

NOTICE

WARREN PUBLIC LIBRARY COMMISSION

REGULAR MEETING

Warren Civic Center Library

Mark Twain Room

1 City Square, Suite 100

Warren, MI 48093

PLEASE TAKE NOTICE THAT there will be a regular, in-person meeting of the Warren Public Library Commission on **Thursday, November 21, 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 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
November 21, 2024
6:00 p.m.

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Approval of Minutes

– Regular Meeting of May 16, 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

- **Busch -**

- Same procedures are being implemented for the Chatterton/Fitzgerald students for the 2024-25 school year. See attached sheet
- Establishing WDB Occupancy Policy for FHS/Chatterton students for 2024-25 school year (August-June)
- Warren PD, Thomas Hogue is the Community Officer for quadrant A – Busch branch area.
- Locks on restroom doors at Busch were changed out to accommodate key entry. Library's goal is to provide a WiFi buzzer entry.

- **Burnette –**

- Incident: Children playing on the play place next to Burnette library decided to scoot up the downspout to access the first and second tier of the roof to retrieve their ball.

- Window shades were installed on the top tier of windows on the west and east side of the building to keep the sun from impacting the ecosystem in the fish tank. There is a significant improvement, stopping algae growth in tank.
- **Miller –**
 - DA Central will be contacted to provide a quote for the installation of a card reader at the Arden door entrance.
 - Pull-out drawers were installed (main reading area) to house the entire CD collection for patrons to browse independently
 - A new HVAC unit was installed on roof top, June 13, 2024 above the children's area
 - A motorized scooter was purchased for use in the library and Parks & Recreation: Community Center
- **Civic –**
 - Two flickering troffer lights in the main reading areas were replaced

c. Current Projects

- GMC Sierra pickup truck with plow was received, cost \$56,475.50
- Ply+ meetings were scheduled to discuss the library's needs and wants regarding design strategies and the goals for the new branch.
- State Aid reporting opened October 2024 and will due in February 2025

d. Services

- Received checks from SLC in the amount of \$574.69, \$403.74, \$1,007.75, and \$361.70 from ProPay credit card transactions in the months of April through August 2024 totaling \$2,347.88.

e. Staffing

- **New Hires –**
 - 5 pages were hired. V. Gibala and E. Reich at Miller, D. Soucy at Busch, C. Ramano at Burnette, and M. Zalewski at Civic
 - E. Glaser, librarian substitute, started June 1, 2024
 - A. Howes, librarian substitute, started July 24, 2024
- **Transfers –**
 - V. Brady-Siemens, office assistant at Civic, transferred to the Water Department on July 8, 2024.

- **Staff Departures –**
 - R. Bunnich, library page, resigned August 16, 2024
 - D. Weidner, Office Assistant, dismissed September 9, 2024
 - S. Shannon, Library Technician, dismissed November 12, 2024
- **Extended leave–**
 - J. Robertson, Branch Librarian Supervisor at Busch is on an extended leave which started May 13, 2024
- **Returned from leave**
 - A. Mucha, Library Technician at Miller returned August 8, 2024
 - A. Moss, Branch Librarian, was on leave from July 23, 2024 and returned September 3, 2024
- **Training**
 - All FTE staff are required to attend a Harassment Training Seminar

f. Marketing/Outreach

- 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.
- City of Warren Spotlight: – Council approved the quarterly publication of Library and Parks & Recreation programming (with Council oversight of content)
- Summer Reading Club, June 8 – August 10, 2024; theme is “Adventure Begins at Your Library”- completion totals attached
- Early literacy kits: purchased by SLC were distributed to participating member libraries’ patrons. Warren Public Library received 200 baby kits and 200 for children ages 3-5
- 2 staff members attended ALA (American Library Association), annual conference in San Diego, California; re attached
- 2 staff members attended Public Library Youth Services Leadership Summit, September 26-27, 2024, in Parma, Ohio. See attached reports

g. Discussion items:

- Closed dates for 2025
- Change pay DVDs to free; checkout for 2 days
- Security guard assistance at Dorothy Busch Branch

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:

- Elect Library Commissioner to the Commission of Commissioners
- Closed dates for 2025
- Library Commission meeting dates for 2025

9. Friends of the Warren Public Library

10. S.L.C. Report

11. Commissioner's Comments

12. Next Meeting Date – January 16, 2025

13. Adjournment

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

May 16, 2024

1. Call to Order:

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

2. Role Call:

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

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

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. Approval of Minutes: Regular Meeting of March 21, 2024 and Special Meeting of April 25, 2024: Majka moved to approve the Minutes of the Regular Meeting of March 21, 2024 and the Special Meeting of April 25, 2024, supported by Ladak; motion carried.

5. Financial Reports:

Monthly Line Item Budget Report: The Monthly Line Item Budget Reports of 3/31/2024 and 4/30/2024 were reviewed. It was noted that the book budget would be used up by June 30, 2024.

Suburban Library Allocation Account: The Suburban Library Allocation Accounts of April 17, 2024 and April 27, 2024 were reviewed. As of May 7, 2024 the balance in the account was \$23,421.05. It was noted that funds will be used to purchase computers to replaced older computers in the branch libraries. These computer purchases include four year service contracts.

Branch Income Reports: The Branch Income Report from July, 2023 through April, 2024 of the fiscal year was not available. It was however indicated that the copy machine income was good.

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 4/30/2024 was reviewed. Since 7/1/2015, 10,977 accounts have been submitted with a total recovery (including "waived" amounts) of \$370,260.89. Expenditures totaled \$97,223.95.

b. Branch Updates:

- All four branches have access to Avigilon, the library security system, to view all of the branches cameras which can view inside and outside rooms and every outside corner.
- Busch library-Students are providing school picture IDs or Power School cell phone IDs to enter the library. Students are calmer, quieter, and cooperative; 7th grade and under student must be accompanied by an adult. Warren Police detail at Busch is effective; HR has been requested to post a part-time Warren Police Officer to be present from 2:30-4:00 PM during the school year.
- Burnette library-There is loitering, smoking by the entrance, and biohazard problems in the restrooms that are being used by the homeless; these are issues that are disturbing patrons.
- Modular library-The attorney's office is finalizing the Ply+ contract; it will then be reviewed by the contractor for comment and forwarded to the City Council for approval.

c. Current Projects:

- Library Design is scheduled to install AV pull-out drawers at the Miller Library Branch by approximately the middle of June. Fans will be used in the meantime for circulation.
- The Miller branch HVAC unit is on schedule for mid-August installation.
- "Library Rules and Regulation" no. 9, 12, and 14 were amended as requested by FHS Superintendent and Library Commission (a list of "Library Rules and Regulations" was available for review). No. 15, related to Eating/Drinking of Beverages, was added from the "Patron Code of Conduct" to the "Library Rules and Regulations". A copy of "Patron Code of Conduct" was also available for review. Caitlin Murphy indicated she would review the listing.
- 22 outdated computers and nine outdated laptops were replaced at a cost of \$26,757.00.

d. Services:

- Checks were received from SLC in the amounts of \$1,080.46 and \$1,549.09 from ProPay credit card transactions for the months January through March, 2024 totaling \$2,629.55.

e. Staffing:

- C. Bobinski, Office Assistant at the Busch Branch, accepted a position at the Police Department. A request to fill the vacancy was submitted to HR.
- A. Mucha, Library Technician at the Miller Branch, is on extended medical leave and may be gone for a year.
- J. Robertson, Branch Librarian Supervisor at the Busch Branch, is on an extended medical leave which started May 13, 2024 and may be gone for three months.
- U. Mendez, Library Page, started working at the Busch Branch on April 13, 2024.
- S. Shannon, Library Technician, was hired to fill a vacancy; a six month probation started April 23, 2024.
- K. Goodrich, SLC intern, will remain at the WPL through June 29, 2024

f. Marketing/Outreach:

- The Summer Reading Club is scheduled from June 8 through August 10, 2024; the theme is “Adventure Begins At Your Library”.
- eNewsletter update: All the programs listed in the eNewsletter are for children, teens, and adults. Computer classes taught by J. Robertson were cancelled for now.
- Library programs: double sided 8.5” X 14” sheets are inserted in the Warren water bill mailings. This reaches 45,600 Warren residences to provide more interest in available library programs.
- The library Outreach Program is delivering library materials to Warren residents with disabilities and who are homebound.
- Two staff members will attend the ALA (American Library Association) annual conference in San Diego, California.
- The Warren Public Library was award the Eisner Graphic Novel Grant which will be presented to J. Novetsky at the ALA 2024 Annual Conference in San Diego.
- The Detroit Institute of Arts Senior bus trip on May 30, 2024 is fully booked. Those attending will hear G-Note 7 performing Motown classics from 1960s and 1970s, and will include a self-guided tour of the museum.

g. Discussion Items:

- The Warren Public Library “Patron Code of Conduct” was amended to include “prohibiting vaping on library premises”.

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

7. Audience Participation:

- Concern was expressed that homeschooled children need to be considered in the “Patron Code of Conduct”.
- It was noted that the “Code of Conduct” sign at the Busch Library was hard to read.

- It was pointed out that Tom Paruszkiewicz has not officially been appointed to the Library Commissions.

8. Action Items:

- McIntosh made a motion to include “Prohibiting vaping on library premises” in the “Patron Code of Conduct”, supported by Ladak; motion carried. It was pointed out that it has already been added.
- Majka made a motion to approve the “Wheelchair and Motorized Scooter Use Agreement”, supported by Ladak; motion carried.

9. Friends of the Warren Public Library:

- It was stated that there will be a book sale the weekend of May 9 through the twelve.

10. S.L.C. Report

- It was noted that the libraries have been approached by the Gleaners organization requesting to put food boxes in the libraries.

11. Commissioner’s Comments:

- It was stated that the new modular library will need furniture.

12. Next Meeting Date: September 19, 2024

13. Adjournment: McIntosh moved to adjourn the meeting at 7:08 PM, supported by Ladak; 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 6/30/2024

	BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271 70300	113,605.00	113,605.00	113,181.39	0.00	423.61	0.37%
9271 70600	1,478,091.00	1,478,091.00	1,412,244.14	0.00	65,846.86	4.45%
9271 70714	300,000.00	300,000.00	189,757.11	0.00	110,242.89	36.75%
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	9,071.27	0.00	6,428.73	41.48%
9271 71302	26,500.00	26,500.00	22,000.00	0.00	4,500.00	16.98%
9271 71303	8,575.00	8,575.00	8,575.00	0.00	0.00	0.00%
9271 71500	158,537.00	158,537.00	138,142.70	0.00	20,394.30	12.86%
9271 71900	465,290.00	465,290.00	382,853.44	0.00	82,436.56	17.72%
9271 71904	182,696.00	182,696.00	182,696.00	0.00	0.00	0.00%
9271 71905	26,977.00	26,977.00	24,524.95	0.00	2,452.05	9.09%
9271 71906	2,328.00	2,328.00	2,154.12	0.00	173.88	7.47%
9271 72100	43,755.00	43,755.00	41,490.80	0.00	2,264.20	5.17%
9271 72101	53,228.00	53,228.00	32,036.23	0.00	21,191.77	39.81%
9271 72200	343,668.00	343,668.00	343,668.00	0.00	0.00	0.00%
9271 72201	171,579.00	171,579.00	148,008.64	0.00	23,570.36	13.74%
9271 72401	0.00	0.00	0.00	0.00	0.00	100.00%
9271 72700	97,600.00	97,600.00	67,651.16	0.00	29,948.84	30.69%
9271 72702	20,000.00	20,000.00	10,229.94	0.00	9,770.06	48.85%
9271 80100	345,700.00	345,700.00	216,857.81	11,000.00	117,842.19	34.09%
9271 80117	219,000.00	219,000.00	174,519.22	0.00	44,480.78	20.31%
9271 80130	75,000.00	75,000.00	71,126.67	0.00	3,873.33	5.16%
9271 80200	3,000.00	3,000.00	94.72	0.00	2,905.28	96.84%
9271 80301	800.00	800.00	724.00	0.00	76.00	9.50%
9271 82201	16,100.00	16,100.00	16,150.87	0.00	(50.87)	-0.32%
9271 82202	101,000.00	101,000.00	100,984.96	0.00	15.04	0.01%
9271 82207	26,000.00	26,000.00	25,949.43	0.00	50.57	0.19%
9271 85300	30,000.00	30,000.00	6,783.18	42.09	23,174.73	77.25%
9271 86100	200.00	200.00	0.00	0.00	200.00	100.00%
9271 86300	3,000.00	3,000.00	896.42	0.00	2,103.58	70.12%
9271 86400	15,000.00	15,000.00	12,224.27	0.00	2,775.73	18.50%
9271 88011	0.00	0.00	0.00	0.00	0.00	100.00%
9271 90200	100.00	100.00	0.00	0.00	100.00	100.00%
9271 91000	48,700.00	48,700.00	48,700.00	0.00	0.00	0.00%
9271 92000	220,000.00	220,000.00	208,108.86	0.00	11,891.14	5.41%
9271 93000	134,291.00	134,291.00	122,274.40	0.00	12,016.60	8.95%
9271 95000	277,100.00	277,100.00	277,100.00	0.00	0.00	0.00%
9271 96470	107,289.00	107,289.00	107,287.21	0.00	1.79	0.00%
9271 96471	0.00	0.00	0.00	0.00	0.00	100.00%
9271 97400	183,230.00	183,230.00	118,254.71	0.00	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	311,000.00	311,000.00	310,997.93	0.00	2.07	0.00%
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	7,711,439.00	7,711,439.00	4,971,630.85	11,042.09	2,728,766.06	35.39%

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/24 - 06/30/25

as of 7/31/2024

		BUDGETED	CURRENT	YTD	YTD	YTD	YTD	%
			BUDGET	EXPENDITURE	ENCUMBERED	UNENCUMBERED	REMAINING	
9271	70300	119,737.00	119,737.00	8,600.46	0.00	111,136.54	92.82%	
9271	70600	1,579,539.00	1,579,539.00	100,613.14	0.00	1,478,925.86	93.63%	
9271	70714	300,000.00	300,000.00	14,349.66	0.00	285,650.34	95.22%	
9271	70900	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%	
9271	71000	15,500.00	15,500.00	0.00	0.00	15,500.00	100.00%	
9271	71302	25,000.00	25,000.00	22,000.00	0.00	3,000.00	12.00%	
9271	71303	9,600.00	9,600.00	8,000.00	0.00	1,600.00	16.67%	
9271	71500	165,605.00	165,605.00	12,006.32	0.00	153,598.68	92.75%	
9271	71900	491,803.00	491,803.00	29,671.41	0.00	462,131.59	93.97%	
9271	71904	175,468.00	175,468.00	14,647.00	0.00	160,821.00	91.65%	
9271	71905	28,387.00	28,387.00	2,109.75	0.00	26,277.25	92.57%	
9271	71906	2,428.00	2,428.00	140.64	0.00	2,287.36	94.21%	
9271	72100	47,166.00	47,166.00	6,430.20	0.00	40,735.80	86.37%	
9271	72101	38,926.00	38,926.00	0.00	0.00	38,926.00	100.00%	
9271	72200	336,750.00	336,750.00	28,063.00	0.00	308,687.00	91.67%	
9271	72201	179,656.00	179,656.00	13,076.78	0.00	166,579.22	92.72%	
9271	72401	0.00	0.00	0.00	0.00	0.00	100.00%	
9271	72700	90,000.00	90,000.00	450.00	46,844.93	42,705.07	47.45%	
9271	72702	20,000.00	20,000.00	0.00	12,300.00	7,700.00	38.50%	
9271	80100	364,200.00	364,200.00	0.00	136,404.70	227,795.30	62.55%	
9271	80117	225,000.00	225,000.00	35,708.94	0.00	189,291.06	84.13%	
9271	80130	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	
9271	80200	3,000.00	3,000.00	0.00	200.00	2,800.00	93.33%	
9271	80301	100.00	100.00	0.00	0.00	100.00	100.00%	
9271	82201	18,600.00	18,600.00	0.00	0.00	18,600.00	100.00%	
9271	82202	108,000.00	108,000.00	0.00	0.00	108,000.00	100.00%	
9271	82207	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00%	
9271	85300	17,700.00	17,700.00	497.16	42.09	17,160.75	96.95%	
9271	86100	200.00	200.00	0.00	0.00	200.00	100.00%	
9271	86300	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00%	
9271	86400	15,000.00	15,000.00	2,256.35	0.00	12,743.65	84.96%	
9271	88011	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00%	
9271	90200	100.00	100.00	0.00	0.00	100.00	100.00%	
9271	91000	50,600.00	50,600.00	4,216.00	0.00	46,384.00	91.67%	
9271	92000	250,000.00	250,000.00	2,329.18	0.00	247,670.82	99.07%	
9271	93000	47,000.00	47,000.00	0.00	7,000.00	40,000.00	85.11%	
9271	95000	285,400.00	285,400.00	23,783.00	0.00	261,617.00	91.67%	
9271	96470	107,503.00	107,503.00	0.00	0.00	107,503.00	100.00%	
9271	96471	0.00	0.00	0.00	0.00	0.00	0.00%	
9271	97400	142,000.00	142,000.00	0.00	0.00	142,000.00	100.00%	
9271	98000	56,000.00	56,000.00	0.00	0.00	56,000.00	100.00%	
9271	98100	64,000.00	64,000.00	0.00	56,475.50	7,524.50	11.76%	
9271	98200	326,000.00	326,000.00	2,064.00	0.00	323,936.00	99.37%	
9271	98500	0.00	0.00	0.00	0.00	0.00	100.00%	
9271	98501	0.00	0.00	0.00	0.00	0.00	100.00%	
TOTAL		5,875,968.00	5,875,968.00	331,012.99	259,267.22	5,285,687.79	89.95%	

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY
 PERIOD 07/01/24 - 06/30/25
 as of 8/31/2024

		BUDGETED	CURRENT	YTD	YTD	YTD	YTD	%
			BUDGET	EXPENDITURE	ENCUMBERED	UNENCUMBERED	REMAINING	
70300	APPOINTED OFFICIAL	119,737.00	119,737.00	13,127.02	0.00	106,609.98	89.04%	
70600	PERMANENT EMPLOYEES	1,579,539.00	1,579,539.00	150,787.80	0.00	1,428,751.20	90.45%	
70714	PERMANENT PART-TIME EMP	300,000.00	300,000.00	24,195.41	0.00	275,804.59	91.93%	
70900	OVERTIME	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%	
71000	SHIFT PREMIUM	15,500.00	15,500.00	0.00	0.00	15,500.00	100.00%	
71302	EDUCATION ALLOWANCE	25,000.00	25,000.00	22,000.00	0.00	3,000.00	12.00%	
71303	CLEAN/CLOTHING ALLOWANCE	9,600.00	9,600.00	8,000.00	0.00	1,600.00	16.67%	
71500	SOCIAL SECURITY	165,605.00	165,605.00	17,114.66	0.00	148,490.34	89.67%	
71900	EMPLOYEE INSURANCES	491,803.00	491,803.00	58,238.91	0.00	433,564.09	88.16%	
71904	RETIREE HEALTH INSURANCE	175,468.00	175,468.00	29,294.00	0.00	146,174.00	83.31%	
71905	H.S.A. EXPENSE	28,387.00	28,387.00	2,896.86	0.00	25,490.14	89.80%	
71906	SUPPL LIFE INSURANCE EXP	2,428.00	2,428.00	207.21	0.00	2,220.79	91.47%	
72100	LONGEVITY	47,166.00	47,166.00	9,830.20	0.00	37,335.80	79.16%	
72101	BONUS/SICK REDEMPTION	38,926.00	38,926.00	0.00	0.00	38,926.00	100.00%	
72200	RETIREMENT FUND	336,750.00	336,750.00	56,126.00	0.00	280,624.00	83.33%	
72201	DEFINED CONTRIBUTION EXP	179,656.00	179,656.00	18,423.94	0.00	161,232.06	89.74%	
72401	UNIFORMS	0.00	0.00	0.00	0.00	0.00	100.00%	
72700	OFFICE SUPPLIES	90,000.00	90,000.00	6,009.36	45,632.93	38,357.71	42.62%	
72702	COPY MACHINE EXPENSE	20,000.00	20,000.00	982.97	11,317.03	7,700.00	38.50%	
80100	CONTRACTUAL SERVICES	364,200.00	364,200.00	16,693.74	120,207.96	227,298.30	62.41%	
80117	COOPERATIVE SERVICES	225,000.00	225,000.00	44,255.34	0.00	180,744.66	80.33%	
80130	LIBRARY COOP INDIRECT AID	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	
80200	POSTAGE	3,000.00	3,000.00	0.69	200.00	2,799.31	93.31%	
80301	UNEMPLOYMENT COSTS	100.00	100.00	0.00	0.00	100.00	100.00%	
82201	DIGITAL VIDEO DISCS	18,600.00	18,600.00	357.55	0.00	18,242.45	98.08%	
82202	LIBRARY CIRCULATING MAT	108,000.00	108,000.00	4,037.71	0.00	103,962.29	96.26%	
82207	PERIODICALS	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00%	
85300	TELEPHONE & RADIO	17,700.00	17,700.00	996.88	42.09	16,661.03	94.13%	
86100	MILEAGE	200.00	200.00	0.00	0.00	200.00	100.00%	
86300	VEHICLE MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00%	
86400	CONFERENCES & WORKSHOPS	15,000.00	15,000.00	2,851.35	0.00	12,148.65	80.99%	
88011	MARKETING/PROMOTIONS - PRC	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00%	
90200	BOOK BINDING	100.00	100.00	0.00	0.00	100.00	100.00%	
91000	INSURANCE & BONDS	50,600.00	50,600.00	8,432.00	0.00	42,168.00	83.34%	
92000	PUBLIC UTILITIES	250,000.00	250,000.00	29,923.89	0.00	220,076.11	88.03%	
93000	BUILDING MAINTENANCE	47,000.00	47,000.00	1,116.38	11,083.62	34,800.00	74.04%	
95000	ADMINISTRATIVE COSTS	285,400.00	285,400.00	47,566.00	0.00	237,834.00	83.33%	
96470	TRANS TO FUND 386 BOND PMT	107,503.00	107,503.00	37.21	0.00	107,465.79	100.00%	
96471	TRANS TO FUND 470 CIV CTR SC	0.00	0.00	0.00	0.00	0.00	0.00%	
97400	CAPITAL IMPROVEMENTS	142,000.00	142,000.00	0.00	0.00	142,000.00	100.00%	
98000	OFFICE EQUIPMENT	56,000.00	56,000.00	0.00	2,540.00	53,460.00	100.00%	
98100	VEHICLES	64,000.00	64,000.00	56,475.50	0.00	7,524.50	11.76%	
98200	BOOKS	326,000.00	326,000.00	17,970.22	0.00	308,029.78	94.49%	
98500	ARPA EXPENDITURES	0.00	0.00	0.00	0.00	0.00	100.00%	
98501	EMERGENCY CONNECTIVITY GR	0.00	0.00	0.00	0.00	0.00	100.00%	
	TOTAL	5,875,968.00	5,875,968.00	647,948.80	191,023.63	5,036,995.57	85.72%	

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/24 - 06/30/25

as of 9/30/2024

		BUDGETED	CURRENT	YTD	YTD	YTD	YTD	%
			BUDGET	EXPENDITURE	ENCUMBERED	UNENCUMBERED	REMAINING	
9271	70300	119,737.00	119,737.00	26,706.70	0.00	93,030.30	77.70%	
9271	70600	1,579,539.00	1,579,539.00	310,282.79	0.00	1,269,256.21	80.36%	
9271	70714	300,000.00	300,000.00	52,890.76	0.00	247,109.24	82.37%	
9271	70900	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%	
9271	71000	15,500.00	15,500.00	0.00	0.00	15,500.00	100.00%	
9271	71302	25,000.00	25,000.00	0.00	0.00	3,000.00	12.00%	
9271	71303	9,600.00	9,600.00	8,000.00	0.00	1,600.00	16.67%	
9271	71500	165,605.00	165,605.00	33,077.17	0.00	132,527.83	80.03%	
9271	71900	491,803.00	491,803.00	83,460.49	0.00	408,342.51	83.03%	
9271	71904	175,468.00	175,468.00	43,941.00	0.00	131,527.00	74.96%	
9271	71905	28,387.00	28,387.00	5,591.13	0.00	22,795.87	80.30%	
9271	71906	2,428.00	2,428.00	421.92	0.00	2,006.08	82.62%	
9271	72100	47,166.00	47,166.00	21,175.50	0.00	25,990.50	55.10%	
9271	72101	38,926.00	38,926.00	0.00	0.00	38,926.00	100.00%	
9271	72200	336,750.00	336,750.00	84,189.00	0.00	252,561.00	75.00%	
9271	72201	179,656.00	179,656.00	34,600.19	0.00	145,055.81	80.74%	
9271	72401	0.00	0.00	0.00	0.00	0.00	100.00%	
9271	72700	90,000.00	90,000.00	8,140.89	44,932.58	36,926.53	41.03%	
9271	72702	20,000.00	20,000.00	1,886.82	16,213.18	1,900.00	9.50%	
9271	80100	364,200.00	364,200.00	32,650.80	109,622.90	221,926.30	60.94%	
9271	80117	225,000.00	225,000.00	49,815.34	0.00	175,184.66	77.86%	
9271	80130	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	
9271	80200	3,000.00	3,000.00	10.35	200.00	2,789.65	92.99%	
9271	80301	100.00	100.00	0.00	0.00	100.00	100.00%	
9271	82201	18,600.00	18,600.00	1,924.46	0.00	16,675.54	89.65%	
9271	82202	108,000.00	108,000.00	9,829.78	0.00	98,170.22	90.90%	
9271	82207	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00%	
9271	85300	17,700.00	17,700.00	1,496.51	42.09	16,161.40	91.31%	
9271	86100	200.00	200.00	0.00	0.00	200.00	100.00%	
9271	86300	3,000.00	3,000.00	254.88	0.00	2,745.12	91.50%	
9271	86400	15,000.00	15,000.00	2,851.35	625.00	11,523.65	76.82%	
9271	88011	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00%	
9271	90200	100.00	100.00	0.00	0.00	100.00	100.00%	
9271	91000	50,600.00	50,600.00	12,648.00	0.00	37,952.00	75.00%	
9271	92000	250,000.00	250,000.00	35,271.31	0.00	214,728.69	85.89%	
9271	93000	47,000.00	47,000.00	1,116.38	11,083.62	34,800.00	74.04%	
9271	95000	285,400.00	285,400.00	71,349.00	0.00	214,051.00	75.00%	
9271	96470	107,503.00	107,503.00	37.21	0.00	107,465.79	100.00%	
9271	96471	0.00	0.00	0.00	0.00	0.00	0.00%	
9271	97400	142,000.00	142,000.00	0.00	0.00	142,000.00	100.00%	
9271	98000	56,000.00	56,000.00	0.00	2,540.00	53,460.00	100.00%	
9271	98100	64,000.00	64,000.00	56,475.50	0.00	7,524.50	11.76%	
9271	98200	326,000.00	326,000.00	29,798.68	100.00	296,101.32	90.83%	
9271	98500	0.00	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 **5,875,968.00** **7,875,968.00** **1,041,893.91** **185,359.37** **6,648,714.72** **113.15%**

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY
 PERIOD 07/01/24 - 06/30/25
 as of 10/31/2024

		BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING	
9271	70300	119,737.00	119,737.00	31,233.26	0.00	88,503.74	73.92%	
9271	70600	1,579,539.00	1,579,539.00	363,608.49	0.00	1,215,930.51	76.98%	
9271	70714	300,000.00	300,000.00	63,625.96	0.00	236,374.04	78.79%	
9271	70900	20,000.00	20,000.00	84.42	0.00	19,915.58	99.58%	
9271	71000	15,500.00	15,500.00	0.00	0.00	15,500.00	100.00%	
9271	71302	25,000.00	25,000.00	22,000.00	0.00	3,000.00	12.00%	
9271	71303	9,600.00	9,600.00	8,400.00	0.00	1,200.00	12.50%	
9271	71500	165,605.00	165,605.00	38,494.48	0.00	127,110.52	76.76%	
9271	71900	491,803.00	491,803.00	109,257.51	0.00	382,545.49	77.78%	
9271	71904	175,468.00	175,468.00	58,588.00	0.00	116,880.00	66.61%	
9271	71905	28,387.00	28,387.00	6,476.82	0.00	21,910.18	77.18%	
9271	71906	2,428.00	2,428.00	493.57	0.00	1,934.43	79.67%	
9271	72100	47,166.00	47,166.00	22,469.82	0.00	24,696.18	52.36%	
9271	72101	38,926.00	38,926.00	1,803.10	0.00	37,122.90	95.37%	
9271	72200	336,750.00	336,750.00	112,252.00	0.00	224,498.00	66.67%	
9271	72201	179,656.00	179,656.00	40,200.79	0.00	139,455.21	77.62%	
9271	72401	0.00	0.00	0.00	0.00	0.00	100.00%	
9271	72700	90,000.00	90,000.00	9,768.64	43,486.81	36,744.55	40.83%	
9271	72702	20,000.00	20,000.00	3,187.60	17,412.40	(600.00)	-3.00%	
9271	80100	364,200.00	364,200.00	47,086.31	115,926.16	201,359.53	55.29%	
9271	80117	225,000.00	225,000.00	101,482.72	0.00	123,517.28	54.90%	
9271	80130	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	
9271	80200	3,000.00	3,000.00	13.11	200.00	2,789.65	92.99%	
9271	80301	100.00	100.00	0.00	0.00	100.00	100.00%	
9271	82201	18,600.00	18,600.00	2,599.29	0.00	16,000.71	86.03%	
9271	82202	108,000.00	108,000.00	14,577.06	0.00	93,422.94	86.50%	
9271	82207	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00%	
9271	85300	17,700.00	17,700.00	1,999.17	1,063.33	14,595.41	82.46%	
9271	86100	200.00	200.00	0.00	0.00	200.00	100.00%	
9271	86300	3,000.00	3,000.00	254.88	0.00	2,745.12	91.50%	
9271	86400	15,000.00	15,000.00	3,896.09	732.00	10,371.91	69.15%	
9271	88011	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00%	
9271	90200	100.00	100.00	0.00	0.00	100.00	100.00%	
9271	91000	50,600.00	50,600.00	16,864.00	0.00	33,736.00	66.67%	
9271	92000	250,000.00	250,000.00	59,977.41	0.00	190,022.59	76.01%	
9271	93000	47,000.00	47,000.00	1,116.38	20,234.34	25,649.28	54.57%	
9271	95000	285,400.00	285,400.00	95,132.00	0.00	190,268.00	66.67%	
9271	96470	107,503.00	107,503.00	102,402.91	0.00	5,100.09	100.00%	
9271	96471	0.00	0.00	0.00	0.00	0.00	0.00%	
9271	97400	142,000.00	142,000.00	0.00	0.00	142,000.00	100.00%	
9271	98000	56,000.00	56,000.00	0.00	2,540.00	53,460.00	100.00%	
9271	98100	64,000.00	64,000.00	56,475.50	0.00	7,524.50	11.76%	
9271	98200	326,000.00	326,000.00	51,904.83	13.95	274,081.22	84.07%	
9271	98500	2,000,000.00	2,000,000.00	26,078.86	0.00	1,973,921.14	98.70%	
9271	98501	0.00	0.00	0.00	0.00	0.00	100.00%	
TOTAL							6,200,686.70	78.73%
TOTAL							201,608.99	78.73%
TOTAL							1,473,804.98	78.73%
TOTAL							7,875,968.00	78.73%
TOTAL							5,875,968.00	78.73%

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

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

\$ 13,970.35

VENDOR	PURPOSE	AMOUNT
Hoopla service for month of June 2024 (invoice# 505701966)		\$ (2,401.11)
Unique Management Services for month of June 2024 (invoice # 6127571)		\$ (309.00)
SLC Intern 26.5 hours (@ \$15.00 per hour) from June 16, 2024 to June29, 2024		\$ (397.50)
		\$
		\$
		\$

TOTAL EXPENSE REQUESTS

NEW BALANCE AS OF : July 8, 2024

\$ (3,107.61)

\$10,862.74

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE *Christina Urban*

DATE 7/8/2024

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME Warren Public Library

BALANCE AS OF July 31, 2024

\$45,887.65

VENDOR	PURPOSE	AMOUNT
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
TOTAL EXPENSE REQUESTS		\$ _____
NEW BALANCE AS OF _____		\$ _____

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE _____

DATE _____

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME: Warren Public Library
BALANCE AS OF : Aug. 2, 2024

\$ 46,477.65

VENDOR	PURPOSE	AMOUNT
Deposit- Sale of 2 Optiplex Dell computers and 1 Dell monitors		\$ 240.00
Reimbursement for appreciation to Warren Police for WDB-FHS daily detail (Oksana Urban)		\$ (123.75)
		\$
		\$
		\$
		\$
TOTAL EXPENSE REQUESTS		

NEW BALANCE AS OF : August 8, 2024

\$ 116.25

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

Oksana Urban

DIRECTOR'S SIGNATURE

DATE 8/8/2024

\$46,593.90

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM

LIBRARY NAME: Warren Public Library
BALANCE AS OF : August 8, 2024

VENDOR	PURPOSE	AMOUNT
Deposit- Sale of 7 Optiplex Dell computers and 6 Dell monitors (Cash)		\$ 890.00
Deposit- Sale of 2 Optiplex Dell computers and 1 Dell monitors (2 checks)		\$ 230.00
		\$
		\$
		\$
		\$
TOTAL EXPENSE REQUESTS		\$
NEW BALANCE AS OF : Sept 20, 2024:		\$ 1,120.00
PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS		\$47,713.90

DIRECTOR'S SIGNATURE *[Signature]*
DATE 9/20/2024

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME: Warren Public Library
BALANCE AS OF : Sep 30, 2024

VENDOR	PURPOSE	AMOUNT
Midwest Collaborative- Digital Magazine collection subscription		\$ 4,192.78
		\$
		\$
		\$
		\$
		\$
TOTAL EXPENSE REQUESTS		
NEW BALANCE AS OF : Oct 10, 2024		
PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS		
DIRECTOR'S SIGNATURE <i>Sharon Johnson</i>		\$ 4,192.78
DATE 10/10/2024		\$ 56,318.68

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME: Warren Public Library
BALANCE AS OF : Oct. 10, 2024

VENDOR	PURPOSE	AMOUNT
Deposit- Sale of 1 Optiplex Dell computer (cash)		\$ (110.00)
Deposit- Sale of 1 Optiplex Dell computer and 1 Dell monitor (Check)		\$ (130.00)
		\$
		\$
		\$
		\$
TOTAL EXPENSE REQUESTS		\$
NEW BALANCE AS OF : Oct 28, 2024		\$ (240.00)
		\$ 56,558.68

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE *Stephan Urban*
DATE 10/28/2024

BRANCH INCOME REPORT

2023/2024 Fiscal Year

INCOME	July	August	September	October	November	December	TOTAL
Copy Machine	\$ 2,100.53	\$ 1,677.60	\$ 2,668.76	\$ 2,163.28	\$ 1,965.88	\$ 2,436.32	13,012.37
Video/DVD	\$ 93.81	\$ 89.00	\$ 131.25	\$ 133.00	\$ 125.91	\$ 89.00	661.97
Non-resident Fee	\$ 262.30	\$ 163.34	\$ 258.00	\$ 292.00	\$ 190.00	\$ 170.00	1,335.64
Fines	\$ 1,699.92	\$ 867.60	\$ 839.98	\$ 590.63	\$ 878.73	\$ 435.58	5,312.44
Lost Materials	\$ 1,248.11	\$ 561.34	\$ 232.29	\$ 283.91	\$ 1,294.32	\$ 193.66	3,813.63
Miscellaneous	\$ 420.35	\$ 263.05	\$ 678.30	\$ 547.00	\$ 466.50	\$ 419.30	2,794.50
Room Rental	\$ 20.00	\$ 80.00	\$ 200.00	\$ 90.00	\$ 70.00	\$ 160.00	620.00
Referral Fees	\$ 377.71	\$ 161.44	\$ 138.01	\$ 107.50	\$ 325.82	\$ 56.00	1,166.48

INCOME	January	February	March	April	May	June	TOTAL
Copy Machine	\$ 1,955.34	\$ 2,845.62	\$ 3,576.02	\$ 3,217.03	\$ 2,347.91	\$ 2,504.95	29,459.24
Video/DVD	\$ 111.00	\$ 87.00	\$ 113.00	\$ 116.04	\$ 67.00	\$ 178.00	1,334.01
Non-resident Fee	\$ 170.00	\$ 246.00	\$ 344.00	\$ 190.00	\$ 232.00	\$ 219.00	2,736.64
Fines	\$ 1,003.18	\$ 710.15	\$ 779.71	\$ 1,366.71	\$ 613.86	\$ 1,222.67	11,008.72
Lost Materials	\$ 1,465.86	\$ 597.40	\$ 346.47	\$ 1,047.42	\$ 281.79	\$ 1,227.40	8,779.97
Miscellaneous	\$ 499.80	\$ 537.25	\$ 893.46	\$ 493.70	\$ 508.70	\$ 505.55	6,232.96
Room Rental	\$ 60.00	\$ 100.00	\$ 170.00	\$ 80.00	\$ 70.00	\$ 90.00	1,190.00
Referral Fees	\$ 327.22	\$ 134.22	\$ 125.00	\$ 197.73	\$ 80.00	\$ 404.25	2,434.90

TOTAL REVENUE

63,176.44

BRANCH INCOME REPORT

2024/2025 Fiscal Year

INCOME	July	August	September	October	November	December	TOTAL
Copy Machine	\$ 998.53	\$ 2,814.02	\$ 2,498.80	\$ 2,560.69			8,872.04
Video/DVD	\$ 50.21	\$ 102.00	\$ 60.00	\$ 166.52			378.73
Non-resident Fee	\$ 74.00	\$ 220.00	\$ 168.00	\$ 161.25			623.25
Fines	\$ 543.76	\$ 1,049.10	\$ 709.08	\$ 907.76			3,209.70
Lost Materials	\$ 547.61	\$ 908.95	\$ 469.80	\$ 1,114.76			3,041.12
Miscellaneous	\$ 276.75	\$ 566.50	\$ 440.60	\$ 467.70			1,751.55
Room Rental	\$ -	\$ 170.00	\$ 80.00	\$ 10.00			260.00
Referral Fees	\$ 130.00	\$ 264.22	\$ 115.00	\$ 144.53			653.75

INCOME	January	February	March	April	May	June	TOTAL
Copy Machine							8,872.04
Video/DVD							378.73
Non-resident Fee							623.25
Fines							3,209.70
Lost Materials							3,041.12
Miscellaneous							1,751.55
Room Rental							260.00
Referral Fees							653.75

TOTAL REVENUE

18,790.14

UNIQUE MANAGEMENT SERVICES, INC.

2016 - 2024 Fiscal Years

	TOTALS	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	TOTAL
Accounts Submitted	14,403	566	501	447	15,917
Cash Recovered	106,203.65	11,149.21	8,863.82	8,335.96	134,552.64
Materials Recovered	91,749.34	9,399.06	9,072.92	5,955.13	116,176.45
Waived Amount*	29,959.55	2,420.28	3,101.64	2,686.17	38,167.64
Expenditures	69,684.70	4,065.70	3,203.40	3,669.50	80,623.30

	TOTALS	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	TOTAL
Accounts Submitted	15,917	297	388	207	16,809
Cash Recovered	134,552.64	4,885.58	8,204.81	8,451.74	156,094.77
Materials Recovered	116,176.45	4,805.46	8,436.61	3,995.44	133,413.96
Waived Amount*	38,167.64	1,197.50	3,105.39	1,606.91	44,077.44
Expenditures	80,623.30	3,158.75	3,424.60	2,106.90	89,313.55

	TOTALS	7/1/22-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	TOTAL
Accounts Submitted	16,809	408	458	160	17,835
Cash Recovered	156,094.77	5,100.81	6,082.21	1,898.01	169,175.80
Materials Recovered	133,413.96	9,717.18	11,367.17	4,242.04	158,740.35
Waived Amount*	44,077.44	5,390.80	3,428.84	1,095.04	53,992.12
Expenditures	89,313.55	4,202.40	4,717.40	1,648.00	99,881.35

*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 11/1/2024

Staff Procedure for Student Guidelines 8th-12th grades

Staff will display the guidelines poster on the door of the library and at the circulation desk.

Entering the Library

- 1- Any student entering the Library must come to the circulation desk to check in.
- 2- Students must present their Student ID to the Librarian. The Librarian will verify that they are in 8th grade - 12th grade.
- 3- Ask the student to sign in on the form.
- 4- Hold the student's ID until they are ready to leave.

*If the student does not have their Student ID, please ask them to leave the library. A Student ID is **REQUIRED** to be in the Library.

Exiting the Library

- 1- When a student is ready to leave, have them write the time they are leaving.
- 2- Provide their Student ID back to them.

PARAMETER MATRIX

	ORIENTATION ON SITE porch, garden, parking	STRUCTURAL GRID bay sizing	PROGRAM CLUSTER public / private	BOOKS / SHELVING + quiet study	DAYLIGHTING STRATEGY typical N/S section	LIBRARY OF THINGS display + storage
01						
02						
03						
04						

WPL Summer Reading Statistics - over last 10 years

	Registered	Completed
Adults	4125	2845
Teens	877	303
Kids (Grade 3-6)	1836	466
Kids (Age 3-Grade 2)	2451	650
Babies (Babies - Age 2)	520	225
Total	9809	4489

WPL Summer Reading Statistics - 2024

	Registered	Completed
Adults	477	339
Teens	103	35
Kids (Grade 3-6)	215	52
Kids (Age 3-Grade 2)	290	71
Babies (Babies - Age 2)	59	24
Total	1144	521

Number of Book/Minutes Read by Branch/Program

	Item Logged	WAM	WCV	WDB	WMB	Total
Babies	Books	263	592	56	49	960
Kids (Age 3- Grade 2)	Minutes	26,489	55,500	3,822	2,835	88,646
Kids (Grades 3 - 6)	Minutes	14,575	65,004	1,832	4,337	85,748
Teens	Minutes	9,101	36,803	8,120	1,940	55,964
Adults	Books	780	2,337	296	590	4,003

My First Library Bag



Warren Public Library is distributing *My First Library Bag* at all four library branches. The bags are available for children from birth through age five who are Warren residents. Children can stop by any Warren Public Library branch with their parents or caregivers to receive a free bag.

The bags for babies from birth through age two include a board book, sensory ball, bib, and a list of library resources in a reusable tote bag. The bags for ages three through five include a picture book, egg shaker, and a growth chart in a reusable tote bag. Bags are available while supplies last.

The bags are designed to help develop early literacy skills by encouraging adults to talk, sing, read, write, and play with young children every day. These early literacy practices help every child get ready to read and succeed when Kindergarten begins.

This project was made possible through an early literacy grant from the Suburban Library Cooperative. The cooperative is a network of 27 public libraries in Southeastern Michigan. <https://libcoop.net/slc/>

For more information contact your local Warren branch.

Julianne Novetsky

American Library Association Conference Recap

San Diego, California / June 28- July 2, 2024

Arab American Children's Lit - This session hosted a variety of Arab American authors of children's and YA books. It talked about the difference between Arab people and Muslims. It shared examples of books that were written by Arab individuals, with at least one Arab main character. It also included some books that are commonly included as books to read for "Arab American History Month," which are about Muslim people who are not Arab. They shared a google doc, which is supposed to be a growing list. This is a session that can be really useful for our community as we have both a growing Muslim and growing Arab community, and we want to make sure that all individuals see themselves reflected in stories. (And, almost as importantly, people who are different from themselves.) I spoke to one of the speakers after about how to find more diverse voices, and I realized that this is something that we as librarians need to be sharing with the wider community. When people google "books about Arabs" or "books for Arab History month" our library lists are what shows up, and we want to do everything we can to make them as diverse and accurate as possible. Especially because a lot of these writers do not get as much promotion because, perhaps, they are not well known.

Outreach and engagement poster session - information pertaining to: Libraries Transforming Communities (improving services to neuro divergent patrons or patrons who live with a disability); Using Games and Gaming Programs to Promote Cultural Diversity; Book Bike Engagement; Creating a book drop off program with middle/high school students; Blogs for Library Marketing; DIY Exhibits; Creating Welcoming Spaces through Playfulness (all Ages); Sensory Adventures; Interactive Graffiti Spaces (probably works best for teens?); Teen Led Library Programming (the best person to successfully suggest visiting the library to a teen is a friend who meets them there); Reviving Heritage and Indigenous Gastronomy (this was at Northern Michigan University in partnership with a local tribe, but could be expanded into a series to celebrate and learn about various cultures); Evolving Summer Reading; Upcycling for Displays and Programs (Craftivism!); Marketing Campaigns; Community Art & Poetry Collaborations; D&D Academy; Fraud Against Older Adults; Telehealth Room; "Teenspeak."

How to run an LGBTQIA2S+ Book Club for Teens if You're not Queer or Trans - This gave helpful advice about advocating for and supporting LGBTQIA2S+ in the library using book clubs as framework to initially connect with individuals who identify as something other than cisgender/straight, even if they aren't "out."

Multitudes: the Power of Authentic & Diverse Muslim Voices- a panel that discussed under and misrepresentation of Muslim voices in literature. Muslims come from different backgrounds and cultures and speak different languages, etc. Suggested the importance of learning about Muslims, supporting diverse voices, and included these stories in more than just diversity month programming. Included a list of some books. This is also really useful to Warren, as we have a growing Muslim community.

The Role of Libraries in an Aging Society - Discussed how libraries are meeting the needs of seniors, and how we are not. (Examples: LGBTQ+ seniors have different issues as seniors than straight seniors. Will a retirement home be welcoming of their relationships. This information is usually not disclosed in promotional materials, etc.) Many libraries have programming for children through the teen years, but then all adults are lumped together, without specific programming for seniors and their needs. Also discussed programming and services for adults with dementia/memory loss. As a city with many seniors, there was a lot of resources that would be helpful to Warren in this session. The speaker is also working to create a task force with ALA, which I have expressed interest in being involved in since I think it would be beneficial to our community to have direct connection to this group.

Building Homeschool Resources and Community Relationships at The Public Library Summer Fun School: A Community-Based Approach to Addressing Learning Gaps Through Equitable Summer –

This was another outreach program, that explored how libraries can make summer reading programs/preventing the summer slide more equitable by reaching out to individuals that are not participating in traditional summer reading at the library. It used examples of summer day camps, local parks, YMCA programs, school programs, etc. They included a lot of examples of programs they did, some of which could be used as "take-home kits." The great thing about the kits is that they were mostly very simple and used inexpensive materials like yarn, crayons, etc. This library has a book mobile, and they had a variety of stops they visited each week. In addition to visiting the stops with activities for the children, they offered weekly prizes for family needs. The prizes tended to be for things like gas cards and groceries. This was what helped to bring the parents out, and was more effective than traditional summer reading, which requires parents to continue to check in throughout the summer with reading, etc.

Bridging the Gap: Serving Beyond the Walls - How to reach the people you are not connecting with already, with ideas for large and small libraries. Focus on what you can do to start, and how you can build with what resources you have to start with. Finding out who you aren't serving in your community.

Denied: Why didn't your Brilliant Grant Application Get Funded- Covered common mistakes made in whether budget and project are a good match, specific likes letters and appendixes, what reviewers are looking for.

2024 Will Eisner Graphic Novel Grants for Libraries Presentation – I met with representatives from the Graphic Novel and Comics Round Table of ALA (the award granting body). They presented about the award. Then I gave a ten or so minute presentation about Warren and our project and answered questions by audience members.

Paul Konkolesky, Branch Librarian, Civic Center Branch Library
American Library Association Conference Recap
San Diego, California / June 28-July 2, 2024

FEATURED SPEAKERS

Trevor Noah

The comedian and former host of The Daily Show was the opening speaker. He formerly was a best-selling author of his memoir, *Born a Crime*, and was on hand to discuss his latest book for children titled *Into the Uncut Grass*. The new work is a fable with themes of solidarity, connection, and finding peace with the people you love.

Connie Chung

Chung was at the conference to discuss her storied career, which she details in her new autobiography *Connie: A Memoir*. She spoke about being the first woman and Asian to co-anchor a network evening newscast and the importance of inclusion in an ever-growing diverse America.

Max Greenfield

Television actor and multiple time bestselling children's book author Greenfield (*I Don't Want to Read This Book; I Don't Want to Read This Book Aloud; This Book is Not a Present*) appeared to talk about his latest project for kids, *Good Night Thoughts*. It is a bedtime picture book with a message about acknowledging anxiety without succumbing to it.

Ali Velshi

Velshi is an award-winning journalist and frequent contributor to MSNBC and NPR. He was on hand to discuss his latest book *Small Acts of Courage: A Legacy of Endurance and the Fight for Democracy*, which detailed his upbringing as a child of immigrants. He also went into intimate details about his encouragement of reading banned books on his "Velshi Banned Book Club" podcast.

Maggie Nichols

A five-time member of the United States gymnastics team and eight-time NCAA champion, Nichols came to the conference to speak about her memoir *Unstoppable!* It is an inspirational tell-all about the world of elite gymnastics, the inside story of the sexual abuse scandal that rocked the sport, and how she risked everything in the name of justice.

Anika Noni Rose

Rose, the Tony Award-winner, voice actress, and singer was present to close out the conference's general sessions. She is a long-time proponent of children's literacy and is now proudly a first-time author herself. Her new book, *Tiana's Perfect Plan*, features the character she voiced in the 2009 animated Disney film "The Princess and the Frog," Disney's first African-American princess.

General Sessions

Who Blamed the Cow?

The title, a reference to the infamous 1871 Chicago fire and the subsequent blaming of Mrs. O'Leary's cow for allegedly starting it, is intended to demonstrate that fake news is nothing new. The presenter examined different moments in history where "alternative facts" were generated to sway public perception and why. It led to a discussion on the need to educate library patrons to recognize what is happening and to do their own research before just accepting what is being put out there as fact. This is vital with the recent integration of deep-fake AI creations.

Chaotic Good and Lawful Evil

This session was led by a panel of current science-fiction and fantasy authors who discussed their own books and approaches. It sparked an inquiry into what draws readers to characters who are not inherently good or kind. What is their appeal? What does this attraction say about us and our decisions in real life?

The Right to Read in Challenging Times

Attempts at book banning by parents and outside groups have greatly increased of late and this is one of the most pressing issues of modern librarianship in both public libraries and public and private schools. It is a battle for the soul of intellectual freedom. This panel discussed the differences between censorship and collection development, with censorship efforts being led by fears and personal beliefs as opposed to what best suits the community at large and presenting opposing viewpoints. It also tapped into the need to develop clear and proper procedures to take when dealing with book challenges so that all efforts will be taken fairly and decided consistently.

Thrills and Chills

This session was led by a panel of authors who discussed their latest mystery, thriller, and horror titles, shining a light on what books might well pique the interest of our patrons here in Warren.

Your Morning is Booked

This session also had a panel of five authors talking about their upcoming releases. It is annually presented by the Adult Library Marketing Association and LibraryReads. Advance copies of the works were provided, which allows the attendees to read for themselves and attest to their quality before making the important decision on whether or not to purchase them for their respective libraries.

Top Tech Trends

With new technology being created at a staggering rate, it is vitally important that libraries attempt to keep up with and integrate emerging tech to provide their patrons with the latest advances. Staying relevant and flexible will keep libraries from being dismissed by modern readers and those seeking reference materials as being an antiquated notion. It's important to constantly ask patrons what their wants and needs are and make sure the staff is properly trained to be able to provide them. Some of the innovations discussed included 3D printing, protection against hacking and ransomware, automation, artificial intelligence, and wearables such as virtual reality headsets. Also stressed was the need to improve accessibility for patrons with disabilities (subtitles, screen readers, the ability to change font colors for the color blind, etc.)

Read and Rave

Here was one final panel of collection development specialists from across the country raving about their favorite forthcoming titles. Presented by LibraryReads and Booklist, attendees were bombarded with prospective titles. If we aren't able come up with a plethora of ideas from a session like this, we aren't trying very hard!

Programming for Your Deaf and Hard of Hearing Patrons

This session stressed the need for another kind of accessibility in libraries: providing our hearing-impaired patrons with full access to the same programs, services, and collections that are available to everyone who walks in our doors or visits online. It at times seems that the hard of hearing are an afterthought, that diversity is more likely to be provided to the sight-impaired, but this obviously should not be the case. A number of wonderful suggestions were offered up to assist us in this quest, including:

- Arts and crafts;
- Story times with sign language translation;
- Book clubs with sign language translation;
- Health presentations;
- Movies featuring deaf characters; movies with closed captioning activated;
- Gaming events; and
- Displays highlighting deaf history month.

LJ & SLJ Public Library Youth Services Summit
Learning and Leading Together
September 25-27, 2024
Cuyahoga Public Library, Parma-Snow Branch
Alicia LaDuke & Lisa Martin

PLAYAWAY FACILITY TOUR

We toured the facility to learn how the Playaway products are made. We observed the process of warehouse staff making Playaway audiobooks from start to finish, including the quality control measures that are in place. The popularity of the Wonderbooks is increasing and they are expanding their line to include young adult and adult titles and decodable/phonics readers. They have their own recording studios and often record their own content for the books.

PLAYAWAY PRODUCTION TOUR GUEST SPEAKER PRESENTATION - DR. MARY PETTIT

Following the production tour, the attendees were able to hear about the great benefits that the Playaway Products provide to children according to Dr. Mary Pettit. Dr. Pettit is an elementary school teacher who works with fourth grade students in the South Country School District based in New York. She spoke passionately about how audiobooks benefit the students in her classroom and how she advocates to have students supplement their learning with audiobooks. At one point in her career, she decided to start applying for grants to procure audiobooks for her classroom and she noticed several benefits they provide to her students. Some of the benefits include enhanced student achievement, community engagement and lifelong learning, positive social and emotional outcomes and how they provide innovative learning approaches. She gave an example of how beneficial the audiobooks are in her classroom as she spoke about a fourth grader who entered her classroom and told her he didn't know how to read. During the school year, Dr. Pettit was able to use the audiobooks to help him not only to learn to read but to also find a love for reading. Dr. Pettit believes audiobooks should be an integral part of both public libraries as well as classrooms.

CUYAHOGA COUNTY LIBRARY PARMA-SNOW BRANCH FACILITY TOUR

We toured the library and administration facility to learn more about their operation. This library system has 27 branches and 900 employees. Flexible spaces in the youth room provide opportunities for the five early learning practices: Read, Write, Sing, Talk, and Play. The teen room often provides "on the floor programming" as they find it more successful than special sessions in a conference room. We toured their Makerspace called the Innovation Space. Policies include allowing patrons access after they complete an orientation class to learn how to use the equipment. They can visit anytime the library is open and it is unstaffed. Staff is trained to provide baseline assistance and a resource binder is available as a reference. Various classes are held monthly and they create projects using both wood and fabric. Nominal fees are charged for materials. We toured the Toy Library that is located in a warehouse in the administrative wing. It is currently the largest circulating toy library in the country. It includes

materials for all ages and abilities. Patrons are able to request the toys through the catalog and they are shipped to the branches. This wing also stores the entire systems' STEM materials and storytime kits that are requested by staff.

**THROUGH THICK AND THIN—
PREPARING TO SERVE OUR
COMMUNITIES EXPERIENCING CRISES**

**Mega Subramaniam | Professor & Associate Dean for Faculty,
College of Information, University of Maryland**

Ms. Subramaniam spoke about the Ready Now project which supports youth and families during times of crisis. She started off by talking about, for example, how librarians responded during the Covid-19 shut-down and how that relates to Ready Now - being able to reach out to the community when everything was shut down. The goals of the Ready NOW project are to implement a program, have a place for a repository to guide staff on essential tasks, and training staff to become mentors. Essential Tasks of the Ready NOW project include designing structures with community, co-creation with community, and building transformational community relations. Some examples of crises that Ms. Subramaniam had mentioned that libraries can step in and help include extreme weather events, mental health issues in the community, and early grade literacy.

**PANEL DISCUSSION: STANDING UP FOR THE
RIGHT TO READ**

Moderator: Hallie Rich | LJ Editor-in-Chief

Michelle Francis | Executive Director, Ohio Library Council

Aya Khalil | Author, Arabic Quilt, The Great Banned-Books Bake Sale

Erin MacFarlane | Library Services Director, Phoenix Public Library

Lyla Stockberger | Student, Student Advocates for Speech

The American Library Association reports 2023 was an all time high for book challenges, but the numbers are starting to slightly decrease in 2024. It was advised to find patron advocates who can support the fight against censorship on the library's behalf. Unite Against Book Bans has resources such as book resumes to assist staff and board members.

PANEL DISCUSSION: TEEN ENGAGEMENT

Moderator: Desiree Thomas | Choose to Read Ohio board member Sarah Amazing | Teen Department Manager, Warren-Trumbull County Public Library, OH Kymberlee Powe | Children & YA Consultant, Connecticut State Library Ricci Yuhico | Managing Librarian, Young Adult Services, NYPL

During the Teen Engagement panel, the speakers talked about the strategies they have in place to make teen programming successful at their libraries. To begin, they believe it is important to understand your community before planning any programs for teens. They think it's best to fill holes in the community by creating programs that don't exist for teens already versus duplicating programs that already exist and end up not having teen participation due to

oversaturation. If programs already exist in the community, they suggest collaborating with those organizations instead of competing. The panel speakers suggested getting to know the teens and talking to them about what they are looking for in terms of library programs. One panel speaker suggested having bi-weekly teen volunteer meetings where teens can contribute to ideas for the teen space in the library as well as teen programming. They have an agenda for the meetings and take notes on a google doc so that all attendees can view the minutes. They also suggested creating a QR code to a survey asking what the teens would like to see in the survey. One panel speaker indicated that the benefits for including teens in planning is that the librarians get to tell the teens 'you built this library'. Another benefit is that the planning and organizing of the teen area and teen programming is that it prepares teens for the real world.

FAST LEARNING Creating Diverse Displays Efficiently and Thoughtfully: A Real-Time Demonstration and Evaluation

Erin Kelsey | Library Consultant, Library Programs and Development, State Library of Ohio

During this presentation, Erin Kelsey, a library consultant for the State Library of Ohio, spoke about a great resource that librarians can use when creating displays. The resource is *Teaching Books* and the site is a license-based website that allows for librarians to create book reading lists based on grade level, genre, culture, and more. The resource has a readers advisory function that allows a user to search for similar titles of a book that they have enjoyed (similar to Novelist), or to browse books based on a subject matter, author, or reading level. The resource also allows for librarians to evaluate titles with book resumes - which is a printable resource with full text reviews and lists if a book won any awards. Finally, the site also offers book recommendations based on the current Summer Reading Club themes and recommendations are broken out by children's books and teen books.

IN CONVERSATION: LEADING AT ALL LEVELS

Shauntee Burns-Simpson | Director of Youth & Family Services, DC Public Library Interviewer: Steve Haynie | Branch Manager, Cuyahoga County Public Library

Shauntee Burns-Simpson worked at New York Public Library providing programs for at-risk youth. Initiatives included Homework NYC with an IMLS grant for funding. She also ran the Author NYC programs that invited diverse authors to speak to schools as a field trip. This is very similar to the author visit Warren does in the spring in partnership with our local schools. She stated that you are a leader in your own position. It doesn't take a title to be a leader.

SHAKE THINGS UP: POWERING YOUR LIBRARY'S COMMUNITY IMPACT

Linda W. Braun | Principal, LEO: Librarians and Educators Online

The speaker, Linda Braun, spoke about organizational culture and the elements that make up a positive one. Some elements of a positive organizational culture include equitable practices, staff development, flexibility, adaptability, innovation, trust and respect, and power sharing. Ms. Braun spoke about how an organization as a whole represents itself to vested partners, including employees, patrons, communities and partners). If an organization has equitable practices, that means everyone has a voice in the culture working at making positive change.

When making changes, she suggested not necessarily to do more, but do something different. As an example, she indicated to not necessarily add tons of storytime programming, but to think outside the box and do something differently. She also mentioned that negativity does not inspire change.

FAST LEARNING Grab, Go & Read!

Michelle Todd | Children's Services Supervisor at Cuyahoga County Public Library, Brook Park Branch
Sarah Smith | Children's Services Supervisor at Cuyahoga County Public Library, Gates Mills Branch

They created kits for children in preschool through grade five designed to help improve reading skills. Packets included specific high interest books and worksheets with activities along with literacy tips for parents/caregivers. Levels included ready for kindergarten, developing readers and beginning readers. The two books circulate and the worksheets are consumables that get replaced each time in between check-outs. These kits continue to be very popular with high circulation numbers.

Collaboration Can Be Super (Saiyan): Interdepartmental Programming Using Anime **Meghan Damiano | Children's Librarian, Wellesley Free Library, MA**

During this quick presentation, Ms. Meghan Damiano explained how she developed and runs the anime programming at her library. First, she uses a Crunchyroll account to be able to access anime programs for her teen program. She keeps the program simple as a passive program. She provides snacks for the program attendees and plans crafts and activities for participants. She offers the anime program in the teen space in her library and she sends out polls to the teen patrons asking what their preference is to watch. Damiano also looks at manga that is circulating frequently in the library's collection as an idea of what to show patrons who attend the anime program at her library.

Jazz Up Your Journals **Lynne Wagner | Youth/Teen Services and Outreach Coordinator, Birchard Public Library of Sandusky County, OH**

She discussed how to host a program where teens create art, bullet, or junk journals. She provided ideas for the three types of journals including specific supplies that can be used. Most projects can be done using common craft and scrapbooking supplies. Art can be incorporated with using different techniques or supplies including batik, watercolors, embroidery or lamination using contact paper. She provided a helpful folder of slides with examples that were shared in the resource files.

PANEL DISCUSSION: LEADERSHIP PATHWAYS

Moderator: Daryl Grabarek | School Library Journal contributor, editorial alumni, and Summit producer Kacie Armstrong | Director, Euclid Public Library, OH Lisa G. Kropp | Director, Lindenhurst (NY) Memorial Library; President, New York Library Association Rachel McDonald | Executive Director, Central Skagit Library District, WA

During this panel discussion, the panel participants discussed how there are four types of leaders and went over what type of leader each participant feels that they are and why. The four type of leaders discussed are critical thinker, visioner, warrior, and relater. Many of the people on the panel discussed how they have to wear a critical thinker cap when dealing with budgets. Ms. Rachel McDonald, who has only been in her director role for four months, also discusses that she has to wear her critical thinker hat to make data driven decisions in her new role. Ms. Pam discussed how she was born a talker and had to learn to listen to other staff in her system so that they can implement ideas that staff within her system have to improve the library system. They discussed creating a sense of purpose and this includes knowing your team, having conversations with your team and people in the community, knowing what others thoughts are, and brainstorming to solve problems. They also discussed how to address mistakes including that missteps are an opportunity for learning and that failure is an invitation to be brave. Ms. Rachel McDonald indicated that it's sometimes okay to not reach your goals and how it is an opportunity to make whatever didn't work better or different the next time around. Ms. Kacie Armstrong's advice to someone in a leadership role is to enjoy the journey and to slow down and be able to take a moment to soak it all in. Lastly, they discussed how to stay professionally engaged and that is through being a constant learner, taking time to reflect, and taking time to see what staff is doing at all the branches in their system.

LIBRARY CLOSURES - 2025

<u>DATE</u>		<u>HOLIDAY</u>	<u>AUTHORITY</u>
1/1	Wednesday	New Year's Day	Contract
1/20	Monday	Martin Luther King Day	Contract
2/17	Monday	Presidents' Day	Contract
4/18	Friday	Good Friday	Contract
4/19	Saturday	Easter Saturday	Contract
4/20	Sunday	Easter Sunday	Commission
4/21	Monday	Monday after Easter	Contract
5/11	Sunday	Mother's Day	Commission
5/24	Saturday	Saturday before Memorial Day	Commission
5/25	Sunday	Sunday before Memorial Day	Commission
5/26	Monday	Memorial Day	Contract
6/13	Friday	1/2 day for Staff In-service (9-1)	Commission
6/19	Thursday	Juneteenth	Contract
7/4	Friday	Independence Day	Contract
7/5	Saturday	Saturday after Independence Day	Commission
8/30	Saturday	Saturday before Labor Day	Commission
9/1	Monday	Labor Day	Contract
10/13	Monday	Columbus Day	Contract
11/4	Tuesday	Election Day	Contract
11/11	Tuesday	Veterans Day	Contract
11/26	Wednesday	Close all branches at 5:00 pm	Commission
11/27	Thursday	Thanksgiving	Contract
11/28	Friday	Friday after Thanksgiving	Contract
11/29	Saturday	Saturday after Thanksgiving	Contract
11/30	Sunday	Sunday after Thanksgiving	Commission
12/12	Friday	All Day Staff in-service	Commission
12/24	Wednesday	Christmas Eve	Contract
12/25	Thursday	Christmas Day	Contract
12/31	Wednesday	New Year's Eve	Contract

**LIBRARY COMMISSION
MEETING SCHEDULE
2025**

6:00 PM

**Mark Twain Conference Room
Civic Center Library**

January 16, 2025

March 20, 2025

May 15, 2025

September 18, 2025

November 20, 2025