

NOTICE

**WARREN PUBLIC LIBRARY COMMISSION
Warren Civic Center Library
Mark Twain Room
1 City Square, Suite 100
Warren, MI 48093**

PLEASE TAKE NOTICE THAT there has been a change, there will be a regular, in-person meeting of the Warren Public Library Commission on **Thursday, May 16, 2024 at 6:00 p.m.**

CONTACT/ACCOMMODATIONS INFORMATION:

If you have any questions, concerns, or require disability-related accommodations for the meeting, please call (5 days in advance) the Library Administration Office at 586-574-4564.

**WARREN PUBLIC LIBRARY COMMISSION
REGULAR MEETING
WARREN CIVIC CENTER LIBRARY- MARK TWAIN ROOM
1 CITY SQUARE, SUITE 100
WARREN, MI 48093
May 16, 2024
6:00 p.m.**

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Approval of Minutes

– Regular Meeting of March 21, 2024

– Special Meeting of April 25, 2024

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. Branch Updates

- All four branches have access to Avigilon, library security system to view all their cameras.
- Busch library – Students are providing school picture ID or Power School cellphone ID to enter library. Students are calmer, quieter, cooperative; 7th grade and under students must be accompanied by an adult. Warren Police detail at Busch effective; requested HR to post part-time Warren Police Officer to be present from 2:30-4:00pm during the school year.
- Burnette library – loitering, smoking by entrance, biohazard problems in restrooms.
- Modular library – Attorney's office finalizing Ply+ contract; when completed, contract will be forwarded to City Council for approval.

c. Current Projects

- Library Design is scheduled to install AV pull-out drawers at Miller Library mid- June
- Miller's HVAC unit: on schedule for installation by mid-August
- "Library Rules and Regulations," no. 9, 12, 14, were amended as requested by FHS Superintendent and Library Commission (see attached sheet) Number 15 from "Patron Code of Conduct" was added to the online "Library rules and Regulations" Eating/Drinking of beverages (see attached sheet)
- Replaced 22 outdated computers and 9 outdated laptops totaling \$26,757.00.

d. Services

- Received checks from SLC in the amount of \$1,080.46 and \$1,549.09 from ProPay credit card transactions in the months of January through March 2024 totaling \$2,629.55.

e. Staffing

- C. Bobinski, Office Assistant at Busch, accepted position at Police Dept. Request to fill vacancy was submitted to HR.
- A. Mucha, Library Technician at Miller is on extended medical leave.
- J. Robertson, Branch Librarian Supervisor at Busch is on an extended medical leave which started May 13, 2024
- U. Mendez, Library Page, started April 13, 2024 at the Busch Library.
- S. Shannon, Library Technician hired to fill vacancy; 6 month probation started on April 23, 2024
- K. Goodrich, SLC intern, will remain at WPL through June 29, 2024.

f. Marketing/Outreach

- Summer Reading Club, June 8 – August 10, 2024; theme is "Adventure Begins At Your Library"
- eNewsletter update: All programs listed in the eNewsletter for children, teens, and adults. Computer classes taught by J. Robertson were cancelled for now
- Library Programs: double sided sheet (8.5" X 14") inserted in water bill, mailed to 45,600 residences in Warren.
- Outreach program focused on Warren residents; home delivery of materials to persons with disabilities and homebound.
- 2 staff members will attend ALA (American Library Association), Annual Conference in San Diego, California

- Warren Public Library was awarded the Eisner Graphic Novel Grant which will be presented to J. Novetsky at the ALA (American Library Association), 2024 Annual Conference in San Diego
- Detroit Institute of Arts Senior bus trip on May 30, 2024 fully booked to hear G-Note 7 performing Motown classics from 1960s and 1970s; Included is a self-guided tour of the museum

g. Discussion items:

- “Patron Code of Conduct” was amended to include, prohibiting vaping on library premises

7. Audience Participation

Members of the audience who would like to address the Library Commission this evening may do so under the audience portion. Patrons have 3 (three) minutes to speak.

8. Action Items:

- Prohibiting vaping on library premises.
- Approval of Wheelchair and Motorized Scooter Use Agreement

9. Friends of the Warren Public Library

10. S.L.C. Report

11. Commissioner's Comments

12. Next Meeting Date – September 19, 2024

13. Adjournment

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

March 21, 2024

1. Call to Order:

The regular meeting was called to order at 6:00 PM by Frank Pasternak.

2. Roll Call:

Commissioners Present: Frank Pasternak, Don McIntosh, Zosia Ladak, Annette Majka, Lorie Barnwell, and Tom Paruszkiewicz

McIntosh moved to excuse Palmer, supported by Majka; motion carried.

Also Present: Oksana Urban, Warren Library Director, Henry Newnan, City of Warren Council, and Caitlin Murphy, City of Warren Attorney.

3. Approval of Agenda:

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

4. Approval of Minutes: Regular Meeting of January 18, 2024: Majka moved to approve the Minutes of the Regular Meeting of January 18, 2024, supported by Ladak; motion carried.

5. Financial Reports:

Monthly Line Item Budget Report: The Monthly Line Item Budget Reports of 1/31/2024 and 2/29/2024 were reviewed. It was indicated that the book budget would be used up by June, 2024. Further, capital improvements have been made.

Suburban Library Allocation Account: The Suburban Library Allocation Accounts of February 28, 2024 and March 4, 2024 were reviewed. As of March 4, 2024 the balance in the account was \$51,527.02. It was noted that funds will be used to purchase computers to replace older computers for all branches.

Branch Income Reports: The Branch Income Report from July, 2023 through February, 2024 of the fiscal year was \$40,877.33.

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

6. Director's Report:

a. Statistics/Output Measures:

- Unique Management Report: The Unique Management Services Report, through 2/29/2024 was reviewed. Since 7/1/2015, 10,948 accounts have been submitted with a total recovery (including "waived" amounts) of \$367,419.77. Expenditures totaled \$96,925.25.

b. Current Projects:

- Budget discussion with Mayor L. Stone was accepted favorably. It included a review of the modular library project.
- The City Council approved funding to replace Miller's 23-year old HVAC unit at a cost of 67,000.
- The Modular Library oversight committee met with the architectural firms, MCD and Ply+. It was noted that a DNR grant could be a possibility to provide landscaping around the modular library building utilizing native Michigan plants.
- Two new security cameras were installed at the Busch Branch's community room and in the area of the computer lab.

c. Services:

- A check was received from SLC in the amounts of \$372.22 from ProPay credit card transactions for the month of December, 2023.

d. Staffing

- C. Bobinski, Office Assistant at the Busch Branch, transferred to the Police on January 12, 2024. Her probation period is six months.
- A. Ali, Office Assistant at the Civic Center Branch, resigned on February 8, 2024. The position remains open.
- S. Laskar, Library Page at the Busch Branch, is resigning on March 23, 2024.
- T. Pearson, Library Page, started working at the Civic Center Branch on February 12, 2024.
- J. Walker was hired to fill the OA vacancy at the Civic Center Branch; the six month probation starts on March 18, 2024.
- A. Mucha, Library Technician at the Miller Branch, is on medical leave.
- K. Goodrich, SLC intern works primarily at the Civic Center Branch; wages are paid from the Warren's Suburban Library Allocation Account.

e. Marketing/Outreach:

- eNewsletter update: All the programs listed in the eNewsletter are for children, teens, and adults. The eNewsletter goes out every month.
- Library programs: double sided 8.5" X 14" sheets are inserted in the Warren water bill mailings. This reaches 45,600 residences to provide more interest in available library programs.

- The library Outreach Program is delivering library materials to Warren residents with disabilities and are homebound.
- A Dell laptop computer is now available in each branch for use in the library only. Other lap top computers can be taken home.
- American Sign Language (ASL) was added to the Mango Languages database.
- Two staff members attended the Michigan Library Association Spring Institute in Muskegon, Michigan on March 7-8, 2024.
- Three staff members will participate in Advocacy Day in Lansing, Michigan on April 16, 2024.
- Civic Center staff members will attend the PLA (Public Libraries Association) Annual Conference in Columbus, Ohio

f. Discussion Items

- Proposed changes to the Warren Public Library “Code of Conduct” by Hollie Strange, Superintendent of Fitzgerald Schools were reviewed. Revisions to the Library Rules and Regulations to address the issues pertaining to after school-hour students hanging out in the libraries were discussed. This included having policemen located inside and outside of the library building.

Majka moved to receive and file the Director’s Report, supported by Ladak; motion carried.

7. Audience Participation:

- Concern was expressed for the delay in getting the Modular Library, and the library services it will provide for southeast Warren.
- Homeless individuals in the libraries were highlighted as problematic.
- A request was made to have books available for children of diverse backgrounds in the libraries.

8. Action Items:

- Page wage increases: Barnwell moved to increase the Pages entry wages from \$10.33 to \$11.00, and the wages for longstanding Page staff to \$14.00, supported by Majka; motion carried.

9. Friends of the Warren Public Library:

- Nothing to report.

10. S.L.C. Report

- Nothing to report

11. Commissioner's Comments:

- Barnwell reviewed the background to the initial property costs for the modular library.

12. Next Meeting Date: May 16, 2024.

13. Adjournment: Ladak moved to adjourn the meeting at 7:35 PM, supported by McIntosh; motion passed.

Donald J. McIntosh, Secretary

WARREN PUBLIC LIBRARY COMMISSION

Special Meeting

April 25, 2024

1. Call to Order:

The special meeting was called to order at 6:00 PM by Frank Pasternak.

2. Roll Call:

Commissioners Present: Frank Pasternak, Don McIntosh, Zosia Ladak, Annette Majka, Lorie Barnwell, and Tom Paruszkiewicz.

Richard Palmer was absent.

Also Present: Oksana Urban, Warren Library Director, and Caitlin Murphy, City of Warren Attorney.

3. Approval of Agenda:

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

4. Discussion/Action Items:

a. Architectural Firm Ply+ was selected by the oversight committee to lead the design and building of the Modular Library. Several attributes were identified of the firm's capabilities including the firm's 40 years of experience and its demonstrated creative talents.

Majka made a motion to approve Ply+ as the architectural firm to lead the Modular Library construction project, supported by Ladak; motion carried.

b. Approval of FHS Superintendent's recommendations for the following: letters to parents, alter Code of Conduct, and requirement for students to present school ID to enter library premises. There were instances identified at the Busch Branch Library involving some of the Fitzgerald Public School students who were being disruptive both in the library, as well as, outside of the library. This was affecting patrons using the library as well as Warren Library staff members and other City of Warren workers. Updating the Warren Library Code of Conduct; requiring student ID cards to be held by the library until the student leaves the library; and having policemen or private security firms being on the library premises during the critical period when the students complete their school day were ideas identified and suggested for implementation.

Barnwell made motion that the Warren Library Code of Conduct be update by Urban and her supervisors and presented at the May 16, 2024, Warren Library Commission Regular Meeting, supported by Majka; motion carried.

c. Approval to hire a Security Guide: Suggested was to engage Warren Policemen or Private Security personnel to be present when the students come to the library after school is dismissed was identified as a critical part of action recommended for implementation. Barnwell made a motion to have Urban meet with the Warren Police Commissioner to establish a need for a policeman at the Busch Branch on a school day basis between 2:00 and 4:00 PM, supported by Majka; motion carried.

5. Audience Participation

- Concern for the delay in the Modular Library construction and a date for its completion were expressed.
- Having more library adult programs, similar to younger people programs, was recommended.

6. Next Meeting Date—May 16, 2024.

7. Adjournment: Barnwell moved to adjourn the meeting at 7:15 PM, supported by McIntosh; motion passed.

Donald J. McIntosh, Secretary

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY
 PERIOD 07/01/23 - 06/30/24
 as of 3/31/2024

		BUDGETED	CURRENT	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	113,605.00	113,605.00	82,261.51	0.00	31,343.49	27.59%
9271	70600	1,491,091.00	1,491,091.00	1,048,960.02	0.00	442,130.98	29.65%
9271	70714	300,000.00	300,000.00	129,671.27	0.00	170,328.73	56.78%
9271	70900	20,000.00	20,000.00	222.30	0.00	19,777.70	98.89%
9271	71000	15,500.00	15,500.00	4,641.16	0.00	10,858.84	70.06%
9271	71302	26,500.00	26,500.00	22,000.00	0.00	4,500.00	16.98%
9271	71303	8,400.00	8,575.00	8,575.00	0.00	0.00	0.00%
9271	71500	158,537.00	158,537.00	102,281.57	0.00	56,255.43	35.48%
9271	71900	465,290.00	465,290.00	303,927.17	0.00	161,362.83	34.68%
9271	71904	182,696.00	182,696.00	137,025.00	0.00	45,671.00	25.00%
9271	71905	26,977.00	26,977.00	18,329.36	0.00	8,647.64	32.06%
9271	71906	2,328.00	2,328.00	1,599.60	0.00	728.40	31.29%
9271	72100	43,755.00	43,755.00	26,854.18	0.00	16,900.82	38.63%
9271	72101	53,228.00	53,228.00	27,129.57	0.00	26,098.43	49.03%
9271	72200	343,668.00	343,668.00	257,751.00	0.00	85,917.00	25.00%
9271	72201	171,579.00	171,579.00	110,775.70	0.00	60,803.30	35.44%
9271	72401	0.00	0.00	0.00	0.00	0.00	100.00%
9271	72700	97,600.00	97,600.00	42,581.25	26,193.18	28,825.57	29.53%
9271	72702	20,000.00	20,000.00	4,810.60	7,830.02	7,359.38	36.80%
9271	80100	328,700.00	345,700.00	153,459.69	53,975.40	138,264.91	40.00%
9271	80117	219,000.00	219,000.00	136,459.45	0.00	83,540.55	38.15%
9271	80130	69,000.00	75,000.00	0.00	0.00	75,000.00	100.00%
9271	80200	3,000.00	3,000.00	90.64	200.00	2,709.36	90.31%
9271	80301	800.00	800.00	724.00	0.00	76.00	9.50%
9271	82201	16,100.00	16,100.00	10,904.71	0.00	5,195.29	32.27%
9271	82202	101,000.00	101,000.00	55,256.39	0.00	45,743.61	45.29%
9271	82207	22,000.00	22,000.00	1,187.90	0.00	20,812.10	94.60%
9271	85300	30,000.00	30,000.00	5,570.21	42.09	24,387.70	81.29%
9271	86100	200.00	200.00	0.00	0.00	200.00	100.00%
9271	86300	3,000.00	3,000.00	650.28	0.00	2,349.72	78.32%
9271	86400	15,000.00	15,000.00	5,860.40	71.10	9,068.50	60.46%
9271	90200	100.00	100.00	0.00	0.00	100.00	100.00%
9271	91000	48,700.00	48,700.00	36,531.00	0.00	12,169.00	24.99%
9271	92000	220,000.00	220,000.00	151,266.21	0.00	68,733.79	31.24%
9271	93000	86,291.00	121,291.00	49,778.18	74,855.77	(3,342.96)	-2.76%
9271	95000	277,100.00	277,100.00	207,828.00	0.00	69,272.00	25.00%
9271	96470	107,289.00	107,289.00	99,816.55	0.00	7,472.45	6.96%
9271	96471	0.00	0.00	0.00	0.00	0.00	100.00%
9271	97400	183,230.00	183,230.00	71,151.60	47,103.11	64,975.29	35.46%
9271	98000	67,000.00	67,000.00	24,089.00	0.00	42,911.00	64.05%
9271	98100	0.00	0.00	0.00	0.00	0.00	100.00%
9271	98200	315,000.00	315,000.00	204,206.93	0.00	110,793.07	35.17%
9271	98500	2,000,000.00	2,000,000.00	0.00	0.00	2,000,000.00	100.00%
9271	98501	0.00	0.00	0.00	0.00	0.00	100.00%
TOTAL		7,663,264.00	7,711,439.00	3,543,227.40	210,270.67	3,957,940.93	51.72%

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME: Warren Public Library
BALANCE AS OF : April 17, 2024

\$ 49,675.55

VENDOR	PURPOSE	AMOUNT
SLC Intern 37.5 hours (@ \$15.00 per hour) from April 7, 2024 to April 20, 2024		\$ (562.50)
Purchase of 2 new Dell Optiplex AIO for Miller Branch		\$ (2,010.00)
Purchase of Summer Reading materials (CSLP invoice # Woo297653)		\$ (515.00)
Deposit check- Sale of 2 Optiplex Dell computers with monitor		\$ 260.00
Deposit cash- Sale of 12 Optiplex Dell computers		\$ 1,320.00

\$

TOTAL EXPENSE REQUESTS

\$ (1507.50)

NEW BALANCE AS OF : April 26, 2024

\$ 48,168.05

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

Deanna Urban

DIRECTOR'S SIGNATURE

DATE 4/26/2024

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME: Warren Public Library
BALANCE AS OF : April 27, 2024

\$ 48,168.05

VENDOR	PURPOSE	AMOUNT
Purchase of 1 new Dell Optiplex SFF & 1 new Dell Latitude Laptop for Burnette Branch		\$ (1,584.00)
Purchase of 11 new Dell Optiplex AIO, 8 new Dell Optiplex SFF, & 6 new Dell Latitude Laptops for Civic Center		\$ (22,163.00)
		\$
		\$
		\$
		\$

TOTAL EXPENSE REQUESTS

\$ (24,747.00)

NEW BALANCE AS OF : May 7, 2024

\$ 23,421.05

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

Okwena Urban

DIRECTOR'S SIGNATURE

DATE 5/7/2024

UNIQUE MANAGEMENT SERVICES, INC.

2015 - 2023 Fiscal Years

	TOTALS	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	TOTAL
Accounts Submitted	7,070	733	566	501	8,870
Cash Recovered	92,735.44	13,468.21	11,149.21	8,863.82	126,216.68
Materials Recovered	79,174.95	12,574.39	9,399.06	9,072.92	110,221.32
Waived Amount*	26,246.35	3,713.20	2,420.28	3,101.64	35,481.47
Expenditures	63,124.35	6,560.35	4,065.70	3,203.40	76,953.80

	TOTALS	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	TOTAL
Accounts Submitted	8,870	447	297	388	10,002
Cash Recovered	126,216.68	8,335.96	4,885.58	8,204.81	147,643.03
Materials Recovered	110,221.32	5,955.13	4,805.46	8,436.61	129,418.52
Waived Amount*	35,481.47	2,686.17	1,197.50	3,105.39	42,470.53
Expenditures	76,953.80	3,669.50	3,158.75	3,424.60	87,206.65

	TOTALS	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24	TOTAL
Accounts Submitted	10,002	207	408	360	10,977
Cash Recovered	147,643.03	8,451.74	5,100.81	4,866.62	166,062.20
Materials Recovered	129,418.52	3,995.44	9,717.18	8,956.47	152,087.61
Waived Amount*	42,470.53	1,606.91	5,390.80	2,642.84	52,111.08
Expenditures	87,206.65	2,106.90	4,202.40	3,708.00	97,223.95

*Waived amount reflects the \$5.00 processing fee that is cancelled once the patron returns the materials or pays for the lost item. Amounts as of 4/1/2024

Library Rules and Regulations

1. Materials may be checked out with a valid library card.
2. Each borrower is financially responsible for loss or damage to any materials checked out on his card. Parents are responsible for all materials on their children's cards.
3. Report lost or stolen library cards immediately. Until you do so, you are responsible for all materials borrowed with your card and any resulting fines or charges.
4. A \$2.00 charge will be made for replacement of lost or stolen cards. (updated 9/21/18)
5. Borrowed materials must be returned within the proper loan period. Fines will be assessed for materials returned after the loan period expires.
6. All fines must be paid within 30 days.
7. Limits on number of materials and limits on number of renewals vary.
8. Be aware of the signs and be courteous to others who need quiet.
9. Borrowing and Library privileges may be suspended or revoked by the librarian for violation of existing rules and regulations.
10. Patrons with fines or bills more than 30 days old and patrons with fines of bills over \$5.00 will not be allowed to borrow.
11. Refunds will no longer be given when lost and paid materials are found and returned.
12. Library card / Student ID must be present to use computers.
13. You must use your own library card.
14. Children in grades 7 and younger under the age of thirteen must be supervised and within visual contact of a parent or caregiver (age eighteen or older) at all times while using the library
15. Eating. Food is permitted only if it is a part of a library program. Beverages are acceptable if they have a lid.

Patron Code of Conduct

Warren Public Library

It is the policy of the Warren Public Library that all individuals have the right to use the Library without discrimination. It is each patron's responsibility to maintain proper behavior in order to ensure protection of their individual rights and the rights and privileges of other patrons.

GUIDELINES:

If a patron disregards the rules, or if a person is not responsive to the efforts of staff to enforce the rules, the patron will be asked to leave the library. If the patron refuses to leave the library, the police will be called to escort patron off the premises.

UNACCEPTABLE BEHAVIOR:

- 1. Consuming alcohol or controlled substances, becoming intoxicated, **vaping**, smoking (including e-cigarettes) or using tobacco products.**
- 2. Having offensive hygiene, odor or scent that constitutes a nuisance to others.**
- 3. Eating. Food is permitted only if it is a part of a library program. Beverages are acceptable if they have a lid.**
- 4. Entering or remaining in the library without a shirt or shoes.**
- 5. Entering with bathing suit attire.**
- 6. Sleeping and/or loitering. Also, washing or drying clothes, bathing or shaving in restrooms.**
- 7. Gambling, fundraising, soliciting, posting notices or campaigning in the library. Only persons conducting library or library-affiliated business will be allowed to solicit for the sale of goods and services in the library.**
- 8. Using roller skates, roller blades, skateboards or other sports equipment in the library.**
- 9. Bringing in bicycles or other wheeled devices, other than baby carriages, walkers and manual or motorized wheelchairs.**
- 10. Fighting, running, pushing, shoving or throwing things. Being disruptive, harassing, or threatening in nature to patrons or staff or interfering with any other person's use of the library.**
- 11. Patrons are asked to silence cell phones and all other sound-emitting devices while in the library. Individuals finding it necessary to use their cell phone while in the library must keep their voices at a reasonable level and move away from others so as not to disturb other library patrons.**
- 12. All sexual acts.**
- 13. Use of obscenities or obscene behavior.**
- 14. Mutilating or damaging library materials, equipment or property.**
- 15. Unauthorized removal of library materials from the library**
- 16. Bringing animals into the library, except designated service animals or animals used in a library program.**
- 17. Patrons may carry a maximum of two bags in the library. The library is not responsible for lost, stolen or unattended items whether inside or outside the library. Items left unattended longer than 30 minutes may be removed.**
- 18. Remaining in the library after closing time (except during library programs).**
- 19. Leaving children 12 and under in the library without adult supervision (17 years old or older). See the Child Safety Policy for more information.**

Violations of any of these codes may result in a temporary suspension or permanent termination of library privileges and include a ban on access to any and all Warren Public Library branches.

Appeal: Any person denied access to the library or its services may appeal the denial to the Library Director and /or the Library Commission.



Wheelchair and Motorized Scooter Use Agreement

I _____ am requesting to use a wheelchair or motorized scooter owned by the Warren Library. The wheelchairs and motorized scooters are available to patrons of the Warren Libraries to assist with accessing library services. I acknowledge and agree to all of the following use conditions:

Please read, acknowledge, and check off each use condition to indicate your agreement.

I understand that using a motorized scooter or wheelchair may cause injury to myself, others, or property. I am solely responsible for any injury/damage to people, property, or the scooter or wheelchair.

The library attempts to keep scooters and wheelchairs in good working order and in sufficient numbers to serve all patrons. However, the library does not guarantee that a scooter or wheelchair will be available at any given time.

Using a motorized scooter in a manner that is dangerous to myself, other patrons, or property is prohibited. Scooters and wheelchairs are only to be used on the library's premises. Reckless or off-site use of a scooter may result in revocation of my use privileges.

The library strives to provide an environment that is accessible to all patrons. However, due to staffing, potential injuries, and physical limitations, library staff may be unable to assist me in using the wheelchair or motorized scooter.

I indemnify the Warren Library, the City of Warren, its officers, employees, and agents from and against any claim of liability; penalties; damages; attorney fees; or other fees or expenses arising from or in connection with the use of the scooter or wheelchair.

Signature: _____

Date: _____

Address: _____
