,415.54)	-31.81%	
98200	BOOKS	281,470.00		281,470.00	206,562.78		74,907.22	26.61%	
99000	EST UNCOL TAXES	5,000.00		5,000.00			5,000.00	100.00%	
	TOTAL	4,307,836.00	-	4,307,836.00	3,057,415.57		1,205,307.98	27.98%	

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE REPORT
(3/1/2014 – 4/30/2014)**

Beginning Balance	35,357.55
Purchase of Patron Library Cards from SLC	5,575.00
Ending Balance	30,223.34

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

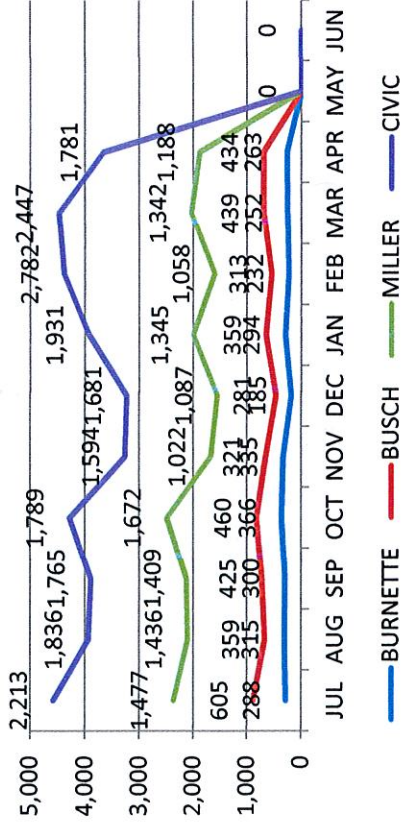
2014 Fiscal Year

2015 Fiscal Year

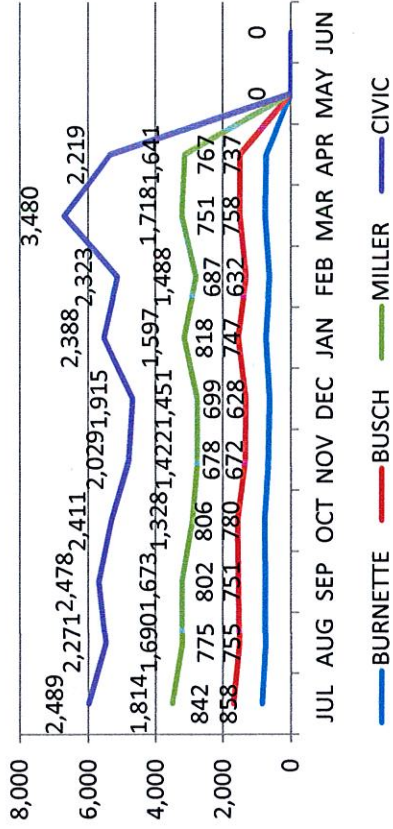
	TOTAL	7/13-12/13	1/14-6/14	TOTAL	7/14-12/14	1/15-6/15
Accounts Submitted	5,350	512	374	6,236		
Cash Recovered	\$63,154.70	\$5,973.37	\$5,132.93	\$74,261.00		
Materials Recovered	\$55,308.25	\$7,323.66	\$4,419.94	\$67,051.85		
Waived Amount*	\$17,128.78	\$1,821.49	\$1,710.06	\$20,660.33		
Expenditures	\$47,864.60	\$4,582.40	\$3,347.30	\$55,794.30		

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

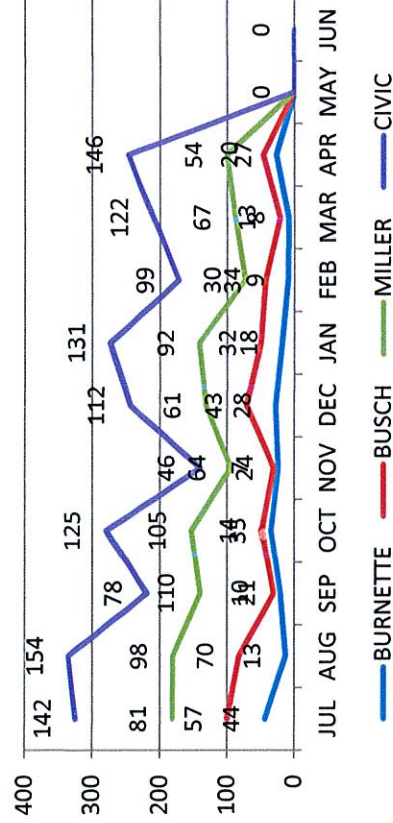
Items Received from SLC 2013-2014



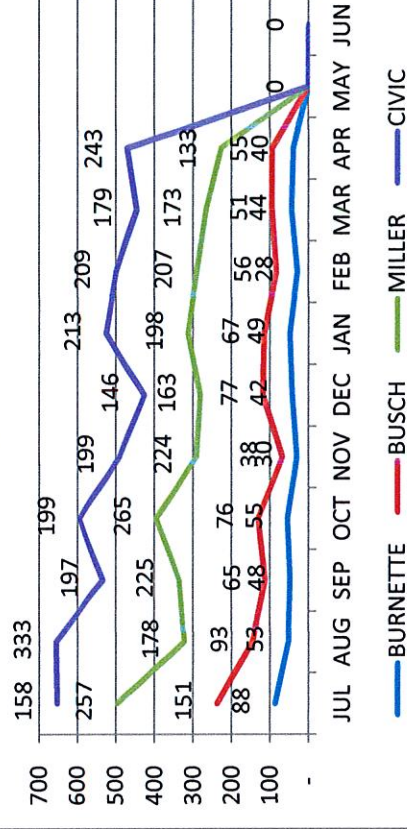
Items Sent to SLC 2013-2014



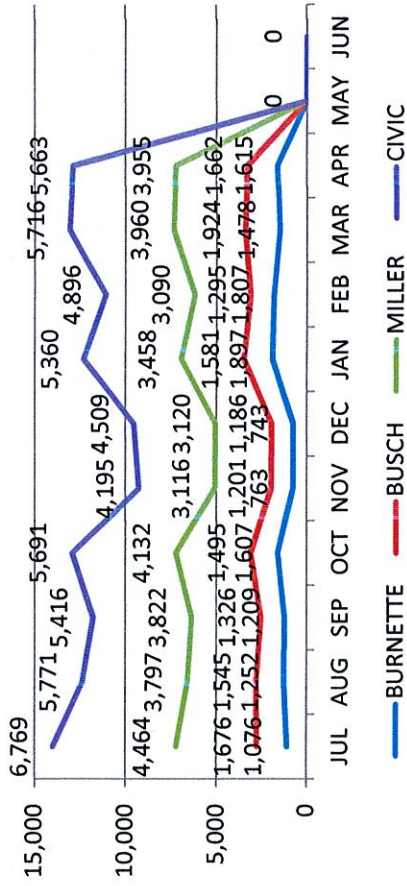
MeL Cat Received 2013-2014



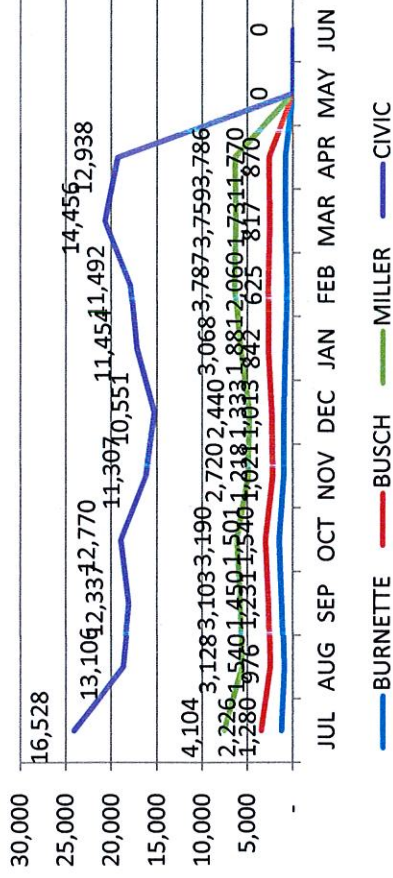
MeL Cat Sent 2013-2014



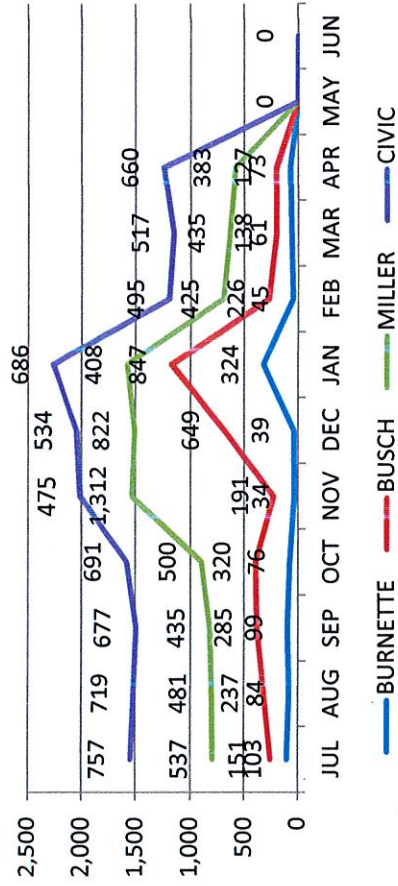
Adult Books Circulated 2013-2014



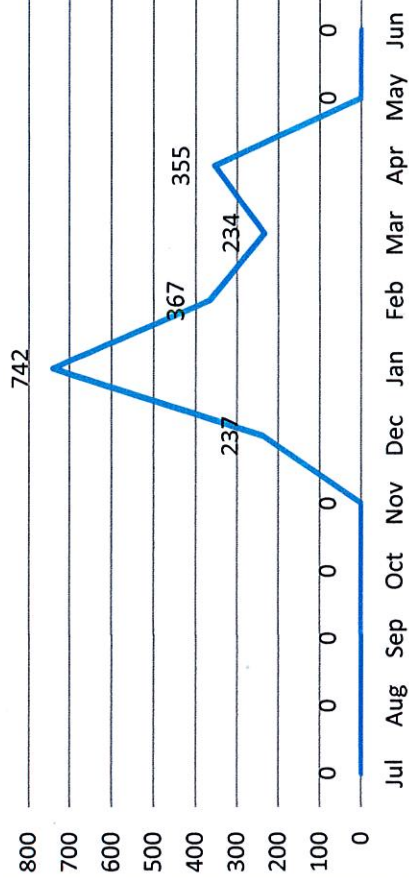
Juvenile Books Circulated 2013-2014



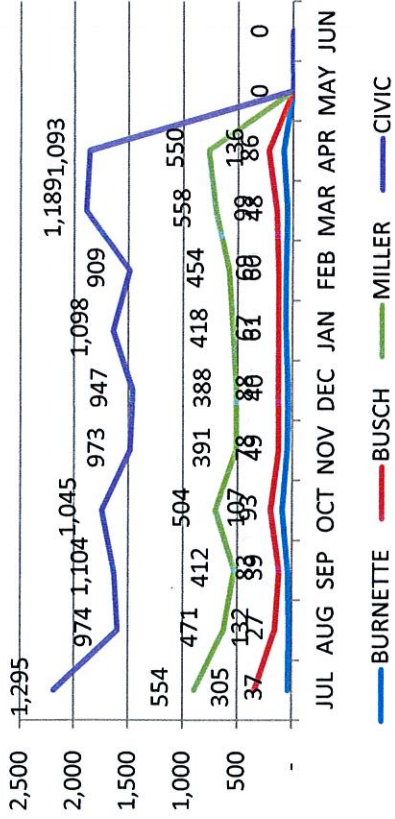
Periodicals Circulated 2013-2014



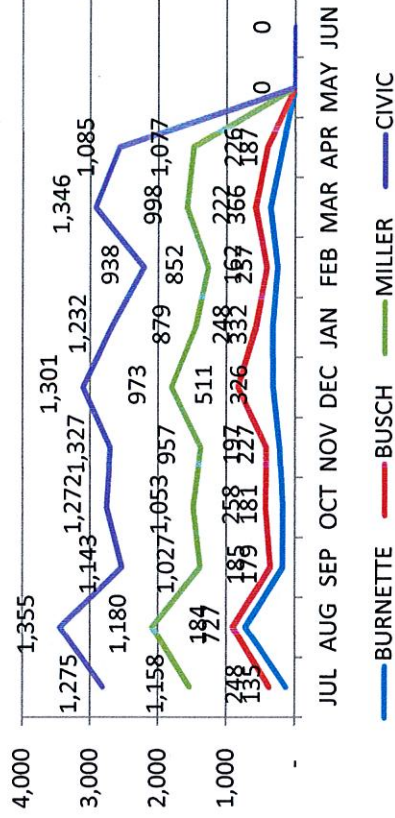
Zinio Usage Warren Public Library



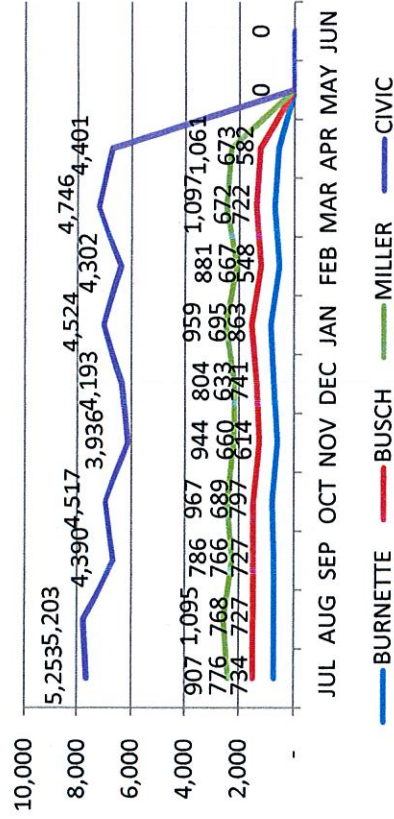
Audiocassettes Circulated 2013-2014



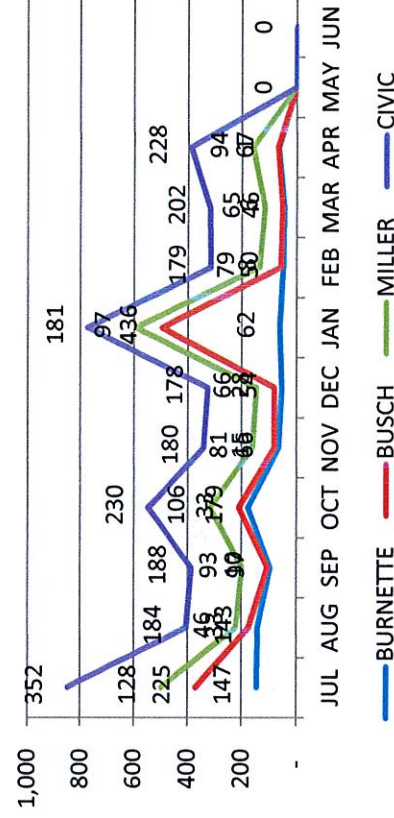
Compact Discs Circulated 2013-2014



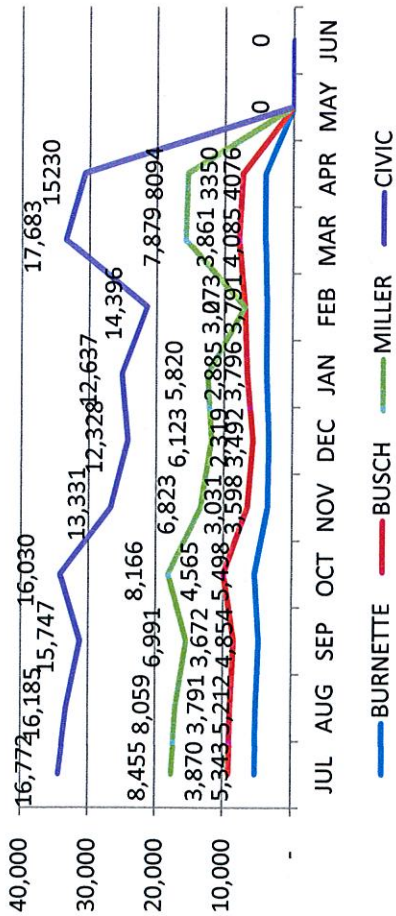
DVDs Circulated 2013-2014



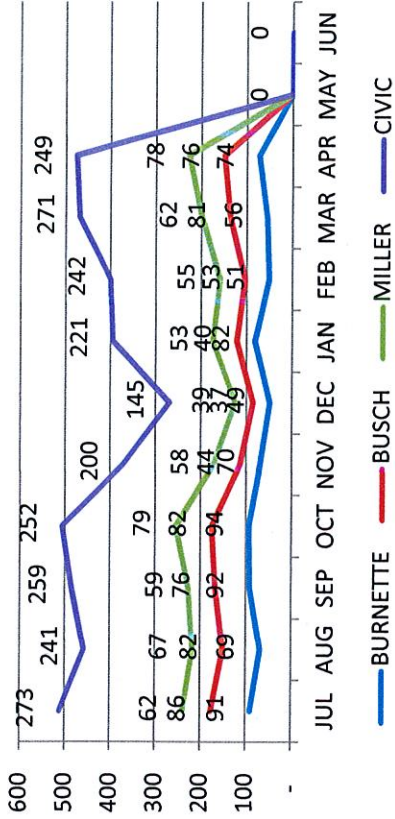
Videocassettes Circulated 2013-2014



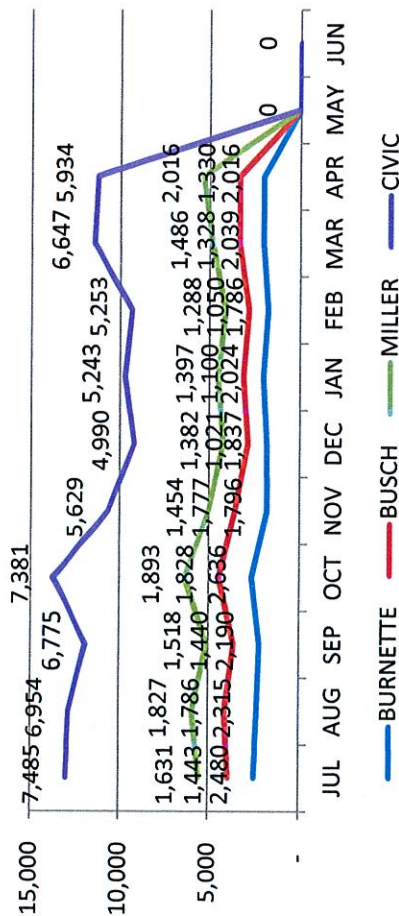
Patron Usage 2013-2014



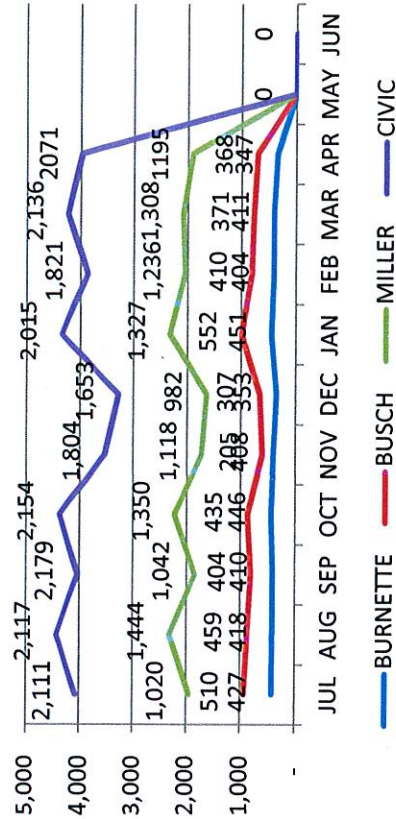
Patrons Registered 2013-2014



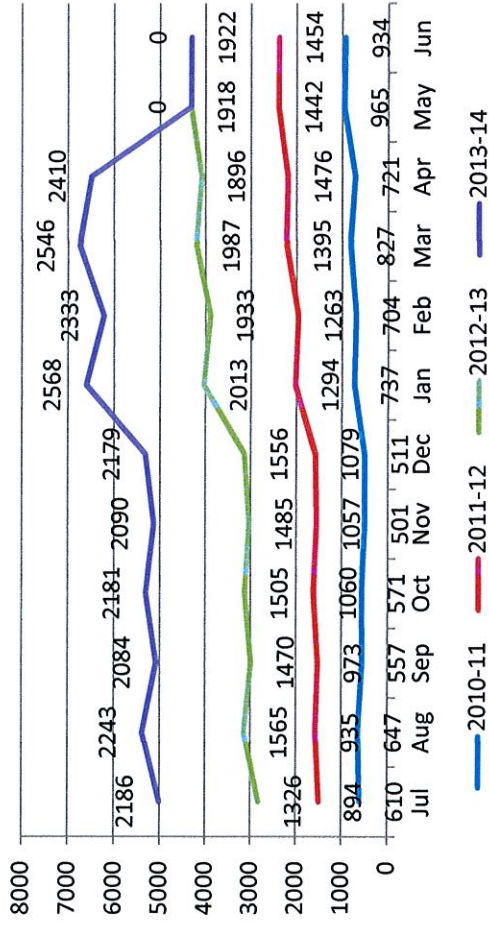
Computer Usage 2013-2014



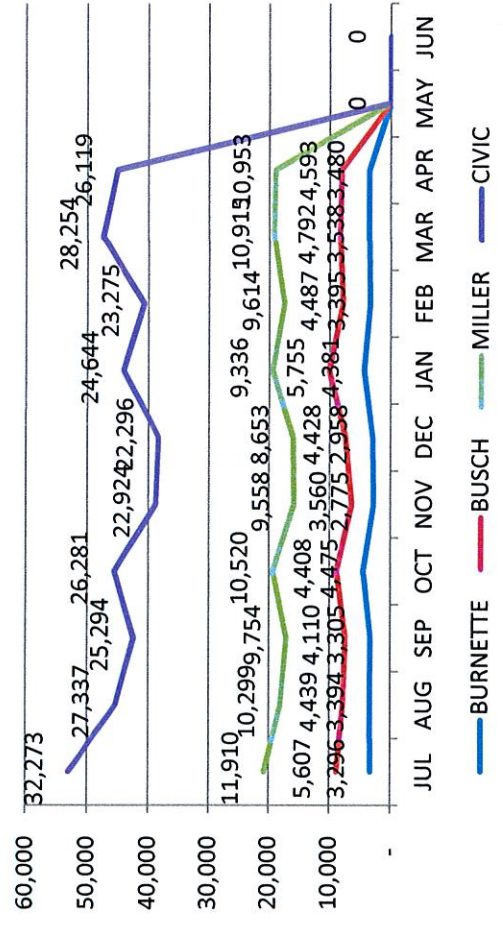
Reference Questions 2013-2014



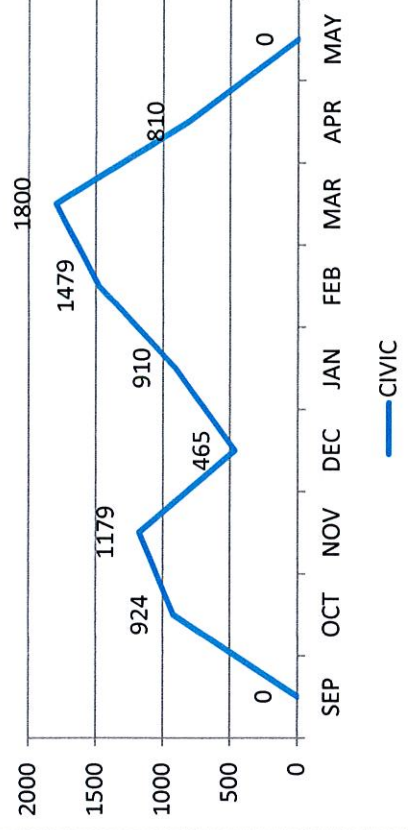
OverDrive eBook Usage Warren Public Library



Circulation 2013-2014



Sunday Circulation 2013-2014



Warren Public Library
Supervisors Meeting Minutes
April 12, 2014 at 12:10 PM
Civic Center, Twain Room

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

Budget Hearing

Budget hearing was April 12, 2014. No cuts were made to the submitted budget. Mayor Fouts did express his support for the planned renovation and reconstruction project for the Busch and Burnette branches.

Renovation/Reconstruction

The person who owns the house next to the Busch Branch did pay his 2011 taxes so the house did not go on the Sheriff's roll. This is adding a new hurdle for the reconstruction. Other avenues will be explored for purchasing the property. This issue may affect whether Busch or Burnette is started first.

The tree next to the parking lot at Burnette has been taken down. One of the trees at Busch has been taken down. The other tree is near power lines and will require a professional crew.

Staffing

Kristen Czewski has declined the branch librarian position.

Maren Kroening-Coppens accepted the branch librarian position. She is carrying out her probation at the Civic Center Branch. Her probation will end on May 1, 2014. After completing her probation, she will return to the Miller Branch.

Cyndi Knecht will be transferred to the Civic Center Branch.

Amy Nelson will remain at the Miller branch until further notice. She will continue to return to the Civic Center Branch to conduct the ESL program.

The process of filling the LT position left open by Maren's promotion can begin after her probation is completed on May 1, 2014.

The process of filling the Office Assistant position left open by Joelle's transfer cannot begin until she completes her probation in late May.

Five candidates were interviewed for the LT Sub position. Two were offered positions, Kathleen Nuss and Rochelle LaMacchio. They have limited availability.

Press

An intern from WXYZ named Victoria (last name unknown) has been calling libraries trying to get information on bad things that are happening in libraries. If she calls we would like to know her last name and why she is only focusing on the negative.

Brian Louwers interviewed Lisa Martin about the Cyber Zoo. She had sent a press release when the Cyber Zoo first opened and recently sent out another. Brian also contacted Nada to ask about how the Friends support the library.

Friends

The Friends approved the purchase of a button machine. It will be used to make buttons for Summer Reading Club and the programs.

The Friends saw a media conversion machine at CMPL and were so impressed that they purchased one for our library. It can convert VHS to DVD. There is also one that can convert slides to DVD. The converters can be used by the Friends or the public. The service will be free to residents. Their use will require staff time. The machines will be housed at the Civic Center Branch and will have to be secured as they are portable.

Staff members should join the Friends as they support the library. Cost is minimal to join.

Security Event

Oksana, John, and Lynn attended an event on April 10, 2014 titled “Securing Your Library in Troubling Times” at the Novi Public Library. It was a viewing party of an event taking place in Lansing. The focus was active shooter preparedness.

We should have lockdown policies for each branch. There should be a policy for the Community Center that includes the Miller Branch. Sharon will check with John Grassi. Supervisors at the southern branches should check if the doors in the furnace rooms are operational.

Van Dyke Public Schools

Oksana met with Joseph Pius, the superintendent of Van Dyke Public Schools. He gave permission for Jamie to apply for the Michigan Reads Author Visit program. We had to partner with a school. The partner will be Lincoln Elementary. The principal is Justin Cabe. Mr. Pius has also invited us to attend the Open Houses at the Van Dyke Public Schools in the fall to sign students and parents up for library cards. Oksana gave Mr. Pius a copy of our application and new card packet which may be given to new students if he chooses. There are about 2600 students in the Van Dyke Public School District. Burnette staff may contact him directly to get information to the schools or inquire about visits.

Coop Report

NCIP isn't ready to go yet. Chesterfield will be the test site.

No delivery issues. No discussion of EResource Central.

Amy Shaughnessy and Chris Frezza will be attending the SIRSI conference in Detroit.

The Coop will be switching back to OCLC later this summer.

Miscellaneous

We currently have trials available for Newsbank and Rosetta Stone.

Microsoft Essentials is causing issues with computers that have Windows XP. This has occurred at several libraries. Ken can fix the problem. It is related to updates.

Keep an eye on substitutes – how well they do at reference, make time to help patrons, take messages, call people back if they miss a call.

We want patrons to feel satisfied, that they got good service.

Make sure staff is still keeping WiFi counts. Chris and Ken need to get more training before they can get WiFi statistics off of the new system.

IBOSS is an appliance that we need to buy. It was approved by the Library Commission in January. Some libraries use it now and Lynn from Chesterfield says that it is easy to use. SLC doesn't support it. John is going to visit Sterling Heights to view it.

Busch Branch had an incident. An alarm went off at multiple doors but there was no apparent damage or theft. The staff door does not always catch so a note was left for the cleaning person to double check the door when leaving. Burnette Branch has similar problems with their staff door.

Oksana passed out policies for review about room usage. This came up because Amanda from the Mayor's office believes that we should charge . We do not charge the Class A group but they give the library \$250 quarterly.

Oksana would like the old and new parts of the Policy Manual in a different font or the old part struck through so the Library Commission can see what has been changed.

A self-check station has been installed at the Miller Branch.

Schedules, absence forms, and invoices are being taken care of at the Miller Branch.

Vacation Request forms are due soon. Be sure not to short-staff your branch. Cyndi's form should be sent to WCV and Amy's to WAM.

Jane and Diane, pages at WCV, both had surgery and will be out for some time.

Maren is doing well in her probation. She will come back to WCV to finish the last two weeks of Baby Lapsit. She has done an income report and John will teach her to post to the website.

A Social Media Meeting needs to be scheduled.

Shooter policy will be discussed at the next Supervisors' Meeting. Work on a draft for your branch. We need to remove/revise gun policy references in our Patron Code of Conduct.

Cataloging Grid revision – Paperbacks 22 font – add series number to juv and ya series

The Summer Reading Club prize committee met. Sharon gave a letter to Henry Bowman requesting permission to use pool passes as a prize again. We need to get flyers to the schools. Encourage staff to be enthusiastic and friendly and pass out flyers.

Oksana is making arrangements to meet with other area superintendents to try to build relationships and thus increase statistics.

Outreach – A person or persons could be assigned to do outreach which could include Michigan Works.

The next in-service is a half day program at Dave and Busters in September.

Sharon has a form for patrons who wish to have other people pick up their holds.

We need to check the policy for foster children in the Policy Manual. Also, in Warren, people are legally adults at 17 so they must have appropriate ID at 17 to get a card.

Next Supervisors' Meeting is Wednesday, May 7th at 12:30PM.

Meeting adjourned at 2:30 PM

Submitted: Lynn Bieszka

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.

Permanent Branch Hours

Civic Center

Monday	12-8
Tuesday	9-8
Wednesday	12-8
Thursday	9-8
Friday	9-5
Saturday	9-5
Sunday	1-5 (Labor Day through Memorial Day)

Burnette

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

Busch

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

Miller

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

LIBRARY CLOSURES - 2015

<u>DATE</u>		<u>HOLIDAY</u>	<u>AUTHORITY</u>
01/01/15	Thursday	New Year's Day	Contract
01/19/15	Monday	Martin Luther King Day	Contract
02/16/15	Monday	President's Day	Contract
04/03/15	Friday	Good Friday	Contract
04/04/15	Saturday	Easter Saturday	Commission
04/05/15	Sunday	Easter Sunday	Commission
05/23/15	Saturday	Saturday before Memorial Day	Commission
05/24/15	Sunday	Sunday before Memorial Day	Commission
05/25/15	Monday	Memorial Day	Contract
07/03/15	Friday	Independence Day - Observed	Contract
07/04/15	Saturday	Independence Day	Contract
09/05/15	Saturday	Saturday before Labor Day	Commission
09/07/15	Monday	Labor Day	Contract
11/03/15	Tuesday	Election Day	Contract
11/11/15	Tuesday	Veteran's Day	Contract
11/25/15	Wednesday	Close all branches at 5:00 p.m.	Commission
11/26/15	Thursday	Thanksgiving	Contract
11/27/15	Friday	Friday after Thanksgiving	Contract
11/28/15	Saturday	Saturday after Thanksgiving	Commission
11/29/15	Sunday	Sunday after Thanksgiving	Commission
12/23/15	Wednesday	Close all branches at 5:00 p.m.	Commission
12/24/15	Thursday	Christmas Eve	Contract

12/25/15	Friday	Christmas Day	Contract
12/26/15	Saturday	Saturday after Christmas	Commission
12/27/15	Sunday	Sunday after Christmas	Commission
12/31/15	Thursday	New Year's Eve	Contract