

**WARREN PUBLIC LIBRARY COMMISSION**  
One City Square, Warren MI 48093  
**AGENDA – REGULAR MEETING - REVISED**

May 19, 2016  
7:00 p.m.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes – Regular Meeting of March 17, 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
  - b. Current Projects**
    - Update on the renovation/demolition projects of Busch Library.
      - Groundbreaking Ceremony was held 4/20/16
      - Removal of the asbestos began on 5/2/16
      - Ryan home was demolished on 5/13/16
      - Library demolished 5/16/16
      - Proposed resolution affirming prevailing wage requirements for construction of Dorothy Busch Library construction
  - c. Services**
    - Received a check from SLC in the amount of \$2,635.70 for ProPay credit card transactions from 02/02 – 03/08/2016.
    - Received a check from SLC in the amount of \$1,882.12 for ProPay credit card transactions from 03/09 – 04/05/16.

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

- Vacant Office Assistant position was filled May 9 by a part-time employee, April Libby, who worked at WAM and WDB. April will be on probation for 6 months.

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

- eNewsletter update
- Upcoming Events
  - Advertised in the Warren Weekly and Sterling Heights Sentry for the Steve Hamilton author luncheon on May 17. This event was sponsored by the Friends of the Warren Public Library.
- Outreach with Michigan Works! resulted in two programs presented by the Macomb St. Clair Michigan Works! – *Resume Building Workshop* and *Interviewing Skills Workshop* at the Civic Center
- 11 school visits were conducted in March – 1,134 students
- Visited 106 students at Crescentwood Elementary in the EDPS district
- Islamic Organization of North America will host a Meet Your Neighbor on July 23 in the Conference Room. This event was approved by Mayor Fouts.

#### **f. Discussion items**

- Fraser Public Library, Stilwell/Coach Senior Residences, and Ukrainian Cultural Center took shelving from the Busch Branch.
- 2017 Fiscal Budget was reviewed by City Council on April 16.
- Biometric time clocks were installed at each branch starting April 18. Training will be held May 19 for supervisors.
- There were approximately 40-50 in attendance for the Groundbreaking ceremony of the new Busch Library held on April 20.
- Marge Hemmeter, Naida Okray, and Frank Pasternak were honored at the Volunteer Ceremony on April 21.
- 61 computers were ordered totaling approximately \$45,000. SLC will cover the costs until State Aid and Penal Fines are available.
- Summer Reading Club is May 21 – August 6. The theme for this year is "On your mark, get set, READ!"
- WPL was awarded the Prime Time Family Reading 2015-16 Grant from the Michigan Humanities Council. Funds of \$7,650 will be provided.
- High definition security cameras will be installed in the near future.
- Dave Anderer is currently working on the specs for lighting at WCV.

## **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 Dress Code policy.
- Jeffrey Caldwell was observed on pornographic websites. Patron has been barred pending the outcome of this discussion.
- Approval for Lynn Bieszka, Jamie Babcock, and Lisa Martin to attend training in New Orleans for the Prime Time Family Reading grant.

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

## **10.S.L.C. Report**

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

## **12.Next Meeting Date – September 15, 2016**

## **13.Adjournment**

## **WARREN PUBLIC LIBRARY COMMISSION**

### **Regular Meeting**

**March 17, 2016**

**1. Call to Order:**

The regular meeting was called to order at 7:15 PM by Richard Palmer.

**2. Roll Call:**

**Commissioners Present:** Annette Coach, Don McIntosh, Richard Palmer, Zosia Ladak and Lori Barnwell.

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

McIntosh move to excuse Frank Pasternak and Chris Doebler, 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 January 21, 2015:**

Barnwell moved to approve the Minutes of the Meeting of January 21, 2015, with the addition of incomplete information on page 3, supported by Coach; motion carried.

**5. Financial Reports:**

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Reports as of 1/31/2016 and 2/29/2016 were reviewed and noted that the budget is in good standing. It was stated that \$150,000 will be paid to Partners in Architecture as it relates to the Busch Library project.

b) Suburban Library Allocation Account: As of 2/29/2016 the Allocation Account balance was \$15,060.73. All computers except one have been sold.

c) Branch Income Report: The February, 2016 Branch Income Report was reviewed with a total of \$10,032.56 received from the three library branches.

Coach moved to receive and file the Monthly Line Item Budget Reports, the Suburban Library Allocation Account, and the Branch Income Reports, supported by Barnwell; motion carried.

## **6. Director's Report:**

### **a. Statistics/Output Measures:**

- Unique Management Report: The Unique Management Services Report, through February, 2016, consisted of two parts: (A) The Small Balance Information Report (started 3/16/2011) has had 4836 accounts submitted with a total recovery of \$52,985.58. (B) The Regular Balance Information Report (started 2/1/2009) has had 7551 accounts submitted with a total recovery of \$216,909.46.
- Circulation Reports: Several Circulation Reports were reviewed.

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

- An update on the renovation/demolition projects of the Busch Library was given indicating that the project was awarded to BERNCO, Inc. (There were nine bidders on the project.) Demolition of the current building will begin soon with warmer weather with completion of the building project scheduled for December 16, 2016.
- City Council approved a budget amendment of \$425,000 for the Busch Branch project. It does not include furniture and other amenities which will require returning to the Council at a future time for approval.
- Michigan Chandelier submitted completed specifications for the LED lighting project for the Civic Center Library to Dave Anderer, Superintendent of Buildings.

### **c. Services:**

- Received checks from SLC totaling \$2,776.15 for ProPay credit card transactions from 12/2/2015 through 2/2/2016.
- Jamie Babcock is now a Notary at the Civic Center Library.
- Amy Nelson is now a Notary at the Miller Branch and is in the process of acquiring her Notary stamp. Miller will have two Notaries. It was noted that Warren residents can get documents notarized free of charge.
- Sharon Lindsay will be conducting introductory computer classes at the Burnette Branch in the near future.
- ALLDATA database has been ordered for the Miller and Burnette Branches. The database contains schematics and maintenance information for automotive repairs.
- Envisionware MobilePrint has been ordered for the Miller and Burnette Branches. The software permits documents from home to be sent to the library print release station.

- Received the 2016 YALSA/Dollar General Summer learning Resources Grant in the amount of \$1,000 to purchase graphic novels (\$300) and a PS4 gaming station (\$700).

**d. Staffing Issues:**

- Dennise Rose had elective surgery on February 1, 2016 and is on S/A until 3/14/2016. Urban has been working to clean up the backlog of invoices.
- Rebecca DeLiso's probationary period was extended to 6/30/2016.
- Kelly Bishop, Office Assistant, was transferred to the City Treasurer's Office on 2/19/2016 for the position of Tax Accountant. Interviewing will be conducted to fill the vacancy created by Kelly's transfer.

**e. Marketing/Outreach:**

- Reassigning responsibility for the eNewsletter is in process.
- Several upcoming library events, including those featuring Jack Lessenberry, Steve Hamilton, and others, were identified. They are listed in the Web Site and on Face Book.

**f. Discussion Items:**

- Patron Camille Surant requested that the library hours be extended to 9:00 PM. After much discussion on the possible need and any associate funding requirements the subject was tabled until more data could be collected. That may include conducting a survey as well as checking what other area libraries are doing.
- Burnette Branch reconstruction: In a discussion with the Mayor Fouts, Urban indicated that building a new library could be a better solution than renovating the older, outdated building. This would require new funding. The Mayor was supportive.
- Disruptive behavior signs: A library patron has been barred from the library for six months due to disruptive behavior. And, signs will be placed requesting that patrons let the library staff know of anyone being disruptive.
- Patron Gregory Crachiolo express concern about public restrooms having locks on the inside of the restroom doors. It was indicated that the doors can be opened from the outside with a key that the library staff would have.

Barnwell moved to receive and file the Director's Report, supported by Coach; motion carried.

**6. Audience Participation: None**

**8. Action Items:**

- Approval of Motorized Scooter policy at the Civic Center Library: After discussion of the issue and possible solution the approval action was tabled for further investigation.

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

It was indicated that the “Friends” are looking for new funding ideas.

**10. S.L.C. Report—Frank Pasternak**

No report was presented.

**11. Commissioner’s Comments:**

Coach indicated that list of the Commissioners shows that there are four commissioners slated to have their terms expire at the same time and it was understood that there should only be two in any one year. Urban have that issue resolved.

Barnwell stated that closing the café at the Warren Community Center (which is next to the Miller Library Branch in the Community Center) is causing a hardship for those patrons who are waiting to receive income tax assistance during tax season. She indicated that this situation is being addressed and improvements will be made.

**12. Next Meeting Date—May 19, 2016 at 7:00 PM**

**13. Adjournment:**

Coach moved to adjourn the meeting at 9:22 PM, supported by McIntosh; motion carried.

**Donald J. McIntosh, Secretary**

# SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY  
PERIOD 07/01/15 - 06/30/16  
as of 5/1/2016

		BUDGETED	CURRENT	YTD	YTD	YTD	YTD	%
			BUDGET	EXPENDITURE	ENCUMBERED	UNENCUMBERED	REMAINING	
9271	70300	94,949.00	94,949.00	82,263.93		12,685.07	13.36%	
9271	70600	1,222,984.00	1,222,984.00	836,461.50		386,522.50	31.60%	
9271	70714	324,900.00	324,900.00	204,123.50		120,776.50	37.17%	
9271	70900	22,150.00	22,150.00	7,617.44		14,532.56	55.61%	
9271	71000	11,650.00	11,650.00	5,400.83		6,249.17	53.64%	
9271	71302	7,600.00	7,600.00	8,633.63		(1,033.63)	-13.60%	
9271	71500	131,013.00	131,013.00	88,325.81		42,687.19	32.58%	
9271	71900	386,398.00	386,398.00	173,827.73		212,570.27	55.01%	
9271	71904	353,893.00	353,893.00	345,680.00		8,213.00	2.32%	
9271	71905			5,663.09		(5,663.09)		
9271	71906			840.94		(840.94)		
9271	71907							
9271	72100	28,348.00	28,348.00	18,007.87		10,340.13	36.48%	
9271	72200	522,018.00	522,018.00	411,204.00		110,814.00	21.23%	
9271	72201			74,420.62		(74,420.62)		
9271	72700	72,916.00	72,916.00	26,168.09	9,169.13	37,578.78	51.54%	
9271	72702	15,000.00	15,000.00	6,117.22	1,818.78	7,064.00	47.09%	
9271	80100	87,820.00	87,820.00	52,248.39	26,313.67	9,257.94	10.54%	
9271	80117	170,000.00	170,000.00	141,077.56		28,922.44	17.01%	
9271	80130	39,600.00	39,600.00	-		39,600.00	100.00%	
9271	80200	2,000.00	2,000.00	944.98	294.25	760.77	38.04%	
9271	80301							
9271	82201	7,000.00	7,000.00	4,670.47		2,329.53	33.28%	
9271	82202	41,000.00	41,000.00	26,577.87	211.78	14,210.35	34.66%	
9271	82207	17,000.00	17,000.00	15,025.27	212.98	1,761.75	10.36%	
9271	85300	10,000.00	10,000.00	4,906.24		5,093.76	50.94%	
9271	86100	2,000.00	2,000.00	238.95		1,771.05	88.55%	
9271	86300	3,000.00	3,000.00	683.89		2,316.11	77.20%	
9271	86400	8,000.00	8,000.00	4,287.00		3,713.00	46.41%	
9271	90200	100.00	100.00	-		100.00	100.00%	
9271	91000	35,900.00	35,900.00	35,900.00		-	0.00%	
9271	92000	220,000.00	220,000.00	121,686.74		98,313.26	44.69%	
9271	93000	36,000.00	36,000.00	16,395.62	4,594.89	15,009.49	41.69%	
9271	95000	219,100.00	219,100.00	219,100.00		-	0.00%	
9271	96401							
9271	96470	122,250.00	122,250.00	122,031.56		218.44	0.18%	
9271	96850							
9271	96855							
9271	97400	2,347,000.00	2,347,000.00	89,178.75		2,257,821.25	96.20%	
9271	97700							
9271	98000	72,100.00	72,100.00	-		72,100.00	100.00%	
9271	98200	317,000.00	317,000.00	152,683.05		164,316.95	51.84%	
9271	99000							
	TOTAL	6,950,689.00	6,950,689.00	3,302,382.54	42,615.48	3,605,690.98	51.88%	



# SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY  
PERIOD 07/01/15 - 06/30/16  
as of 4/1/2016

		BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
70300	APPOINTED OFFICIAL	94,949.00	94,949.00	71,392.01		23,556.99	24.81%
70600	PERMANENT EMPLOYEES	1,222,984.00	1,222,984.00	751,533.02		471,450.98	38.55%
70714	PERM. PART-TIME	324,900.00	324,900.00	185,938.07		138,961.93	42.77%
70900	OVERTIME	22,150.00	22,150.00	7,232.54		14,917.46	67.35%
71000	SHIFT PREMIUM	11,650.00	11,650.00	3,371.49		8,278.51	71.06%
71302	EDUCATION ALLOWANCE	7,600.00	7,600.00	8,633.63		(1,033.63)	-13.60%
71500	SOCIAL SECURITY	131,013.00	131,013.00	79,505.17		51,507.83	39.32%
71900	EMPLOYEE INS.	386,398.00	386,398.00	155,087.85		231,310.15	59.86%
71904	RETIREE HEALTH INS.	353,893.00	353,893.00	288,070.00		65,823.00	18.60%
71905	H.S.A. EXPENSE			5,034.45		(5,034.45)	
71906	SUPPL LIFE INSURANCE EXP			748.32		(748.32)	
71907	HEALTH INSURANCE CO-PAY						
72100	LONGEVITY	28,348.00	28,348.00	17,305.05		11,042.95	38.95%
72200	RETIREMENT	522,018.00	522,018.00	342,670.00		179,348.00	34.36%
72201	DEFINED CONTRIBUTION EXP			66,552.89		(66,552.89)	
72700	OFFICE SUPPLIES	72,916.00	72,916.00	23,831.09	6,810.03	42,274.88	57.98%
72702	COPY MACHINE EXP.	15,000.00	15,000.00	5,788.88	2,147.12	7,064.00	47.09%
80100	CONTRACTUAL SERVICES	87,820.00	87,820.00	47,236.49	20,749.60	19,833.91	22.58%
80117	COOPERATIVE SERVICES	170,000.00	170,000.00	108,620.35		61,379.65	36.11%
80130	CO-OP SERVICES-INDIR AID	39,600.00	39,600.00	-		39,600.00	100.00%
80200	POSTAGE	2,000.00	2,000.00	872.77	344.13	783.10	39.16%
80301	UNEMPLOYMENT COSTS			-			
82201	DIGITAL VIDEO DISCS	7,000.00	7,000.00	3,925.43		3,074.57	43.92%
82202	LIBRARY CIRCULATING MAT	41,000.00	41,000.00	24,221.36		16,778.64	40.92%
82207	PERIODICALS	17,000.00	17,000.00	14,121.61	669.75	2,208.64	12.99%
85300	TELEPHONE	10,000.00	10,000.00	4,532.32		5,467.68	54.68%
9271	MILEAGE	2,000.00	2,000.00	113.34		1,886.66	94.33%
9271	AUTO EXPENSE	3,000.00	3,000.00	608.32		2,391.68	79.72%
9271	CONFERENCES-WRKSHOP	8,000.00	8,000.00	3,936.00		4,064.00	50.80%
9271	BOOK BINDING	100.00	100.00	-		100.00	100.00%
9271	INSURANCE/BONDS	35,900.00	35,900.00	29,916.70		5,983.30	16.67%
9271	PUBLIC UTILITIES	220,000.00	220,000.00	105,916.08		114,083.92	51.86%
9271	REPAIRS & MAINTENANCE	36,000.00	36,000.00	11,988.43	7,239.50	16,772.07	46.59%
9271	ADMINISTRATIVE COSTS	219,100.00	219,100.00	182,583.30		36,516.70	16.67%
9271	REF TAX PD UND PROTEST			-			
9271	BUILDING AUTHORITY BONDS	122,250.00	122,250.00	108,460.31		13,789.69	11.28%
9271	ACCUMULATED SICK LEAVE						
9271	ACCUMULATED COMP TIME	2,347,000.00	2,347,000.00	44,757.96	40,150.79	2,262,091.25	96.38%
9271	CAPITAL IMPROVEMENTS			-			
9271	PROPERTY ACQUISITION	72,100.00	72,100.00			72,100.00	100.00%
9271	OFFICE EQUIPMENT	317,000.00	317,000.00	137,813.13	31.99	179,154.88	56.52%
9271	BOOKS						
9271	EST UNCOL TAXES	6,950,689.00	6,950,689.00	2,842,318.36	78,142.91	4,030,227.73	57.98%
99000	TOTAL						

# SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

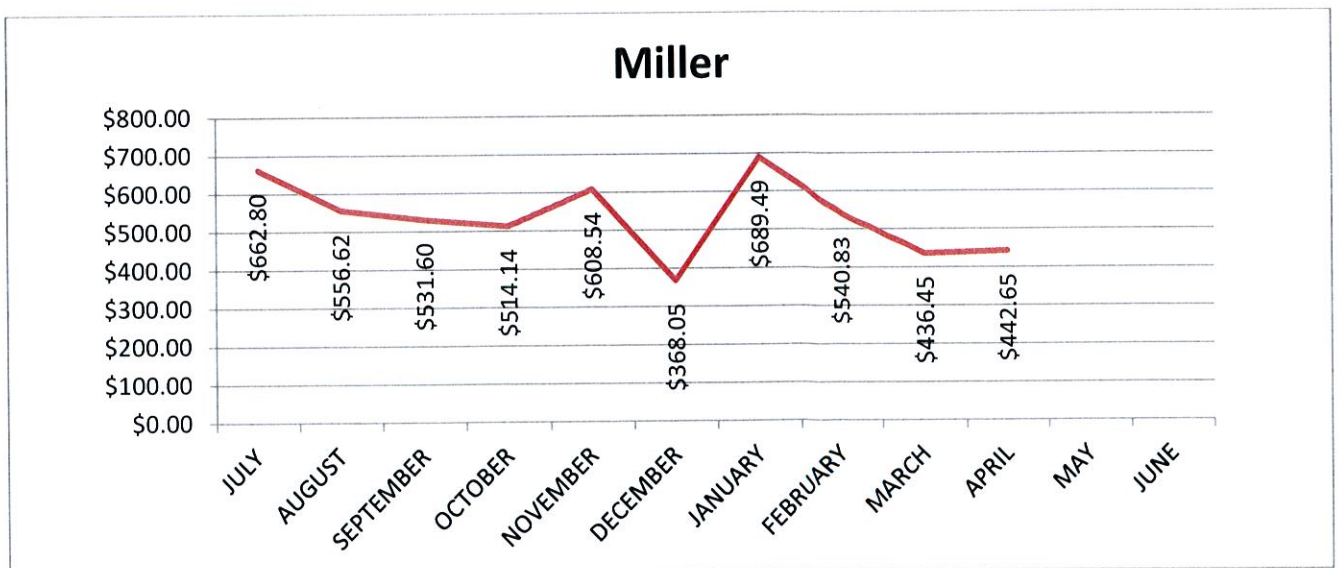
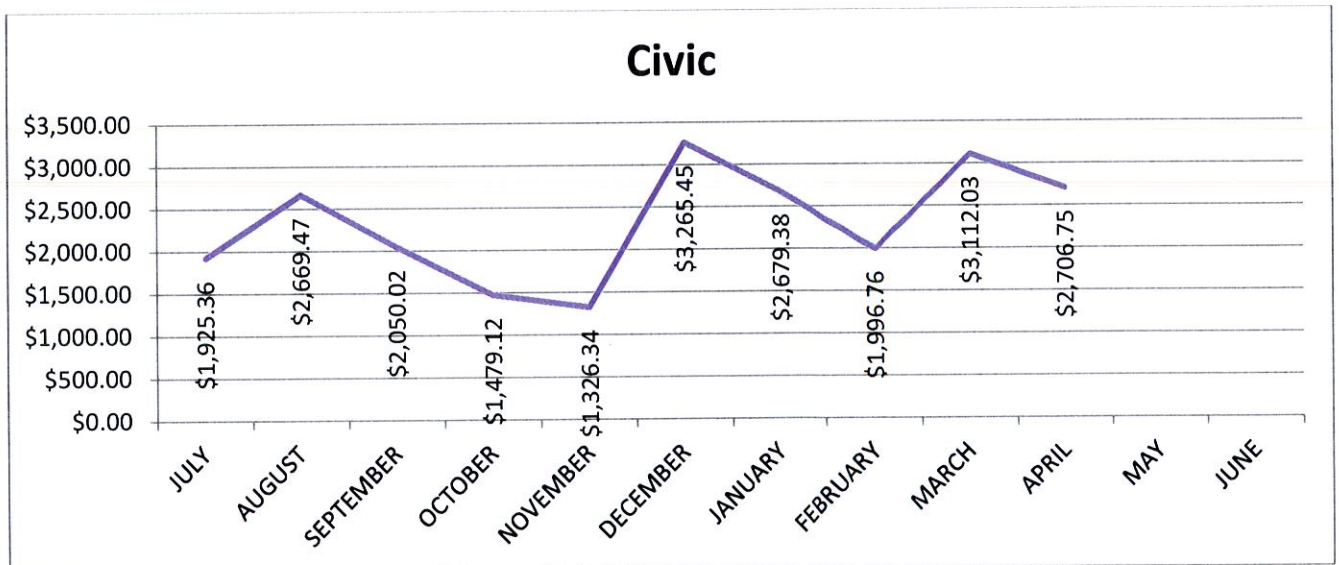
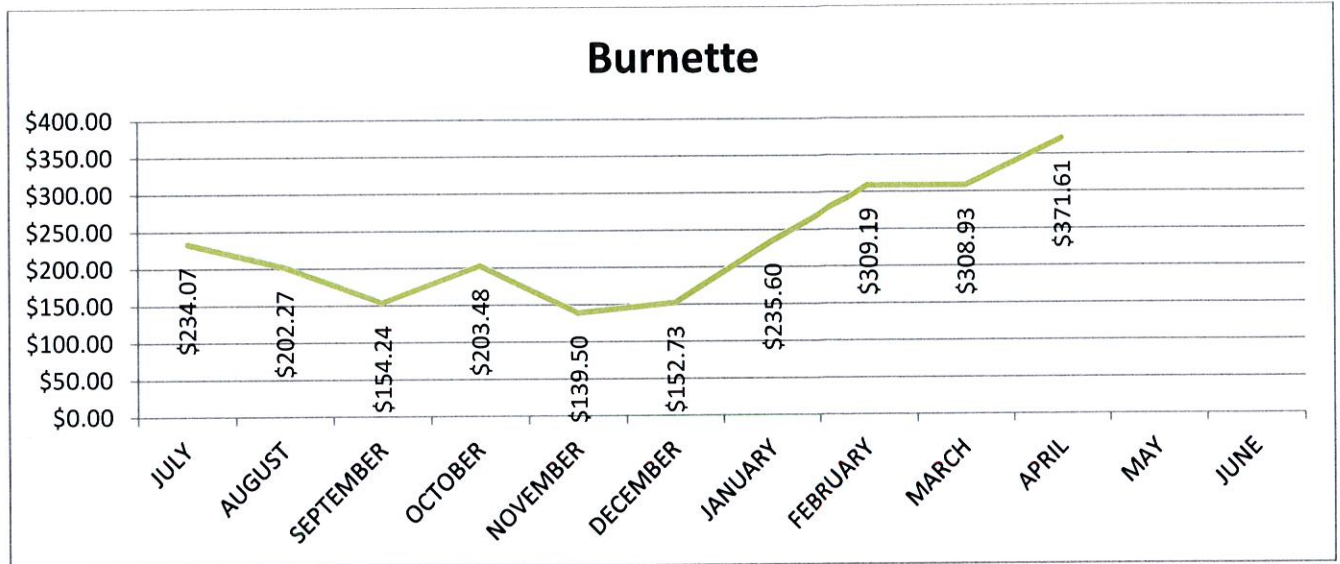
CITY OF WARREN-LIBRARY  
PERIOD 07/01/15 - 06/30/16  
as of 3/1/2016

		BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	UNENCUMBERED	YTD
9271	70300	94,949.00	94,949.00	67,768.05		27,180.95	28.63%
9271	70600	1,222,984.00	1,222,984.00	712,103.64		510,880.36	41.77%
9271	70714	324,900.00	324,900.00	179,163.43		145,736.57	44.86%
9271	70900	22,150.00	22,150.00	7,022.86		15,127.14	68.29%
9271	71000	11,650.00	11,650.00	3,371.49		8,278.51	71.06%
9271	71302	7,600.00	7,600.00	8,633.63		(1,033.63)	-13.60%
9271	71500	131,013.00	131,013.00	75,749.24		55,263.76	42.18%
9271	71900	386,398.00	386,398.00	155,087.85		231,310.15	59.86%
9271	71904	353,893.00	353,893.00	288,070.00		65,823.00	18.60%
9271	71905			4,765.31		(4,765.31)	
9271	71906			748.32		(748.32)	
9271	71907						
9271	72100	28,348.00	28,348.00	17,305.05		11,042.95	38.95%
9271	72200	522,018.00	522,018.00	342,670.00		179,348.00	34.36%
9271	72201			63,195.27		(63,195.27)	
9271	72700	72,916.00	72,916.00	23,831.09	6,101.03	42,983.88	58.95%
9271	72702	15,000.00	15,000.00	5,788.88	1,147.12	8,064.00	53.76%
9271	80100	87,820.00	87,820.00	47,236.49	20,146.70	20,436.81	23.27%
9271	80117	170,000.00	170,000.00	108,620.35		61,379.65	36.11%
9271	80130	39,600.00	39,600.00	-		39,600.00	100.00%
9271	80200	2,000.00	2,000.00	872.77	344.13	783.10	39.16%
9271	80301						
9271	82201	7,000.00	7,000.00	3,925.43		3,074.57	43.92%
9271	82202	41,000.00	41,000.00	24,221.36		16,778.64	40.92%
9271	82207	17,000.00	17,000.00	14,121.61		2,878.39	16.93%
9271	85300	10,000.00	10,000.00	4,382.90		5,617.10	56.17%
9271	86100	2,000.00	2,000.00	113.34		1,886.66	94.33%
9271	86300	3,000.00	3,000.00	515.82		2,484.18	82.81%
9271	86400	8,000.00	8,000.00	3,936.00		4,064.00	50.80%
9271	90200	100.00	100.00	-		100.00	100.00%
9271	91000	35,900.00	35,900.00	29,916.70		5,983.30	16.67%
9271	92000	220,000.00	220,000.00	105,916.08		114,083.92	51.86%
9271	93000	36,000.00	36,000.00	11,988.43	6,422.64	17,588.93	48.86%
9271	95000	219,100.00	219,100.00	182,583.30		36,516.70	16.67%
9271	96401			-			
9271	96470	122,250.00	122,250.00	108,460.31		13,789.69	11.28%
9271	96850						
9271	96855	1,922,000.00	1,922,000.00	44,757.96		1,877,242.04	97.67%
9271	97400	72,100.00	72,100.00	-		72,100.00	100.00%
9271	97700	317,000.00	317,000.00	137,813.13		179,186.87	56.53%
9271	98000						
9271	98200						
9271	99000						
	TOTAL	6,525,689.00	6,525,689.00	2,784,656.09	34,161.62	3,706,871.29	56.80%

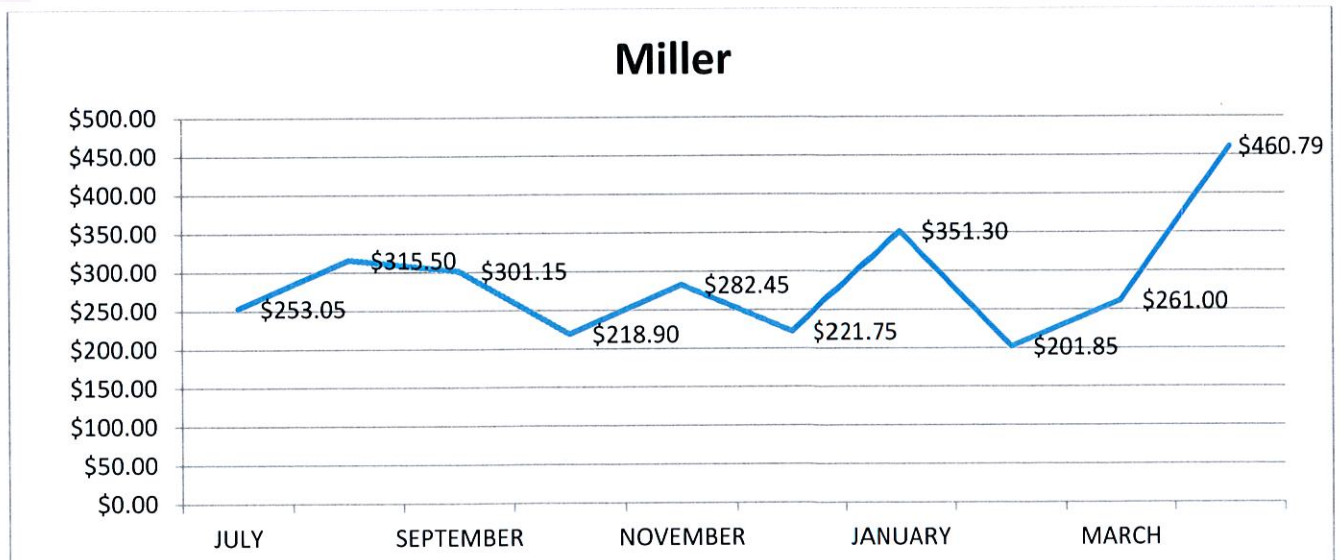
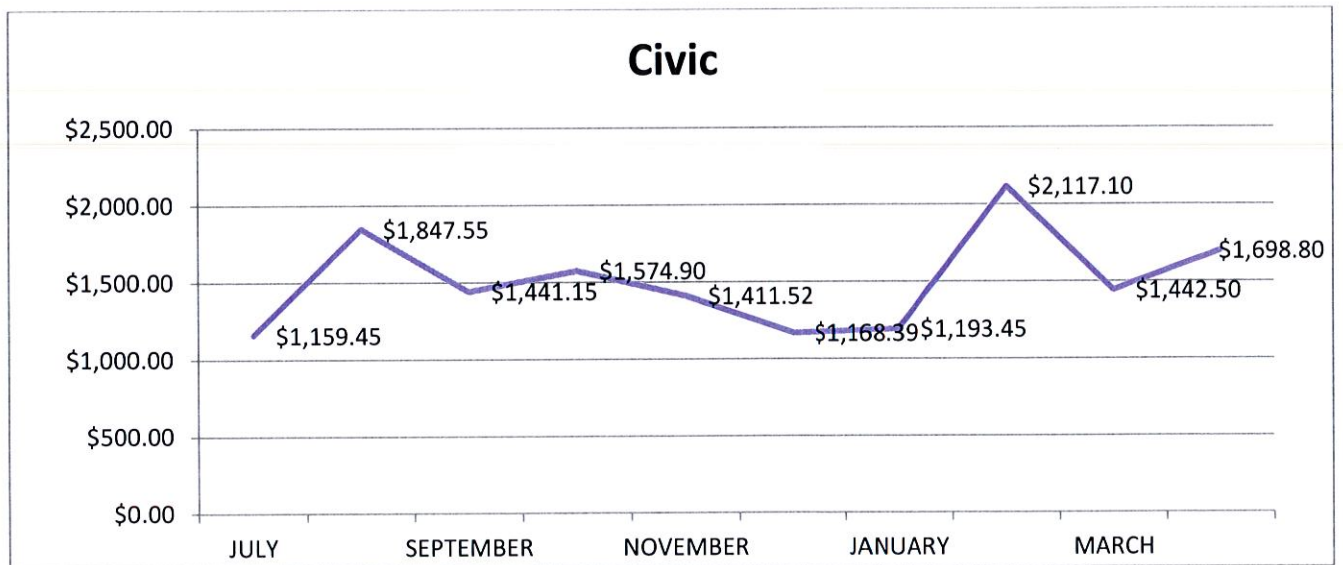
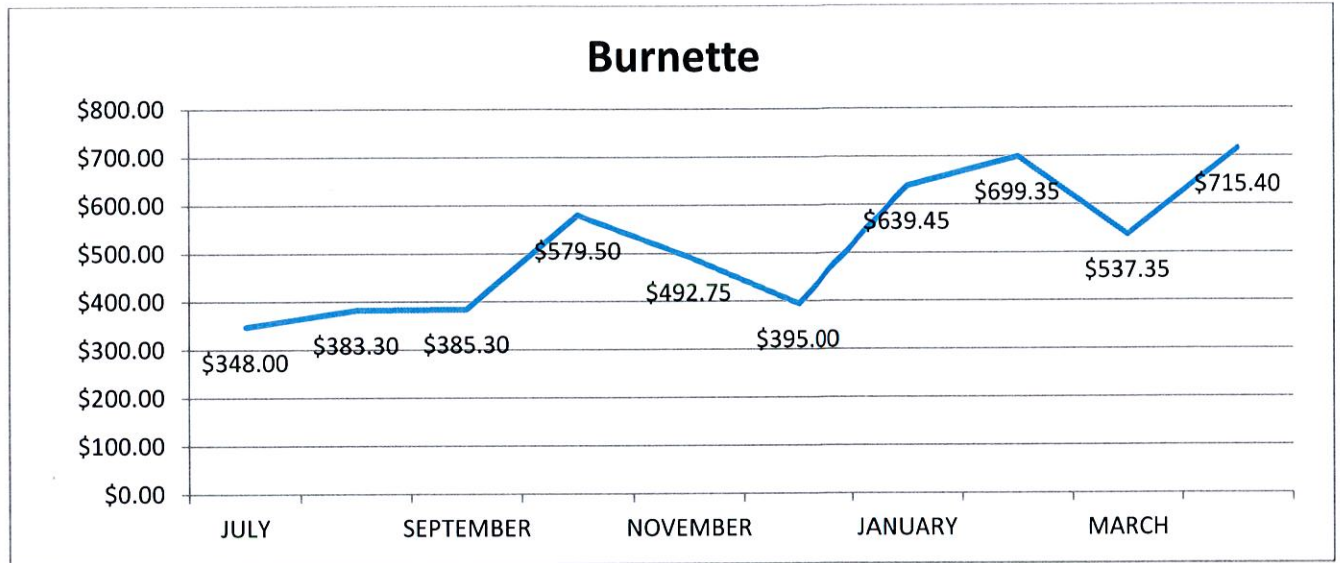
**SUBURBAN LIBRARY COOPERATIVE  
CENTRALIZED PURCHASING EXPENSE REPORT  
(1/1/2016 – 4/30/2016)**

<b>Beginning Balance</b>	<b>14,995.20</b>
<b>Deposit for Computer/Monitor Sales</b>	<b>300.00</b>
<b>O. Urban – Reimbursement for crates</b>	<b>(216.00)</b>
<b>D. Rose – Reimbursement for meeting expenses</b>	<b>(35.74)</b>
<b>Deposit for Computer Sale</b>	<b>60.00</b>
<b>O. Urban – Reimbursement for Board Meeting</b>	<b>(6.99)</b>
<b>D. Rose – Reimbursement for meeting expenses</b>	<b>(35.74)</b>
<b>Deposit for Computer/Monitor Sales</b>	<b>1,190.00</b>
<b>O. Urban – Reimbursement for Board Meeting</b>	<b>(6.99)</b>
<b>D. Rose – Reimbursement for meeting expenses</b>	<b>(24.44)</b>
<b>SLC – Patron cards with key tags (Peanuts card)</b>	<b>(1,258.14)</b>
<b>Ending Balance</b>	<b>14,961.16</b>

## Fine Revenue – Fiscal Year 2015-2016

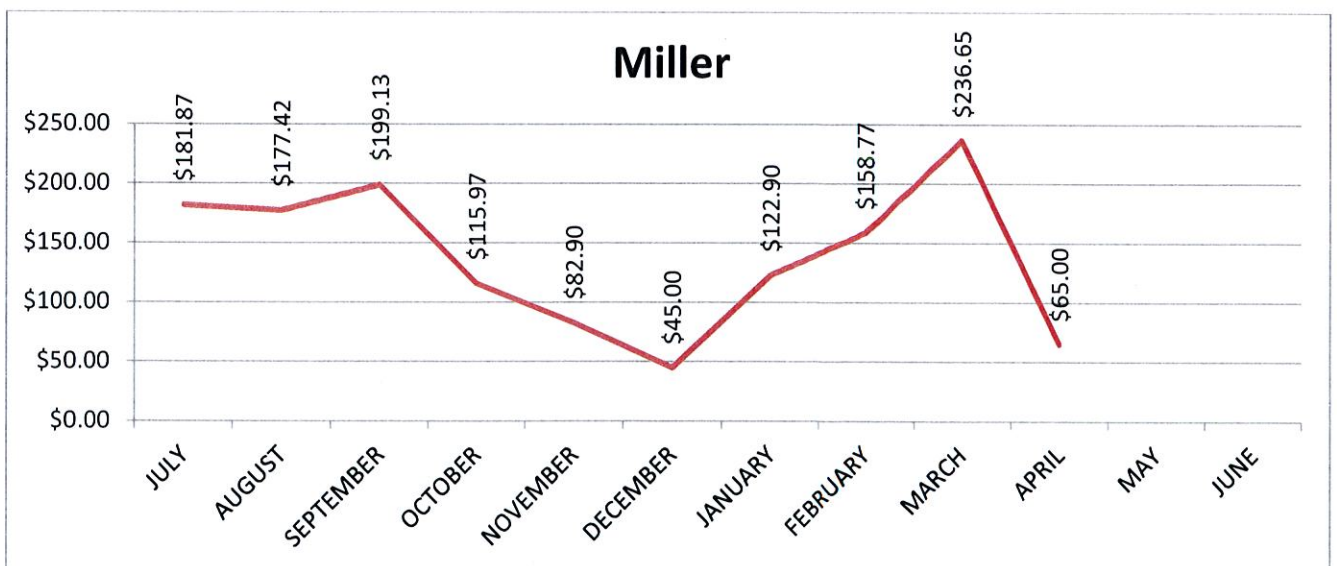
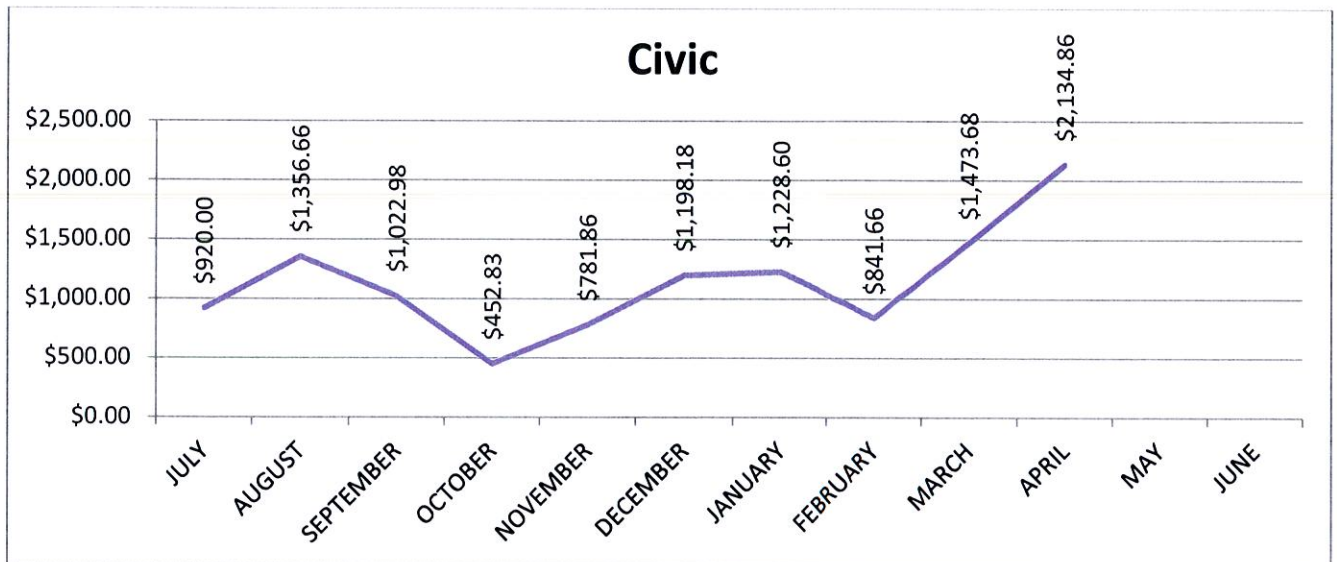
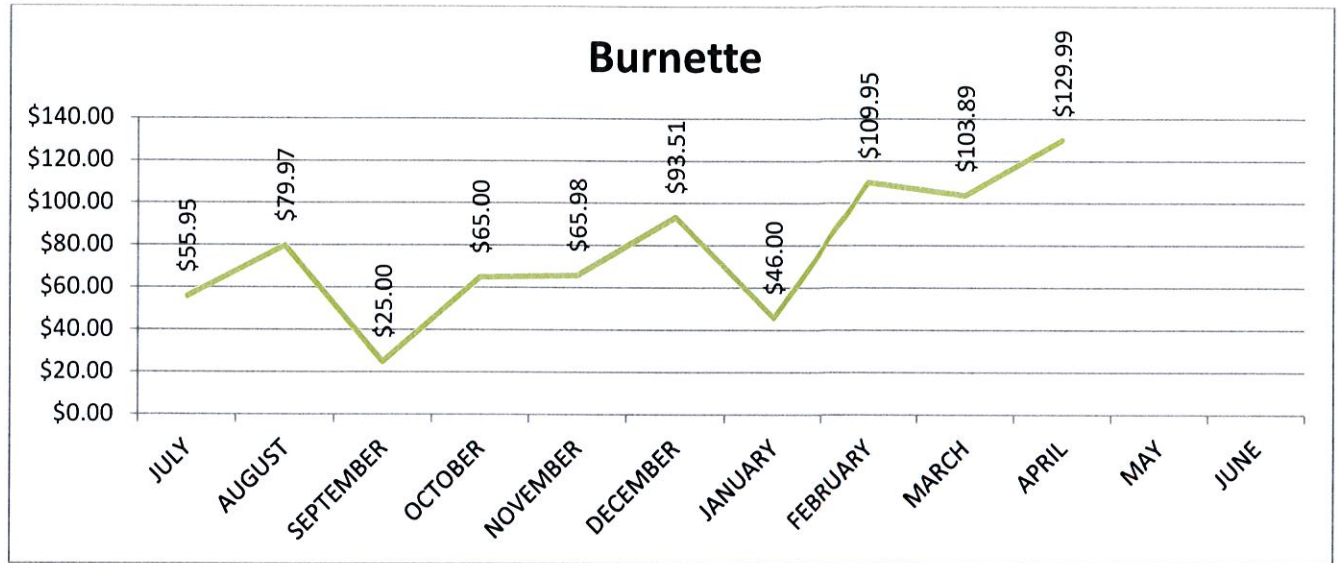


## Copy Revenue – Fiscal Year 2015-2016

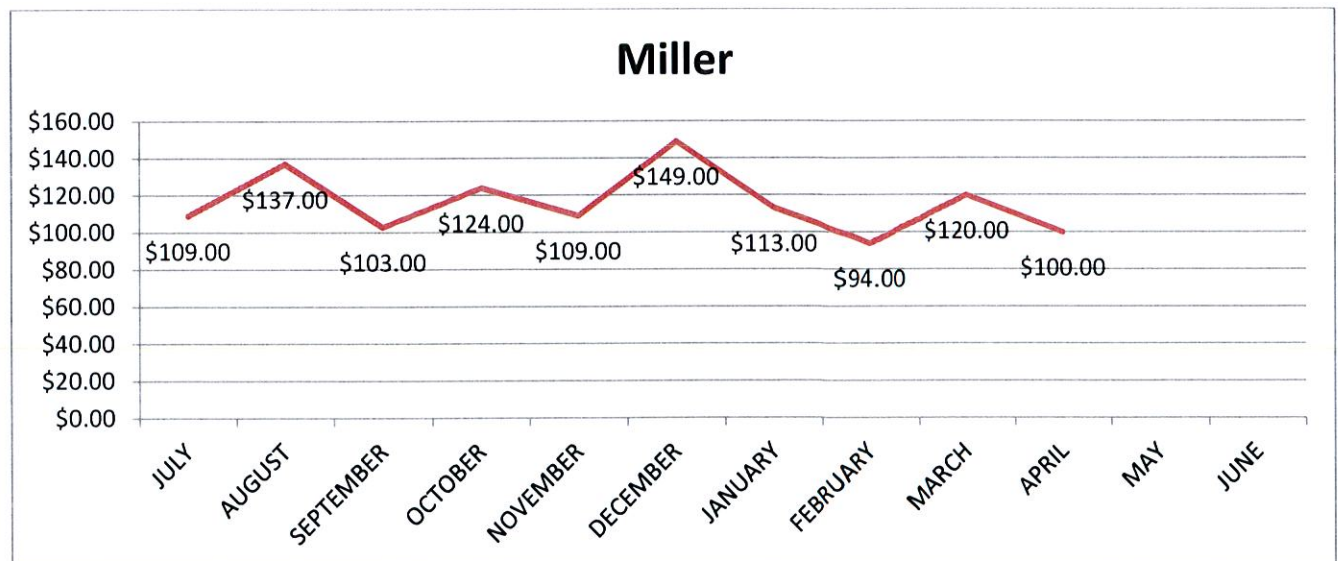
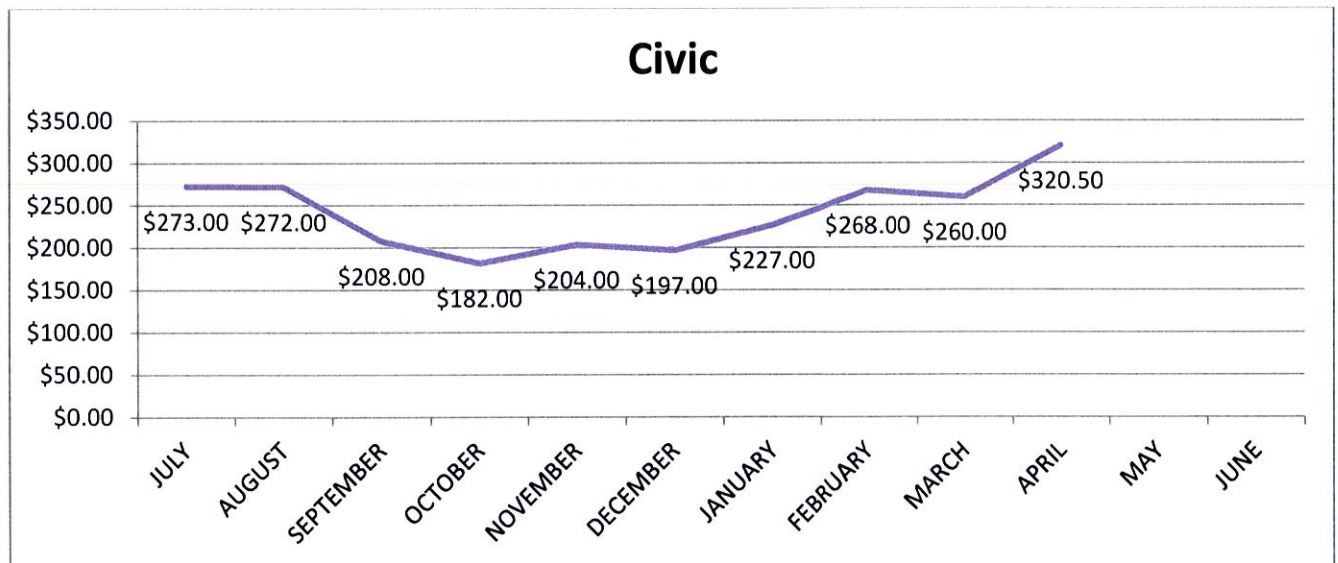
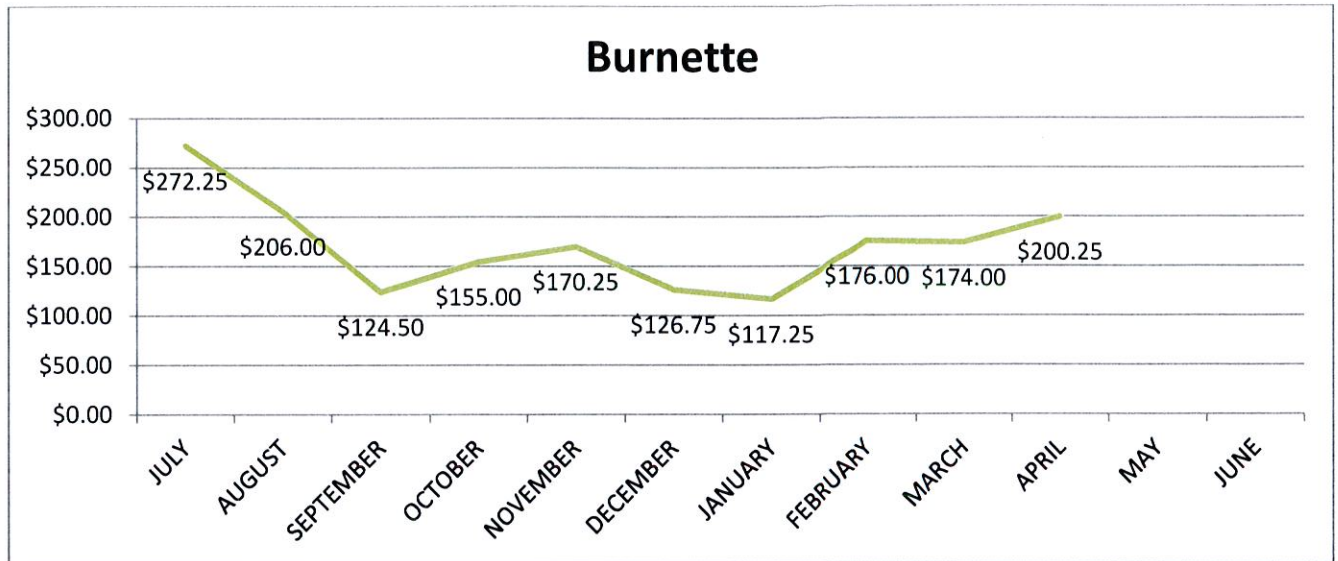




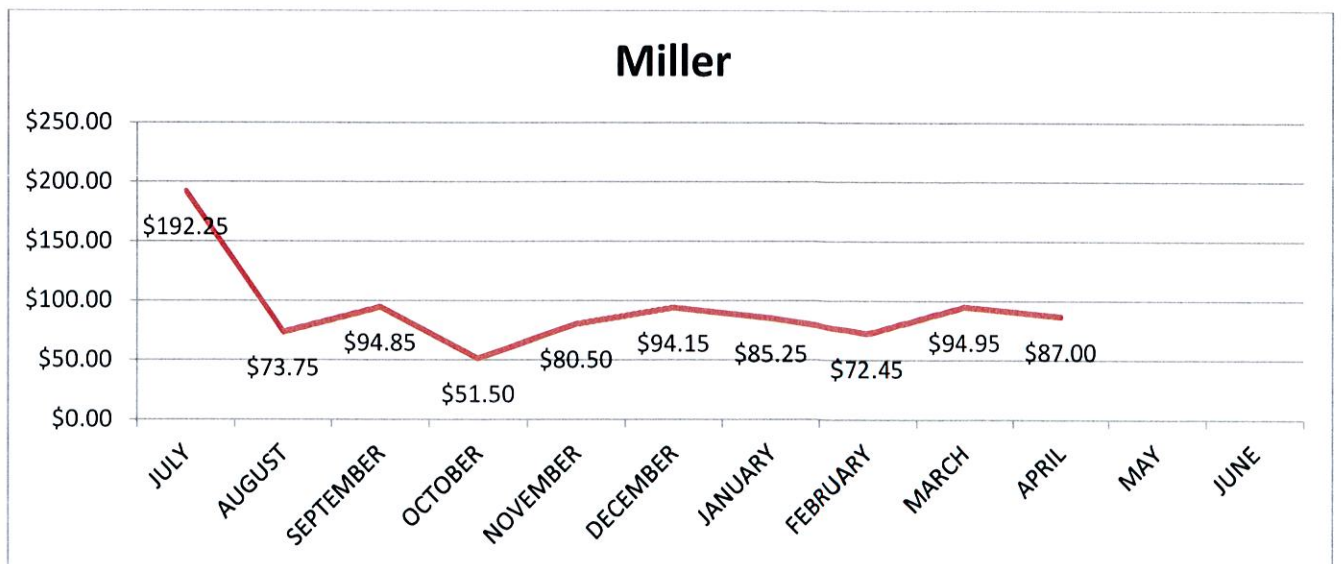
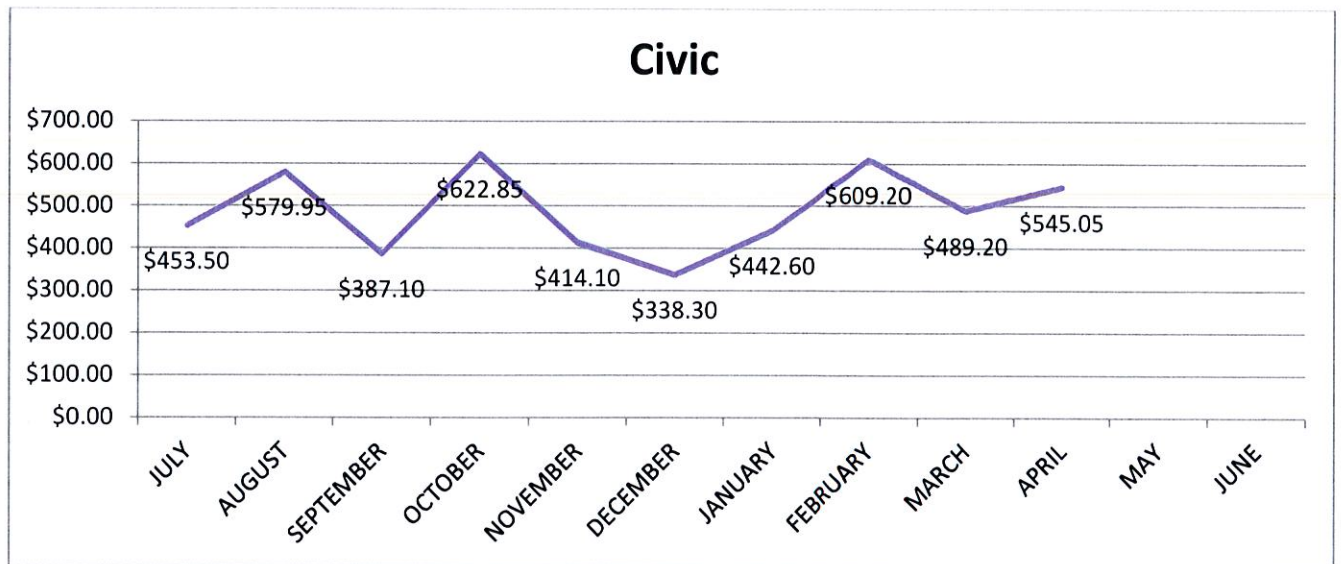
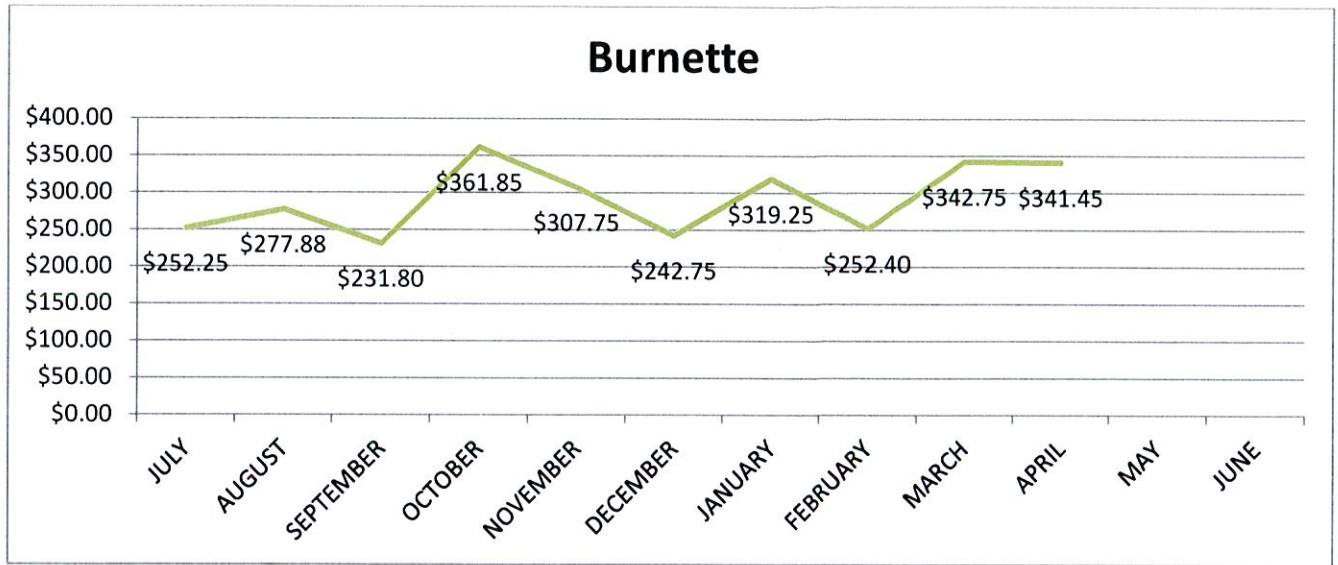
## Lost Revenue – Fiscal Year 2015-2016



## DVD Revenue – Fiscal Year 2015-2016

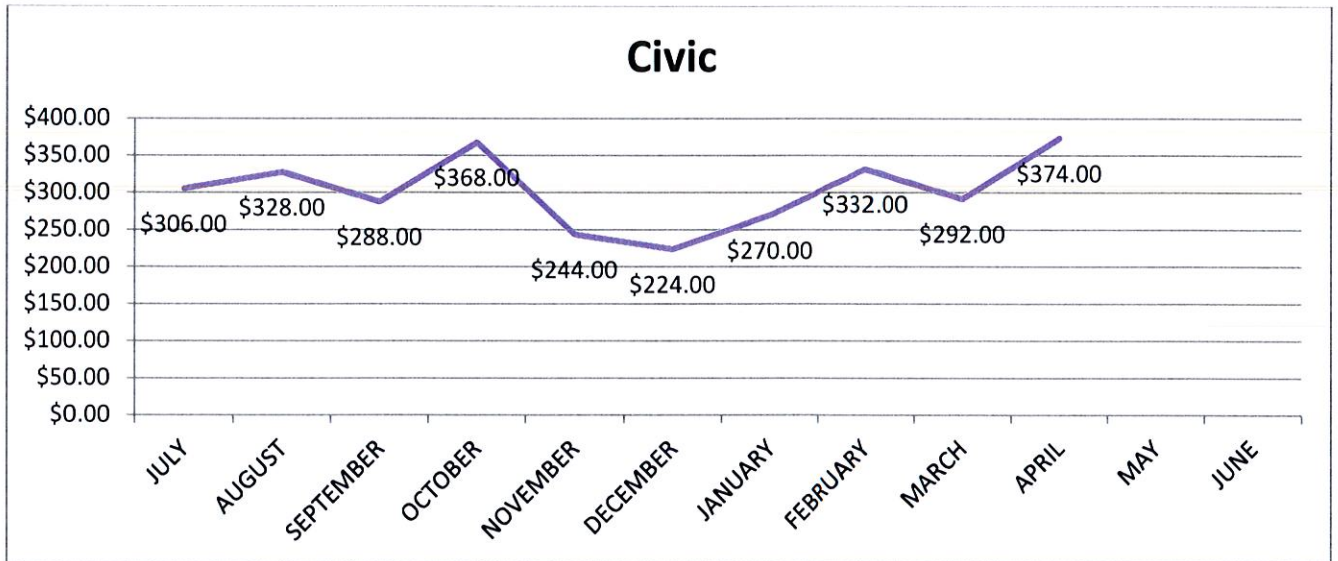
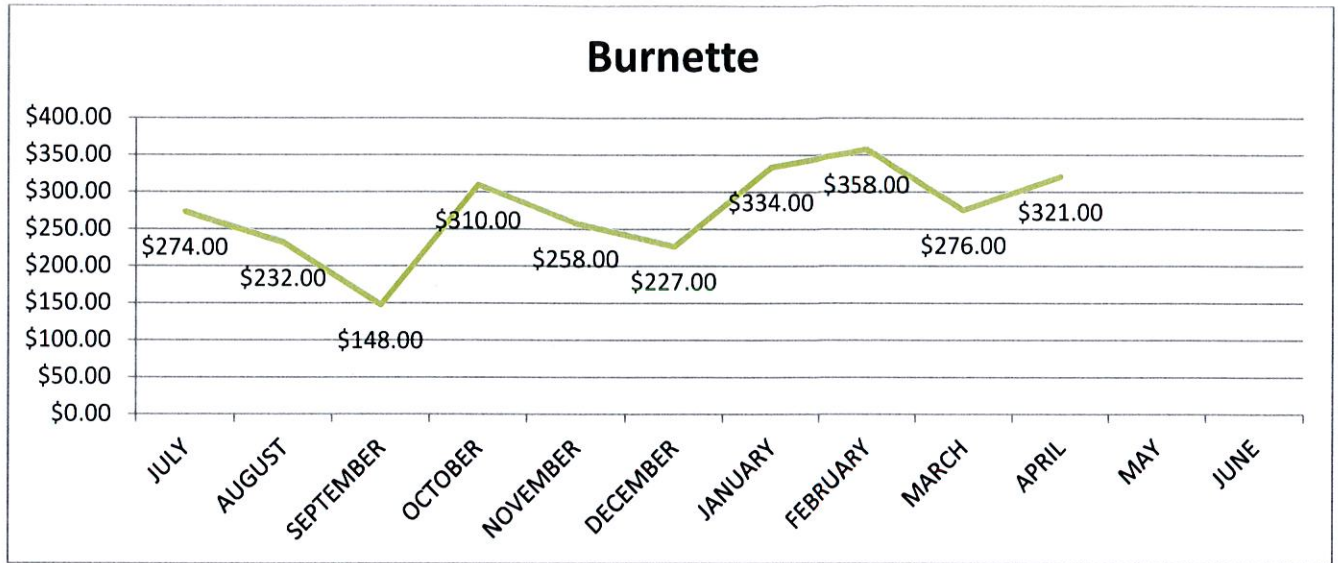


## Miscellaneous Revenue – Fiscal Year 2015-2016





## Non-Resident Revenue – Fiscal Year 2015-2016



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

**2014 Fiscal Year**

	TOTAL	7/13-12/13	1/14-6/14	TOTAL	7/14-12/14	1/15-6/15	TOTAL
<b>Accounts Submitted</b>	5,350	512	430	6,292	444	334	7,070
<b>Cash Recovered</b>	\$63,154.70	\$5,973.37	\$6,774.73	\$75,902.80	\$6,493.74	\$10,338.90	\$92,735.44
<b>Materials Recovered</b>	\$55,308.25	\$7,323.66	\$5,837.80	\$68,469.71	\$6,398.06	\$4,307.18	\$79,174.95
<b>Waived Amount*</b>	\$17,128.78	\$1,821.49	\$2,202.99	\$21,153.26	\$2,802.14	\$2,290.95	\$26,246.35
<b>Expenditures</b>	\$47,864.60	\$4,582.40	\$4,054.35	\$56,501.35	\$3,723.20	\$3,101.30	\$63,325.85

**2015 Fiscal Year**

**Unique Management Services, Inc.**

		2016 Fiscal Year				2017 Fiscal Year			
		TOTAL	7/15-12/15	1/16-6/16	TOTAL	7/16-12/16	1/17-6/17	TOTAL	
Accounts Submitted	7,070		248	330	7,648				
Cash Recovered	\$92,735.44		\$4,136.67	\$12,007.24	\$104,266.68				
Materials Recovered	\$79,174.95		\$4,430.57	\$10,930.00	\$90,104.95				
Waived Amount*	\$26,249.35		\$1,291.55	\$3,077.71	\$29,327.06				
Expenditures	\$63,325.85		\$3,114.60	\$2,036.10	\$68,476.55				

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



**CITY ATTORNEY'S OFFICE**

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FAX (586) 574-4530

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

May 4, 2016

Kelly Colegio  
Council Secretary  
City of Warren

**Re: Proposed Resolution Affirming Prevailing Wage Requirements for  
Construction of Dorothy Busch Library Construction**

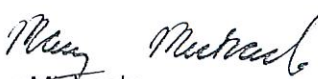
Dear Council Secretary Colegio:

At Councilman Green's request, I am attaching a resolution to require payment of prevailing wages and living wages for the construction of the new Dorothy Busch Library.

This resolution requires the Library Commission to review the certified reports from contractors before authorizing payments. The construction contract has been adapted to provide for this requirement. Under the negotiated terms, the sub-contractors and general contractors are required to submit a certified statement that they paid prevailing wages with each application for payment.

If acceptable, please submit the proposed resolution to Council for its consideration on Tuesday, May 10, 2016.

Respectfully,

  
Mary Michaels  
Acting City Attorney

MM/vlt Ltr to K Colegio re Proposed Resolution Affirming Prevailing Wage Requirement - Dorothy Busch Library ID 59250

Attachment:

cc: Oksana Urban, Library Director (w/attach.)  
Craig Treppa, Purchasing Agent (w/attach.)

Read and concur:

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James R. Fouts  
Mayor

**RESOLUTION TO AFFIRM PREVAILING WAGE REQUIREMENTS FOR  
CONSTRUCTION OF DOROTHY M. BUSCH LIBRARY**

At a regular meeting of the City Council of the City of Warren, Macomb County, Michigan held on May 10, 2016, at 7:00 p.m. Eastern Standard Time in the Council Chambers of the Warren Community Center, 5460 Arden, Warren, Michigan.

**PRESENT:** Councilpersons \_\_\_\_\_  
\_\_\_\_\_

**ABSENT:** Councilpersons \_\_\_\_\_  
\_\_\_\_\_

The following preamble and resolutions were offered by: Councilperson

\_\_\_\_\_ and supported by Councilperson \_\_\_\_\_.

On March 8, 2016, Council awarded ITB-W-9330 to Bernco, Inc. for the construction of the new Dorothy M. Busch Library.

The Bid included the requirement for the payment of prevailing wages in accordance with Section 2-334.1 of the Warren Code of Ordinances.

Council adopted a motion to require Bernco, Inc. to submit certified statements that prevailing wages were paid, for the review by the Library Commission.

The construction contract was adapted to make submission of prevailing wage statements by Bernco and its subcontractors a condition of payment.

**THEREFORE, IT IS RESOLVED,** that the Council affirms the requirement that Bernco, Inc. comply the prevailing wage requirements of the City ordinances, and submit certified prevailing wage statements for itself and its subcontractors with its applications for payment.

**IT IS FURTHER RESOLVED,** that the Library Director or Library Commission review the certified statements before approving payments for the construction contract.

**AYES:** Councilpersons \_\_\_\_\_  
\_\_\_\_\_

NAYES: Councilpersons \_\_\_\_\_  
\_\_\_\_\_

RESOLUTION DECLARED ADOPTED THIS 10<sup>th</sup> day of May, 2016.

\_\_\_\_\_  
KELLY COLEGIO  
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN       )  
                                  )ss  
COUNTY OF MACOMB     )

I, PAUL WOJNO, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the Resolution adopted by the City Council of the City of Warren at its meeting held on May 10, 2016.

\_\_\_\_\_  
PAUL WOJNO  
City Clerk



## Dress Code Policy

The library is a public service environment, and a business casual dress code is the accepted standard for office environments like libraries. Business casual is the accepted standard for employees to present a positive, business-like library image while also allowing more casual and relaxed clothing than more formal business. The dress code applies to all library locations, in order to provide equal and consistent services to the public and equal and consistent policies for all employees.

### Business Casual at Warren Public Library

Neat and clean clothing that gives a crisp, neat, pulled together appearance. The same clothing may not be worn repetitively. 11/13/14 approved/amended

For men – pants/slacks made of a non-denim material (i.e. khakis or dark pants) with a collared shirt

For women – pants/slacks or a skirt made of a non-denim material with a shirt/blouse, or an informal dress (skirt/dress should be a reasonable length)

### Specific issues:

- Undergarments. Undergarments may not be worn as outerwear and should not be visible. Undergarment should provide sufficient support and coverage of extremities. (No see-through clothing or exposed undergarments.) A camisole should be worn underneath a garment that is lightweight or sheer. 11/13/14 approved/amended
- Language or pictures. Clothing printed with words or images such as political slogans, profanity, controversial sayings, suggestive cartoons, pictures, drawings and slogans are inappropriate attire for work. Gang attire is not permitted, including specific symbols, phrases, insignias or garments that are worn by gangs.
- Revealing attire. Clothing that exposes the midriff, inappropriate cleavage or other areas of the body usually covered in the workplace are inappropriate, even during the summer months. No garments are permitted that are cut so low or so short as to endanger inappropriate exposure of the wearer should they bend or stretch. **Skirts or dresses should be no more than two inches above the knee.**
- Very casual attire. Business casual does not include very casual attire, specifically:
  - No denim is permitted, except on Jeans Days.
  - Extremely baggy pants are inappropriate. While this style of clothing may be fashionable in some situations, it is inappropriate work attire.
  - Jogging suits, sweatpants and sweatshirts are not appropriate work attire.
  - Sleepwear. Slippers, robes and pajamas are not appropriate work attire.
  - Hats or baseball caps. No hats or baseball caps.
  - No rumpled, dirty, ripped or torn clothing. While torn clothing may be fashionable in some situations, it is inappropriate work attire,
  - No leggings or clothing that is too tight.

- Shorts, miniskirts, crop tops, tank tops, tube tops, muscle shirts, clothes made of see-through materials are not appropriate.
- Footwear. Athletic shoes may be worn by pages. Loose footwear such as flip-flops that may pose a safety hazard is not permitted. Business appropriate sandals are permitted. **Boots should not be worn over pants.**