WARREN PUBLIC LIBRARY COMMISSION

One City Square, Warren MI 48093

AGENDA – REGULAR MEETING

January 21, 2016

7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Approval of Agenda**

4. **Approval of Minutes – Regular Meeting of November 12, 2015**

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
      - Circulation reports

   b. **Current Projects**
      - Update on the renovation/demolition projects of Busch Library.
      - Discuss solicitation of funds to purchase a marquis and benches for Busch.
      - Pre-bid meeting will be held on January 22.
      - Special Commission meeting will be held on February 22 at 7:00 pm in the Conference Room.
      - PIA and Michigan Chandelier are compiling specs for the LED lighting project at Civic Center

   c. **Services**
      - Received a check from SLC in the amount of $788.79 for ProPay credit card transactions from 08/05-08/25/2015.
      - Received a check from SLC in the amount of $1,288.42 for ProPay credit card transactions from 8/26-9/22/2015.
      - Received a check from SLC in the amount of $1,046.73 for ProPay credit card transactions from 9/23-10/13/2015.
      - Received a check from SLC in the amount of $2,059.33 for ProPay credit card transactions from 10/14-12/1/2015.

- Maren Kroening-Coppens is now a Notary. Services are now offered at Miller and Civic Center.

d. Staffing Issues

- Susan Heydel returned from her medical leave on January 19.
- Scott Spencer will be trained in the administration office to cover Juanita Craig's vacations.
- Jennifer Lund and Pamalyn O'Connor successfully completed their probationary periods.
- Alicia LaDuke completed half of her probationary period.
- Julianne Novetsky, Library Technician, began training at Civic Center on January 4.
- Jane Breitenbeck (WCV Page) retired as of 12/28/2015. This position will not be filled.
- Page hours will be adjusted to not exceed 20 hours/week

e. Marketing/Outreach

- eNewsletter update
- Upcoming Events

f. Discussion items

- Nada Okray donated a 9' Christmas tree to be displayed at Civic Center

7. Audience Participation

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

8. Action Items

- 2017 Fiscal year budget
- Scooter policy at Civic Center

9. Friends of the Warren Public Library

10. S.L.C. Report

11. Commissioner's Comments

12. Next Meeting Date –

13. Adjournment

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

November 12, 2015

1. Call to Order:
The regular meeting was called to order at 7:01 PM by Frank Pasternak.

2. Roll Call:
Commissioners Present: Frank Pasternak, Chris Doebler, Annette Coach, Don McIntosh, Richard Palmer, Zosia Ladak and Lori Barnwell.

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

3. Approval of Agenda:
Palmer moved to approve the agenda; supported by Doebler; motion carried.

4. Approval of Minutes—Regular Meeting of September 17, 2015:
With the corrections as noted by Urban, Palmer moved to approve the Minutes of the Meeting of September 17, 2015, supported by Doebler; motion carried.

5. Reports:
a) Monthly Line Item Budget Report: The Monthly Line Item Budget Reports for 10/01/2015 and 11/01/2015 were reviewed. It was noted that the discrepancies found in the 9/01/2015 Budget Report were corrected.

b) Suburban Library Allocation Account: As of November 2, 2015 the Allocation Account balance was $15,425.52. In discussing the purchase of Readsquared for the SRC, it was noted that 1,100 patrons signed up for the Summer Reading Club. Further, it was stated that $600 was deposited from the sale of used computers. And there are eight used computers plus monitors available from the Busch Library to be sold at a price of $60 per computer and $20 per monitor.

c) Branch Income Report: The 2015 Fiscal Year Revenue Reports were reviewed for the following sources of revenue to the libraries: Non-Resident, Copy Machine, DVD, and Fines. In reviewing the Lost Revenue Report Urban indicated that she was reviewing books at the Miller Library that are not being used anymore to eventually remove them – and their shelves – to make room for more computers.

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

6. Director's Report:

a. Statistics/Output Measures:

- Unique Management Report: The Unique Management Services Report, including accumulative totals was reviewed. From April, 2009 through October, 2015 cash and material recovered totaled $180,477.63. The total cumulative expenditures paid out were $66,440.45.

b. Current Projects:

- Update on the renovation/demolition projects of the Busch library. The latest renderings of the exterior and interior were handed out and reviewed. It was noted that the library material are being boxed up and that the building is only being heated with space heaters for those involved with the remaining work to be done in the building.
- The site plan was approved on October 26, 2015.
- The zoning was approved by the Zoning Board on October 28, 2015.
- A sign was erected at the library on October 30, 2015 illustrating a rendering of the new library.

c. Services:

- Received checks from SLC totally $2,077.21 for ProPay credit card transactions from 8/05/2015 through 9/22/2015.
- The Warren City Council approved the purchase of OverDrive for $11,685.50.
- $22,862.25 was deposited into the library fund balance on 9/30/2015 from the State of Michigan Department of Education . This was a result of tax revenue lost due to the Renaissance Zone in our area.
- 1st Choice Procurement Solutions, LLC was awarded the periodical bid in the amount of $13,409.73.
- Readsquared was purchased for the 2016 fiscal year Summer Reading Club for $1,525.
- Pronunciator is now installed and available on the library website.
- Lynn Bieszka , Amy Nelson, and Maren Kroening Coppens have completed the applications to become Notary Publics. Sharon Linsday received her bond and will complete the necessary application.

d. Staffing Issues:

- Pamalyn O'Connor accepted the position as a Library Technician as of October 1, 2015.
- Rebecca DeLiso returned from her medical leave on October 12, 2015.
- Susan Heydel will be medical leave beginning November 19, 2015.
- Lynn Bieszka, John Robertson, Amy Nelson, Maren Kroning-Coppens, Paul Konkolesky, Jennifer Lund, and Oksana Urban attended the MLA Conference. It was stated that the conference was very worthwhile. It was commented that the MLA session reports were very interesting to read with a good number of potentially good ideas for improving library services. 524 persons were in attendance.

e. Marketing/Outreach:

- The eNewsletter, which describes the Library services and upcoming library events, will be in the local newspaper that goes to each home in the city.
- Several upcoming library events were identified.

f. Discussion Items:

- Zosia Ladak was sworn in as a Library Commissioner on November 2, 2015.
- The new FOIA policy will be linked to the Library website.
- The SLC Borrowing Policy was discussed.
- Lorie Barnwell, the newly elected Warren City Treasurer, will be a trustee on the Warren Public Library Commission.

7. **Audience Participation:**

None.

8. Action Items:

- Ladak made a motion to approve the In-Service Day to be held Tuesday, December 15, supported by Coach; motion carried. Urban indicated that the company called CARE will talk to the library staff about customer service and dress code.

9. Friends of the Warren Library:

Urban stated that the Friends of the Warren Library are having a book sales on some Fridays and Saturdays in December. It was noted that two friends are retiring from the "Friends" Board.

10. S.L.C. Report—Frank Pasternak

Pasternak highlighted several item s in the SLC Report. He stated he is off of the SLC Board for one year.

11. **Commissioner's Comments:**
Palmer brought up that the SLC has the invited the Library Commissioners to a *Library Update* breakfast on December 7, 2015 at 9:30 AM. Several commissioners , as well as Urban, were planning to attend.

12. Next Meeting Date—January 21, 2016 at 7:00 PM

13. Adjournment:
Coach moved to adjourn the meeting at 8:15 PM, supported by Ladak; motion carried.

Donald J. McIntosh, Secretary

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/15 - 06/30/16

as of 1/1/2016

			BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	APPOINTED OFFICIAL	94,949.00	94,949.00	46,024.29		48,924.71	51.53%
9271	70600	PERMANENT EMPLOYEES	1,222,984.00	1,222,984.00	467,633.44		755,350.56	61.76%
9271	70714	PERM. PART-TIME	324,900.00	324,900.00	132,328.63		192,571.37	59.27%
9271	70900	OVERTIME	22,150.00	22,150.00	6,262.86		15,887.14	71.73%
9271	71000	SHIFT PREMIUM	11,650.00	11,650.00	1,725.26		9,924.74	85.19%
9271	71302	EDUCATION ALLOWANCE	7,600.00	7,600.00	7,633.63		(33.63)	-0.44%
9271	71500	SOCIAL SECURITY	131,013.00	131,013.00	51,671.39		79,341.61	60.56%
9271	71900	EMPLOYEE INS.	386,398.00	386,398.00	101,830.45		284,567.55	73.65%
9271	71904	RETIREE HEALTH INS.	353,893.00	353,893.00	172,842.00		181,051.00	51.16%
9271	71905	H.S.A. EXPENSE			3,042.12		(3,042.12)	
9271	71906	SUPPL LIFE INSURANCE EXP			463.22		(463.22)	
9271	71907	HEALTH INSURANCE CO-PAY						
9271	72100	LONGEVITY	28,348.00	28,348.00	13,905.05		14,442.95	50.95%
9271	72200	RETIREMENT	522,018.00	522,018.00	205,602.00		316,416.00	60.61%
9271	72201	DEFINED CONTRIBUTION EXP			41,842.35		(41,842.35)	
9271	72700	OFFICE SUPPLIES	72,916.00	72,916.00	17,832.72	5,630.50	49,452.78	67.82%
9271	72702	COPY MACHINE EXP.	15,000.00	15,000.00	3,804.25	1,857.25	9,338.50	62.26%
9271	80100	CONTRACTUAL SERVICES	87,820.00	87,820.00	33,909.43	31,236.50	22,674.07	25.82%
9271	80117	COOPERATIVE SERVICES	170,000.00	170,000.00	68,873.00		101,127.00	59.49%
9271	80130	CO-OP SERVICES-INDIR AID	39,600.00	39,600.00	-		39,600.00	100.00%
9271	80200	POSTAGE	2,000.00	2,000.00	639.13	462.25	898.62	44.93%
9271	80301	UNEMPLOYMENT COSTS			-			
9271	82201	DIGITAL VIDEO DISCS	7,000.00	7,000.00	2,615.96		4,384.04	62.63%
9271	82202	LIBRARY CIRCULATING MAT	41,000.00	41,000.00	15,395.19		25,604.81	62.45%
9271	82207	PERIODICALS	17,000.00	17,000.00	13,697.66		3,302.34	19.43%
9271	85300	TELEPHONE	10,000.00	10,000.00	3,048.89	311.00	6,640.11	66.40%
9271	86100	MILEAGE	2,000.00	2,000.00	69.45		1,930.55	96.53%
9271	86300	AUTO EXPENSE	3,000.00	3,000.00	253.21		2,746.79	91.56%
9271	86400	CONFERENCES-WRKSHOP	8,000.00	8,000.00	3,727.00		4,273.00	53.41%
9271	90200	BOOK BINDING	100.00	100.00	-		100.00	100.00%
9271	91000	INSURANCE/BONDS	35,900.00	35,900.00	17,950.02		17,949.98	50.00%
9271	92000	PUBLIC UTILITIES	220,000.00	220,000.00	71,564.86		148,435.14	67.47%
9271	93000	REPAIRS & MAINTENANCE	36,000.00	36,000.00	8,376.79	4,133.66	23,489.55	65.25%
9271	95000	ADMINISTRATIVE COSTS	219,100.00	219,100.00	109,549.98		109,550.02	50.00%
9271	96401	REF TAX PD UND PROTEST			-			
9271	96470	BUILDING AUTHORITY BONDS	122,250.00	122,250.00	108,460.31		13,789.69	11.28%
9271	96850	ACCUMULATED SICK LEAVE						
9271	96855	ACCUMULATED COMP TIME						
9271	97400	CAPITAL IMPROVEMENTS	1,922,000.00	1,922,000.00			1,922,000.00	100.00%
9271	97700	PROPERTY ACQUISITION						
9271	98000	OFFICE EQUIPMENT	72,100.00	72,100.00	-		72,100.00	100.00%
9271	98200	BOOKS	317,000.00	317,000.00	82,243.16		234,756.84	74.06%
9271	99000	EST UNCOL TAXES					-	
		TOTAL	**6,525,689.00**	**6,525,689.00**	**1,814,817.70**	**43,631.16**	**4,667,240.14**	**71.52%**

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

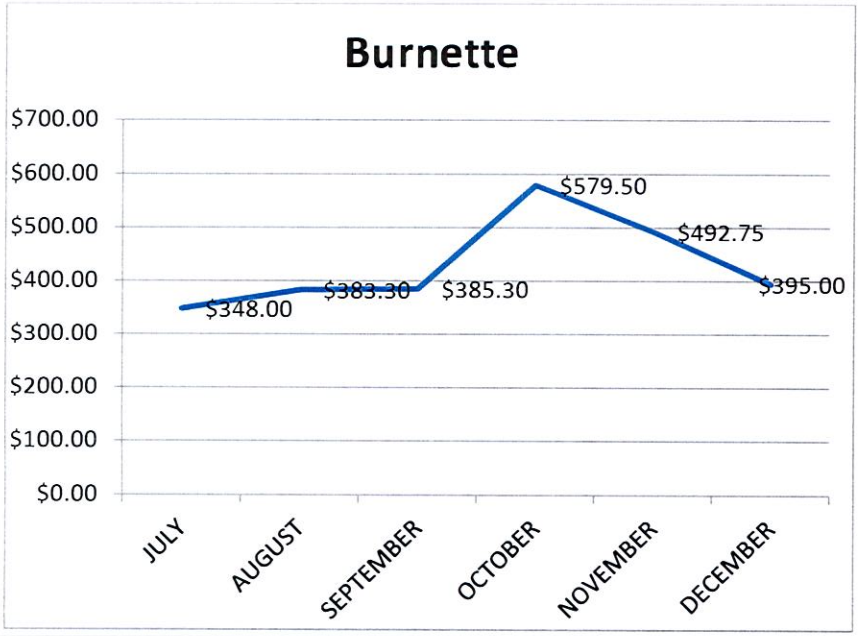
CITY OF WARREN-LIBRARY

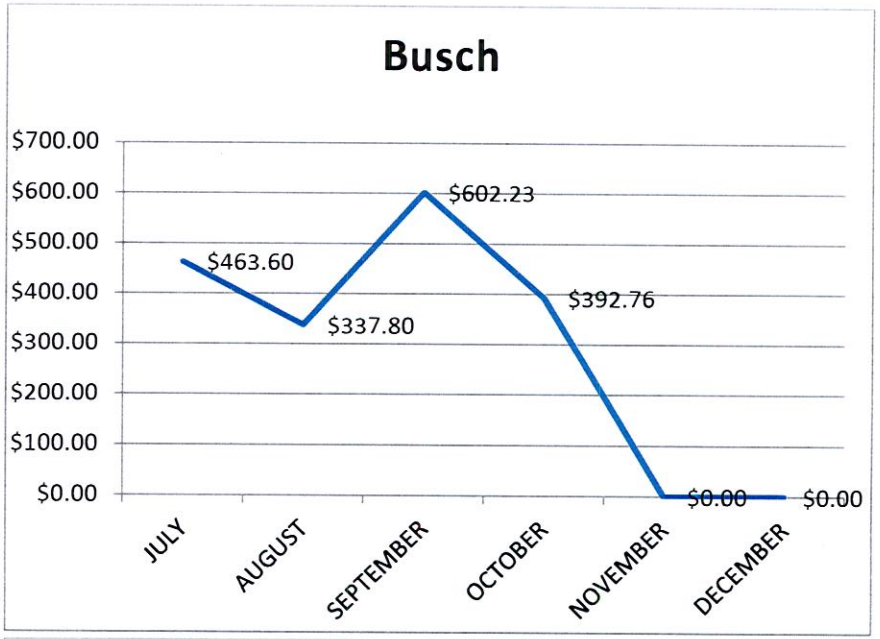
PERIOD 07/01/15 - 06/30/16

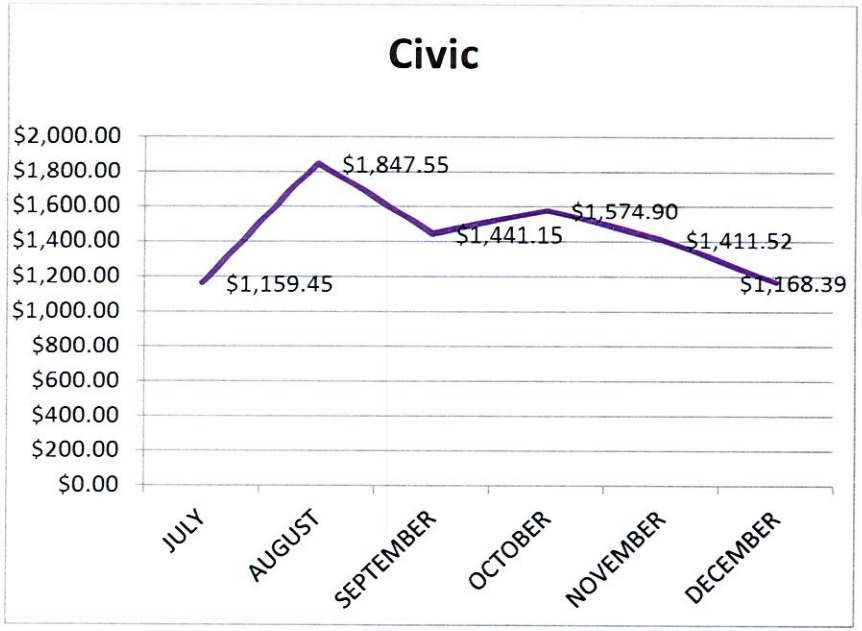
as of 12/01/2015

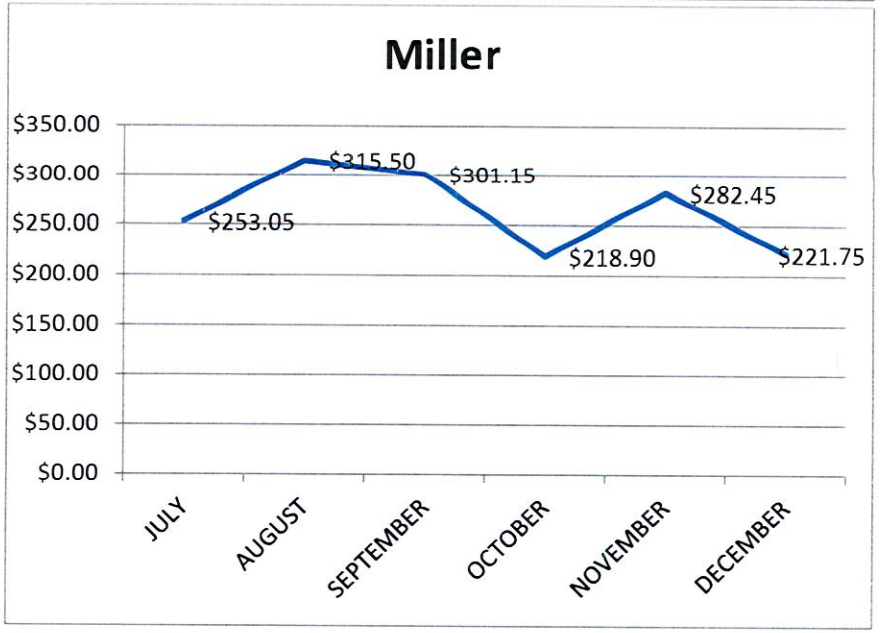
			BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	APPOINTED OFFICIAL	94,949.00	94,949.00	42,400.33		52,548.67	55.34%
9271	70600	PERMANENT EMPLOYEES	1,222,984.00	1,222,984.00	429,857.74		793,126.26	64.85%
9271	70714	PERM. PART-TIME	324,900.00	324,900.00	123,015.31		201,884.69	62.14%
9271	70900	OVERTIME	22,150.00	22,150.00	6,262.86		15,887.14	71.73%
9271	71000	SHIFT PREMIUM	11,650.00	11,650.00	1,725.26		9,924.74	85.19%
9271	71302	EDUCATION ALLOWANCE	7,600.00	7,600.00	7,633.63		(33.63)	-0.44%
9271	71500	SOCIAL SECURITY	131,013.00	131,013.00	47,851.18		83,161.82	63.48%
9271	71900	EMPLOYEE INS.	386,398.00	386,398.00	100,210.45		286,187.55	74.07%
9271	71904	RETIREE HEALTH INS.	353,893.00	353,893.00	172,842.00		181,051.00	51.16%
9271	71905	H.S.A. EXPENSE			2,791.60		(2,791.60)	
9271	71906	SUPPL LIFE INSURANCE EXP			423.54		(423.54)	
9271	71907	HEALTH INSURANCE CO-PAY						
9271	72100	LONGEVITY	28,348.00	28,348.00	13,905.05		14,442.95	50.95%
9271	72200	RETIREMENT	522,018.00	522,018.00	205,602.00		316,416.00	60.61%
9271	72201	DEFINED CONTRIBUTION EXP			38,671.06		(38,671.06)	
9271	72700	OFFICE SUPPLIES	72,916.00	72,916.00	17,832.72	4,972.11	50,111.17	68.72%
9271	72702	COPY MACHINE EXP.	15,000.00	15,000.00	3,804.25	2,131.75	9,064.00	60.43%
9271	80100	CONTRACTUAL SERVICES	87,820.00	87,820.00	33,909.43	31,675.35	22,235.22	25.32%
9271	80117	COOPERATIVE SERVICES	170,000.00	170,000.00	68,873.00		101,127.00	59.49%
9271	80130	CO-OP SERVICES-INDIR AID	39,600.00	39,600.00	-		39,600.00	100.00%
9271	80200	POSTAGE	2,000.00	2,000.00	582.23	525.18	892.59	44.63%
9271	80301	UNEMPLOYMENT COSTS			-			
9271	82201	DIGITAL VIDEO DISCS	7,000.00	7,000.00	2,615.96		4,384.04	62.63%
9271	82202	LIBRARY CIRCULATING MAT	41,000.00	41,000.00	15,395.19		25,604.81	62.45%
9271	82207	PERIODICALS	17,000.00	17,000.00	13,697.66		3,302.34	19.43%
9271	85300	TELEPHONE	10,000.00	10,000.00	2,937.36		7,062.64	70.63%
9271	86100	MILEAGE	2,000.00	2,000.00	69.45		1,930.55	96.53%
9271	86300	AUTO EXPENSE	3,000.00	3,000.00	253.21		2,746.79	91.56%
9271	86400	CONFERENCES-WRKSHOP	8,000.00	8,000.00	3,727.00		4,273.00	53.41%
9271	90200	BOOK BINDING	100.00	100.00	-		100.00	100.00%
9271	91000	INSURANCE/BONDS	35,900.00	35,900.00	17,950.02		17,949.98	50.00%
9271	92000	PUBLIC UTILITIES	220,000.00	220,000.00	70,558.87		149,441.13	67.93%
9271	93000	REPAIRS & MAINTENANCE	36,000.00	36,000.00	8,376.79	3,335.49	24,287.72	67.47%
9271	95000	ADMINISTRATIVE COSTS	219,100.00	219,100.00	109,549.98		109,550.02	50.00%
9271	96401	REF TAX PD UND PROTEST			-			
9271	96470	BUILDING AUTHORITY BONDS	122,250.00	122,250.00	108,460.31		13,789.69	11.28%
9271	96850	ACCUMULATED SICK LEAVE						
9271	96855	ACCUMULATED COMP TIME						
9271	97400	CAPITAL IMPROVEMENTS	1,922,000.00	1,922,000.00			1,922,000.00	100.00%
9271	97700	PROPERTY ACQUISITION						
9271	98000	OFFICE EQUIPMENT	72,100.00	72,100.00	-		72,100.00	100.00%
9271	98200	BOOKS	317,000.00	317,000.00	82,243.16		234,756.84	74.06%
9271	99000	EST UNCOL TAXES					-	
		TOTAL	**6,525,689.00**	**6,525,689.00**	**1,754,028.60**	**42,639.88**	**4,729,020.52**	**72.47%**

Copy Machine Revenue 2015-6 Fiscal Year

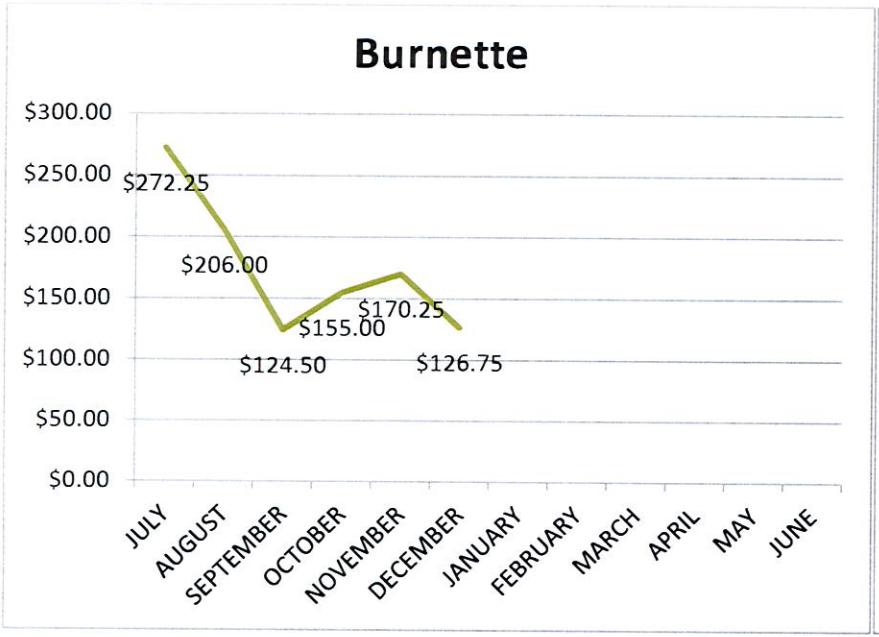


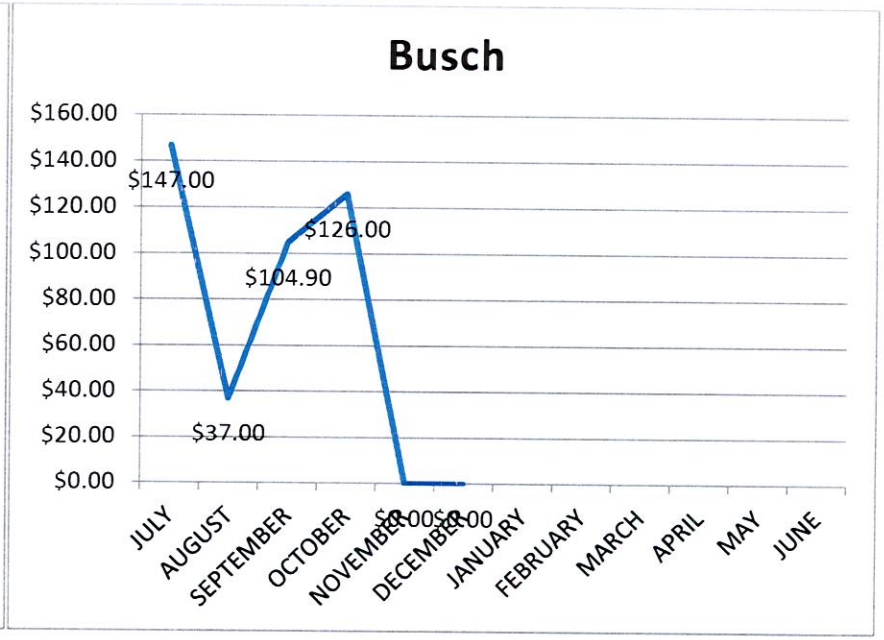


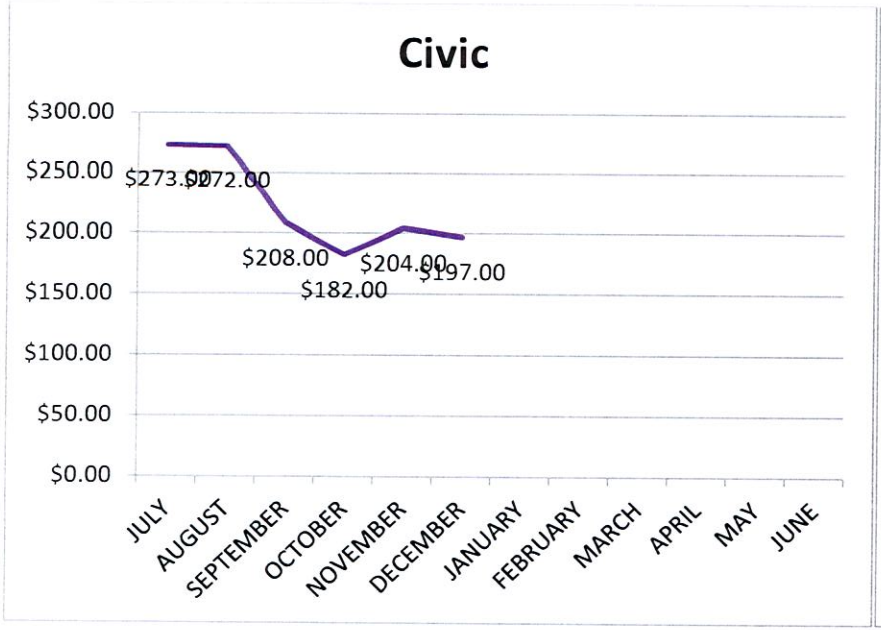


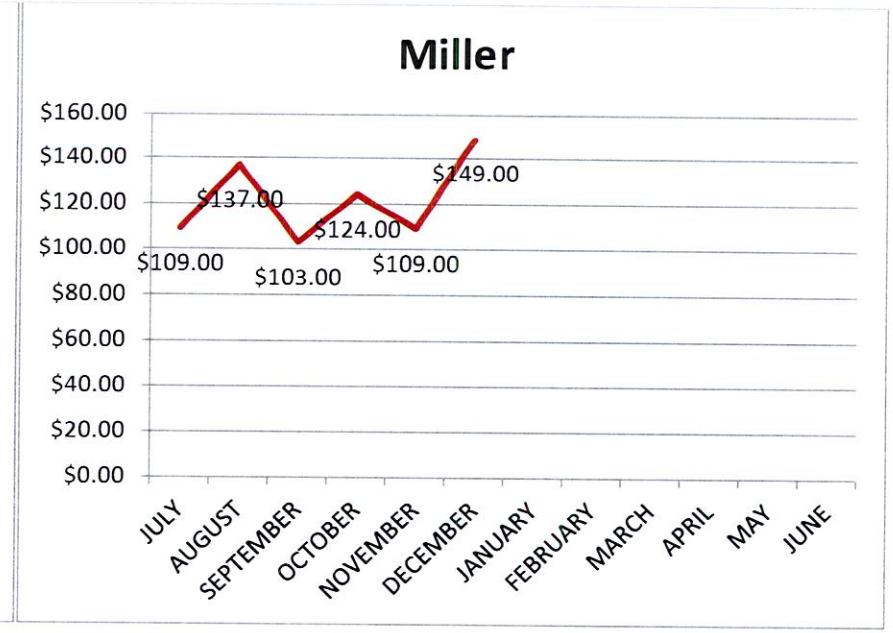


DVD Revenue 2015-2016 Fiscal Year

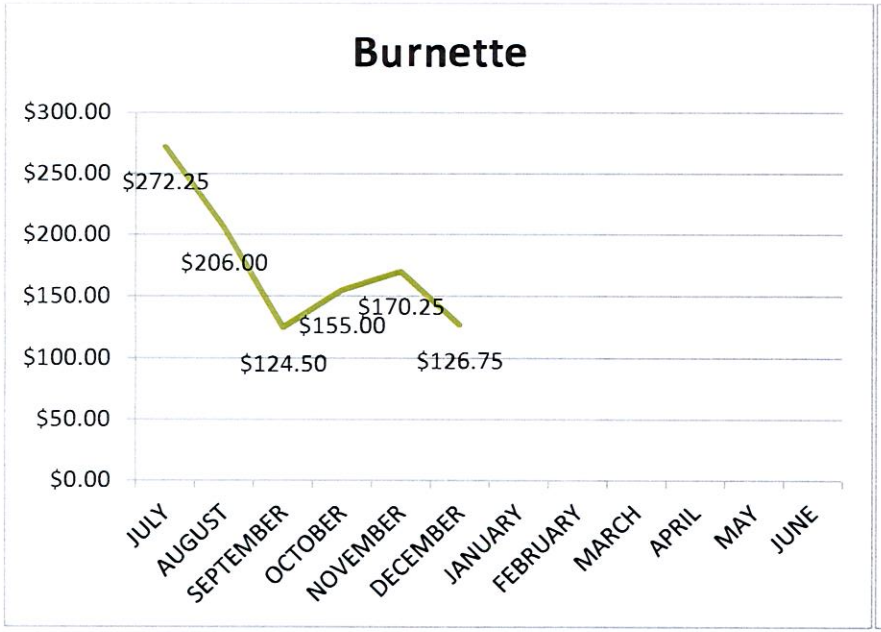


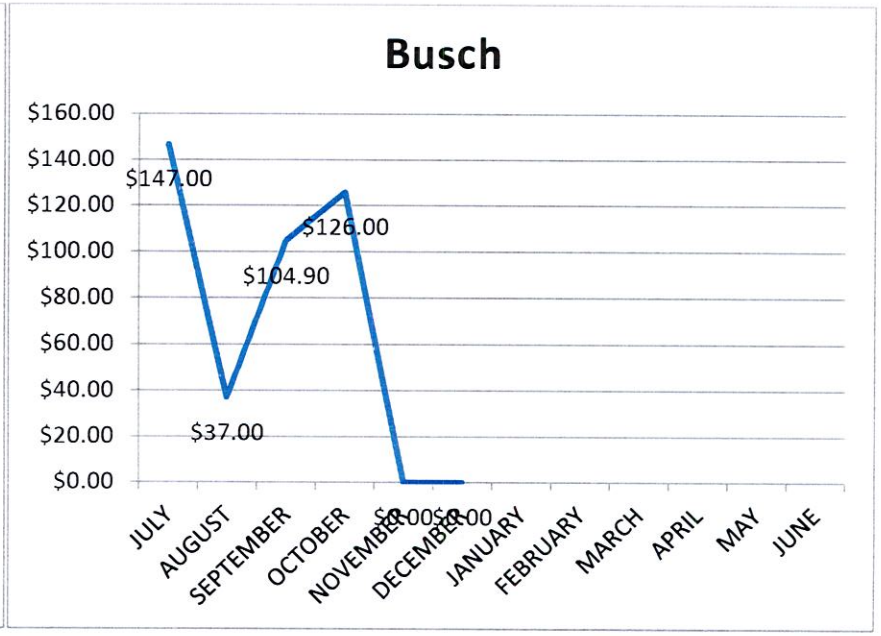


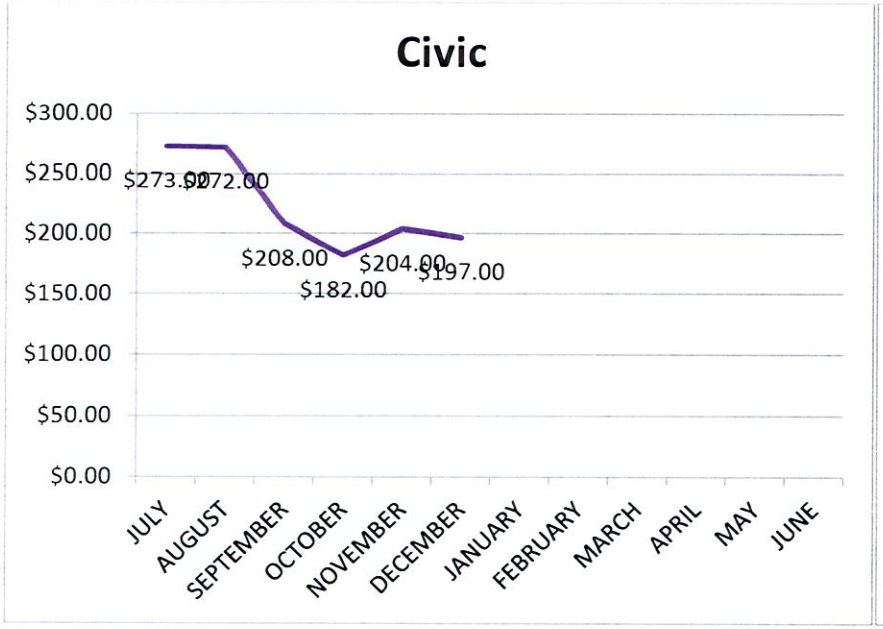


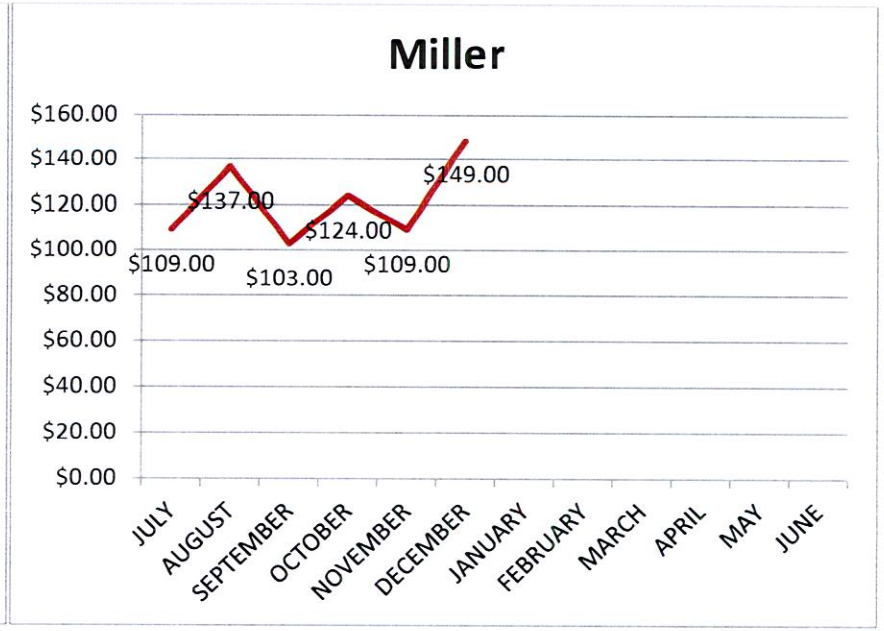


Fines Revenue 2015-2016 Fiscal Year

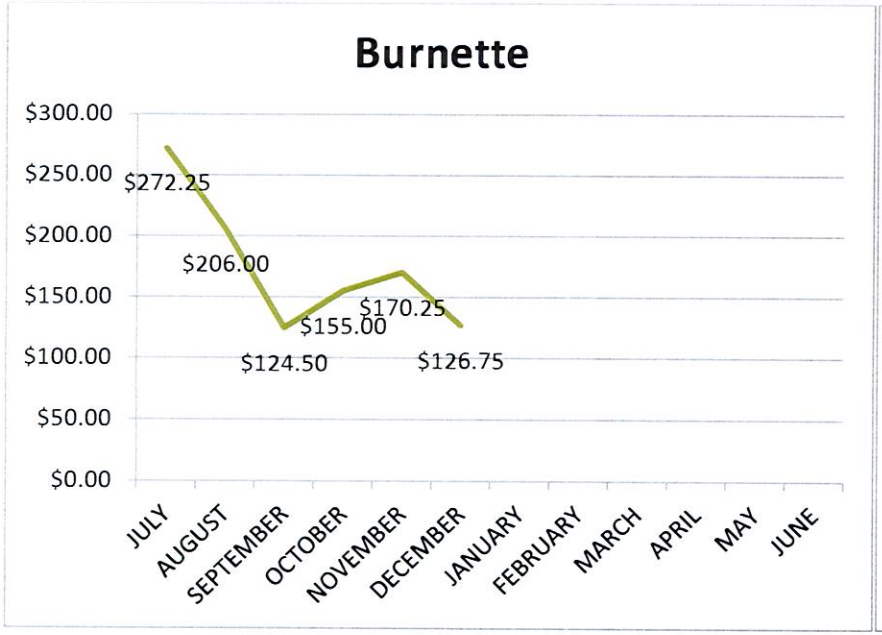


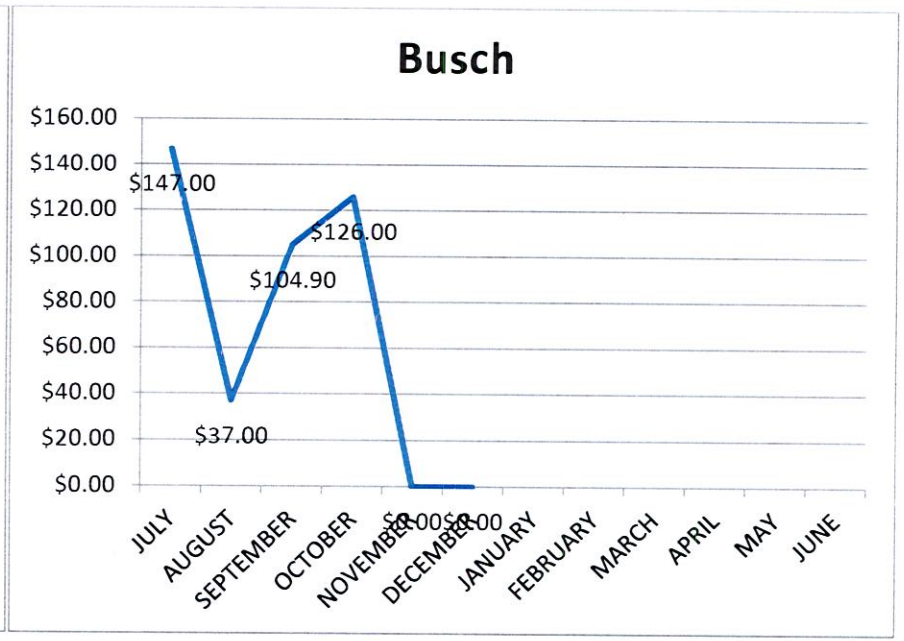


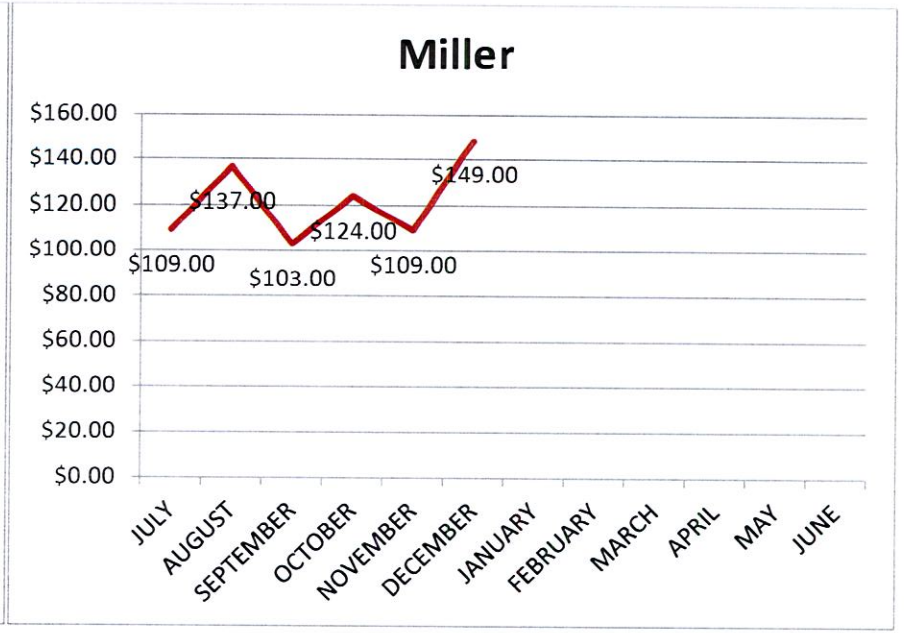




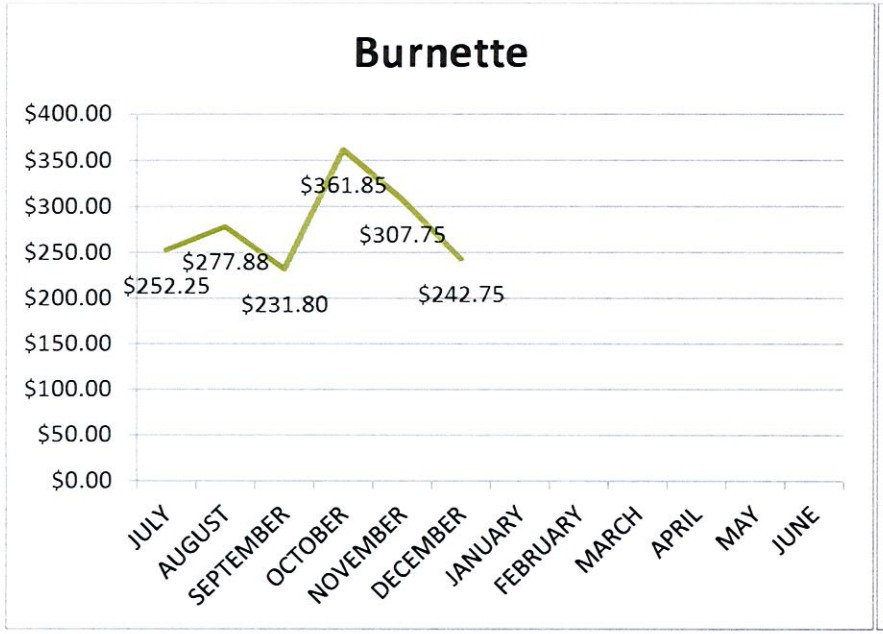
Lost Revenue 2015-2016 Fiscal Year

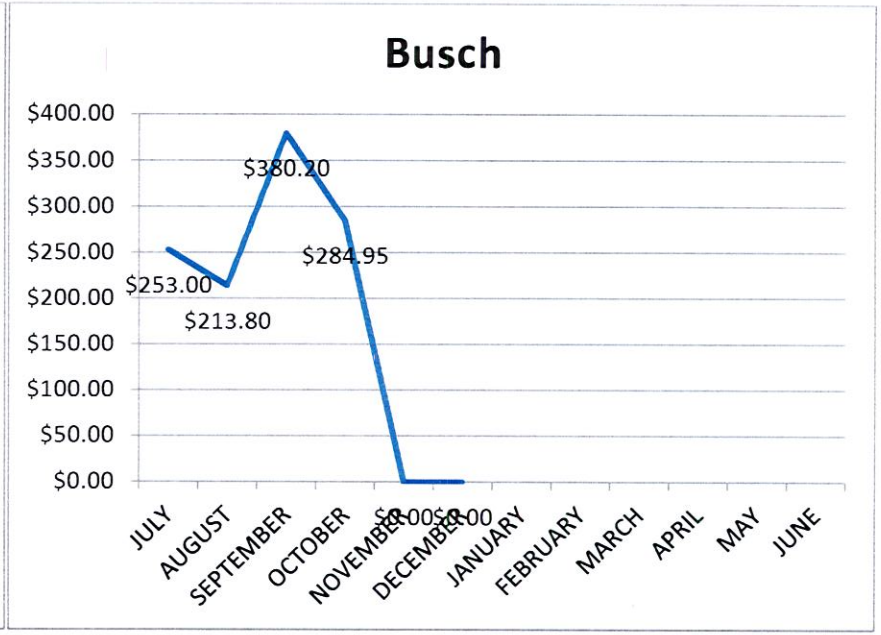


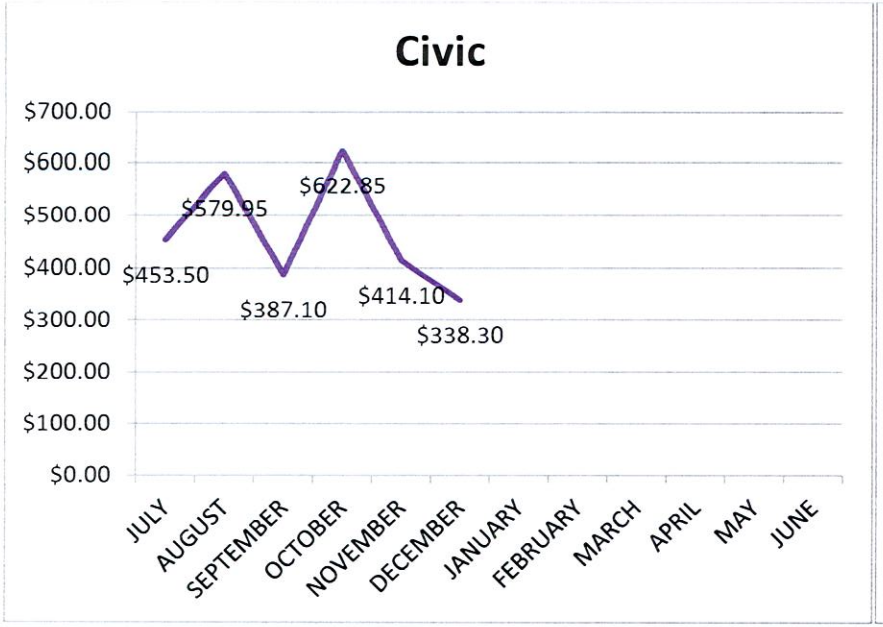


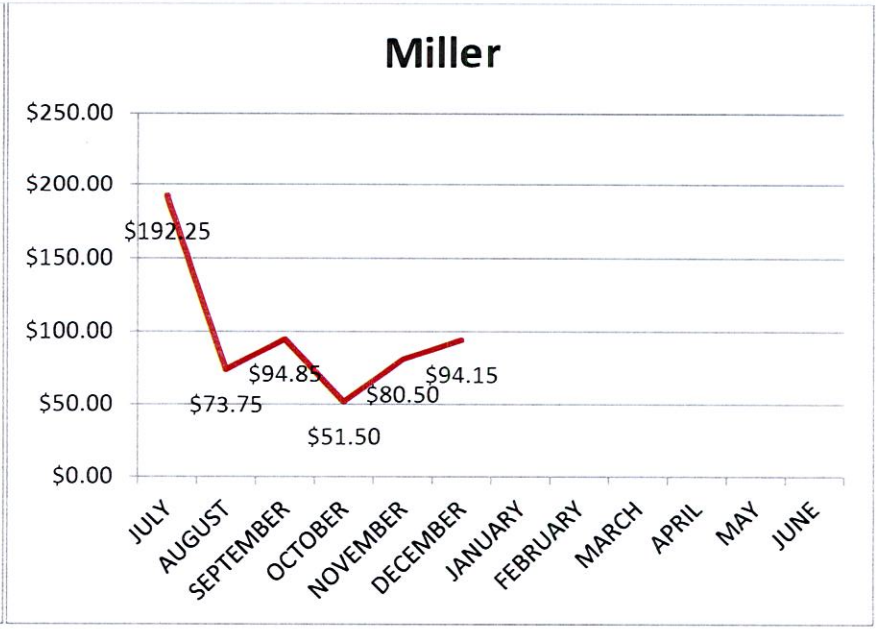


Miscellaneous Revenue 2015-2016 Fiscal Year

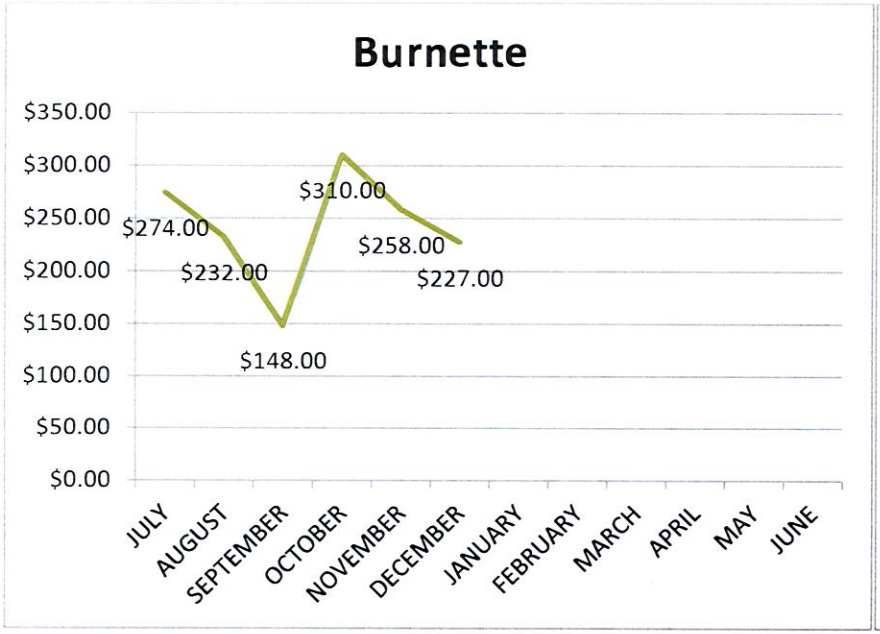


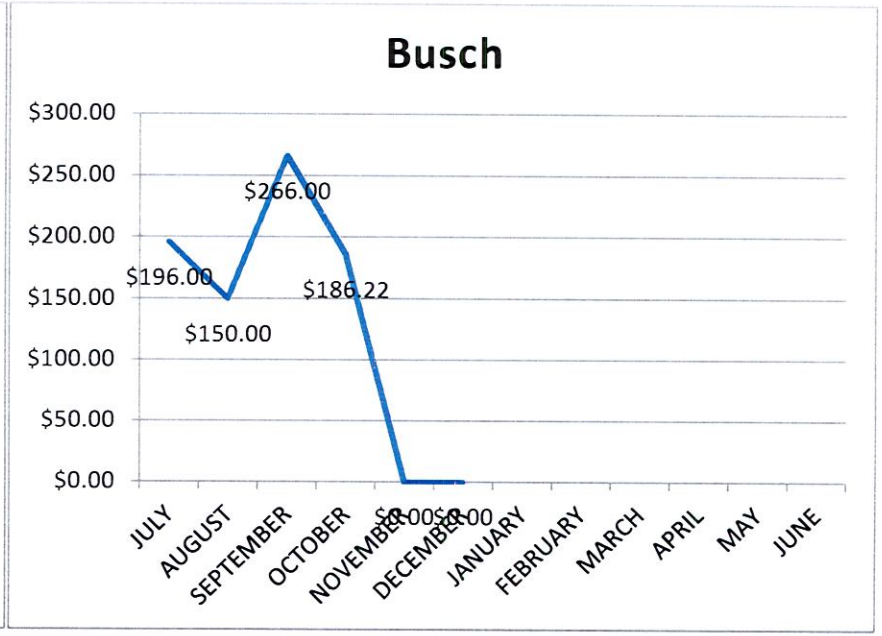


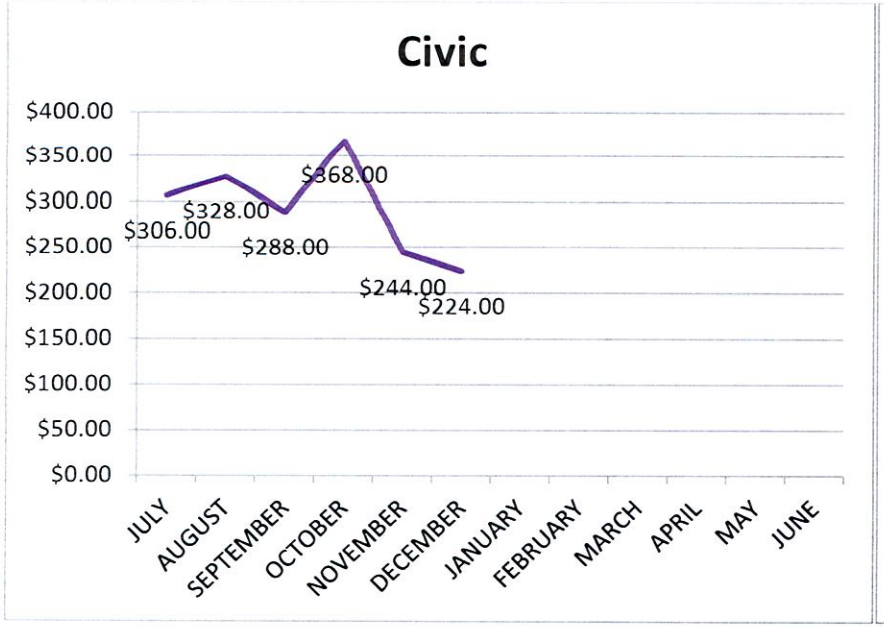


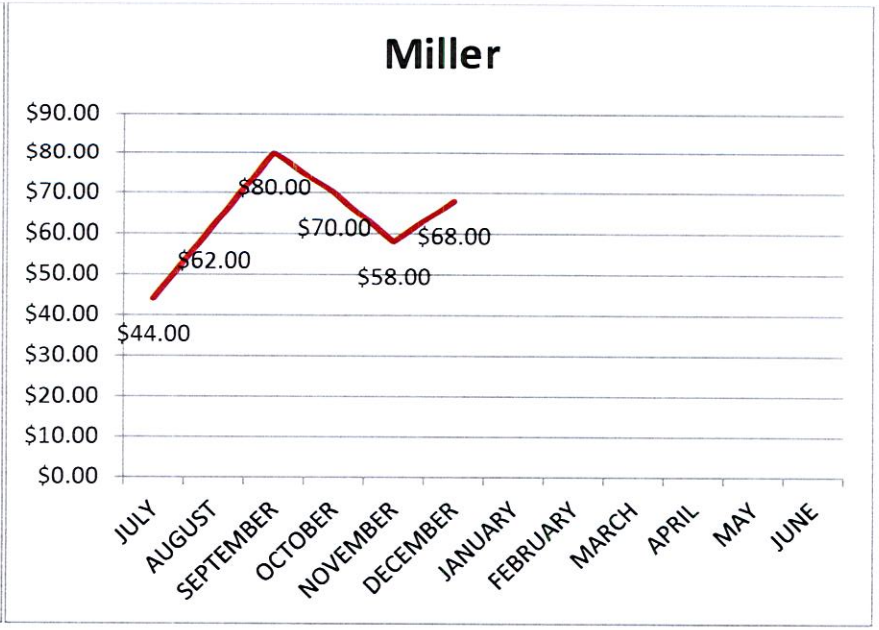


Non-Resident Revenue 2015-2016 Fiscal Year









Unique Management Services, Inc.

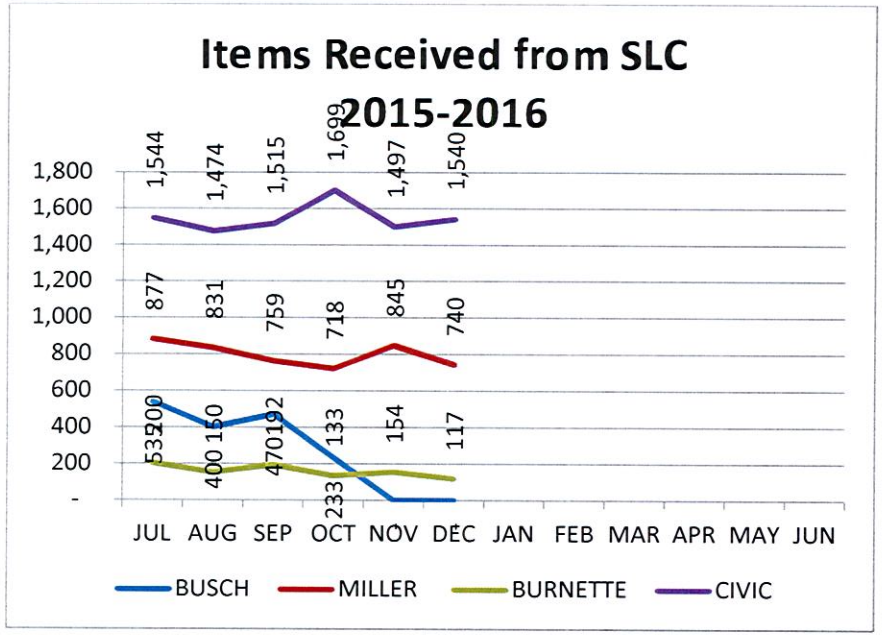
	4/09-4/10	5/10-4/11	5/11-4/12	5/12-12/12	01/13-6/13	TOTAL
Accounts Submitted	2,197	1,004	1,057	658	434	**5,350**
Cash Recovered	$17,798.30	$13,615.29	$15,133.86	$8,338.32	$8,268.93	**$63,154.70**
Materials Recovered	$17,528.07	$12,713.89	$12,033.44	$8,712.40	$4,320.45	**$55,308.25**
Waived Amount*	$4,500.80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

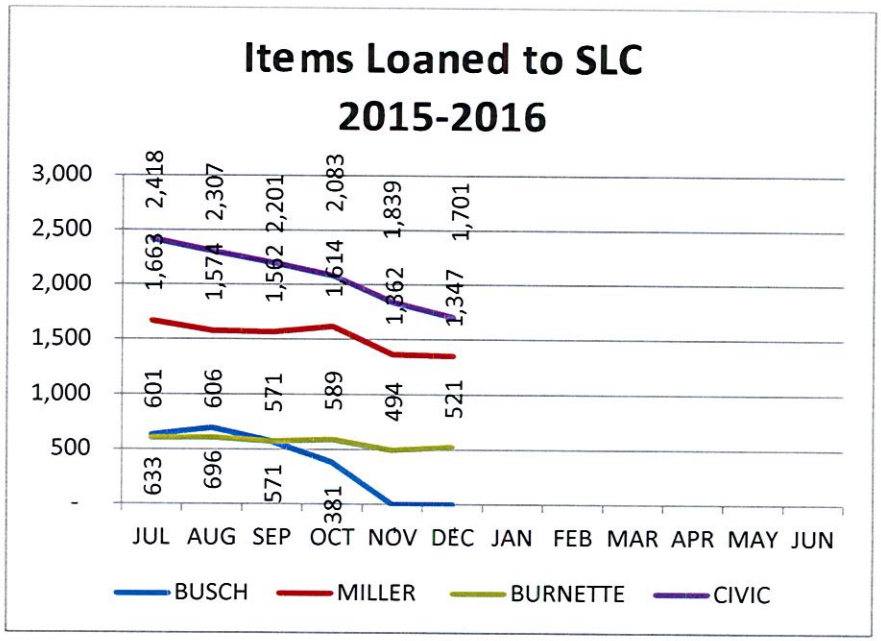
	2014 Fiscal Year				2015 Fiscal Year		
	TOTAL	7/13-12/13	1/14-6/14	TOTAL	7/14-12/14	1/15-6/15	TOTAL
Accounts Submitted	**5,350**	512	430	**6,292**	444	334	**7,070**
Cash Recovered	**$63,154.70**	$5,973.37	$6,774.73	**$75,902.80**	$6,493.74	$10,338.90	**$92,735.44**
Materials Recovered	**$55,308.25**	$7,323.66	$5,837.80	**$68,469.71**	$6,398.06	$4,307.18	**$79,174.95**
Waived Amount*	**$17,128.78**	$1,821.49	$2,202.99	**$21,153.26**	$2,802.14	$2,290.95	**$26,246.35**
Expenditures	**$47,864.60**	$4,582.40	$4,054.35	**$56,501.35**	$3,723.20	$3,101.30	**$63,325.85**

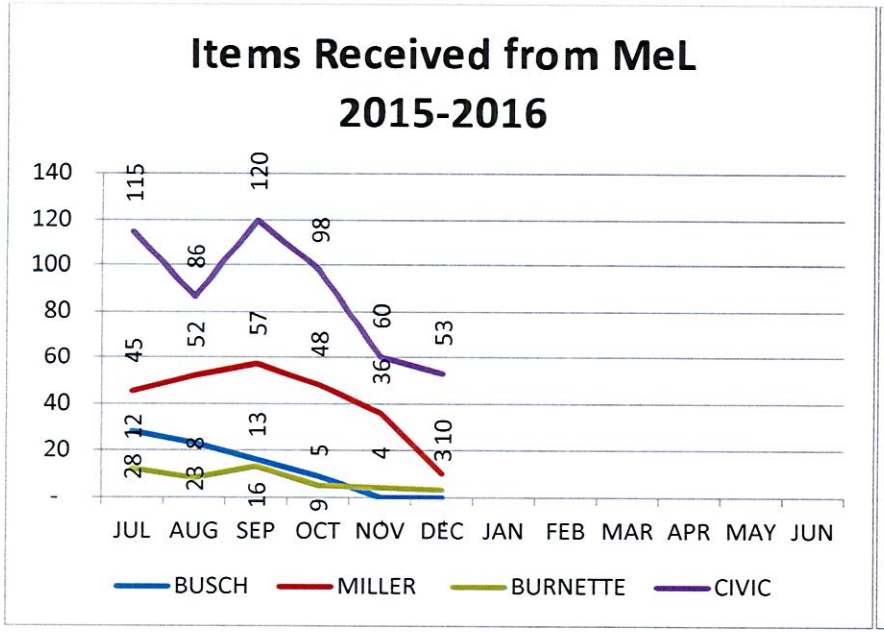
Unique Management Services, Inc.

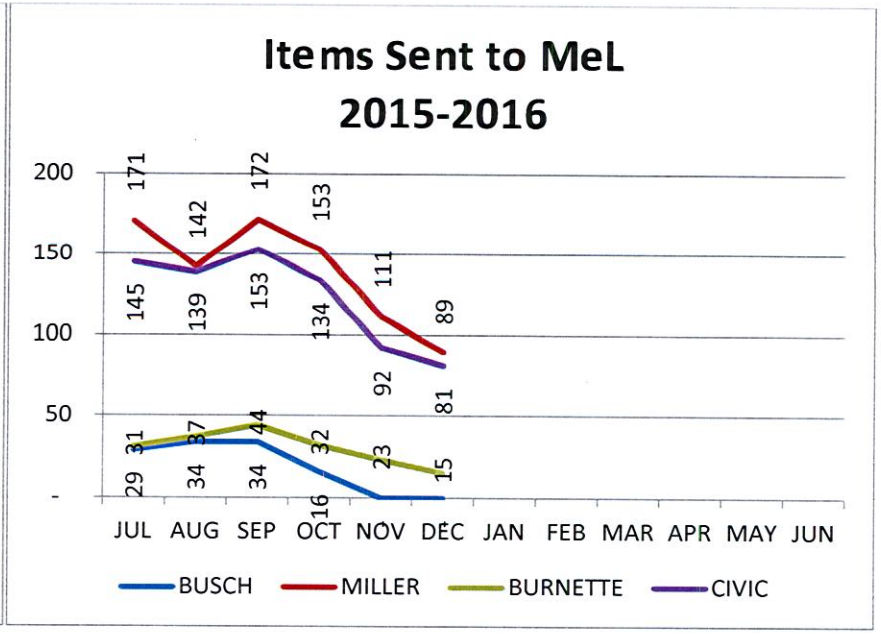
	2016 Fiscal Year				2017 Fiscal Year			
	TOTAL	7/15-12/15	1/16-6/16	TOTAL	7/16-12/16	1/17-6/17		TOTAL
Accounts Submitted	**7,070**	248	146	**7,464**				
Cash Recovered	**$92,735.44**	$4,136.67	$5,092.30	**$97,827.74**				
Materials Recovered	**$79,174.95**	$4,430.57	$6,453.70	**$85,628.65**				
Waived Amount*	**$26,249.35**	$1,291.55	$1,719.16	**$27,968.51**				
Expenditures	**$63,325.85**	$3,114.60	$1,306.70	**$67,747.15**				

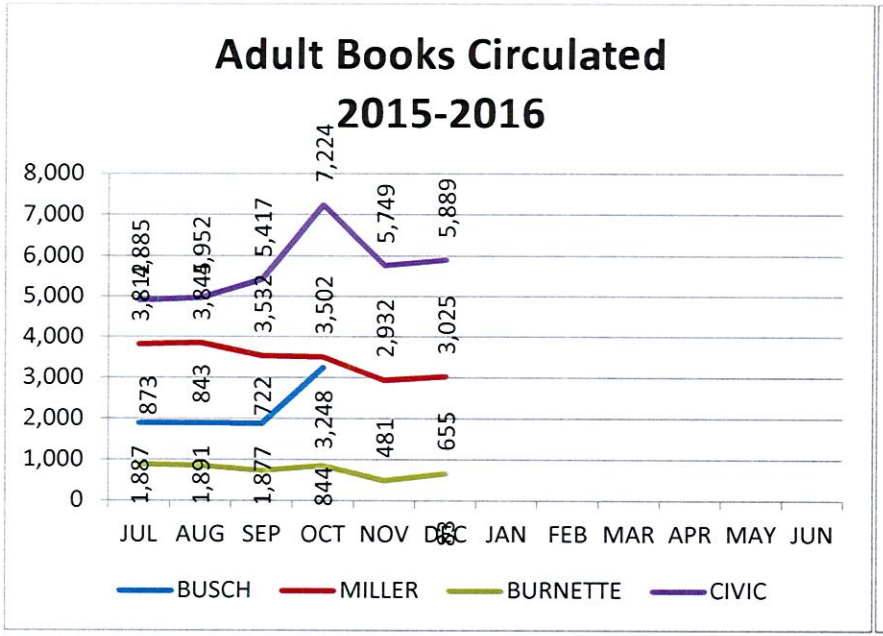
* Waived amount reflects the $5.00 processing fee that is cancelled once the patron returns the materials or pays for the lost item.

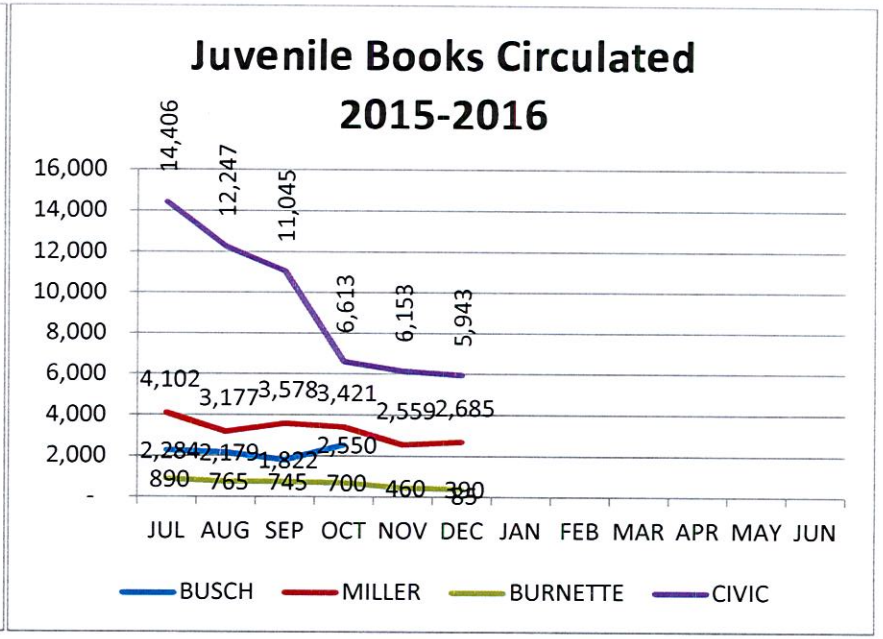

Items Received from SLC
2015-2016
1,800
1,600
1,400
1,200
1,000
800
600
400
200
-
1,544 1,474 1,515 1,699 1,497 1,540
877 831 759 718 845 740
532 400 470 233 154 117
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
BUSCH
MILLER
BURNETTE
CIVIC

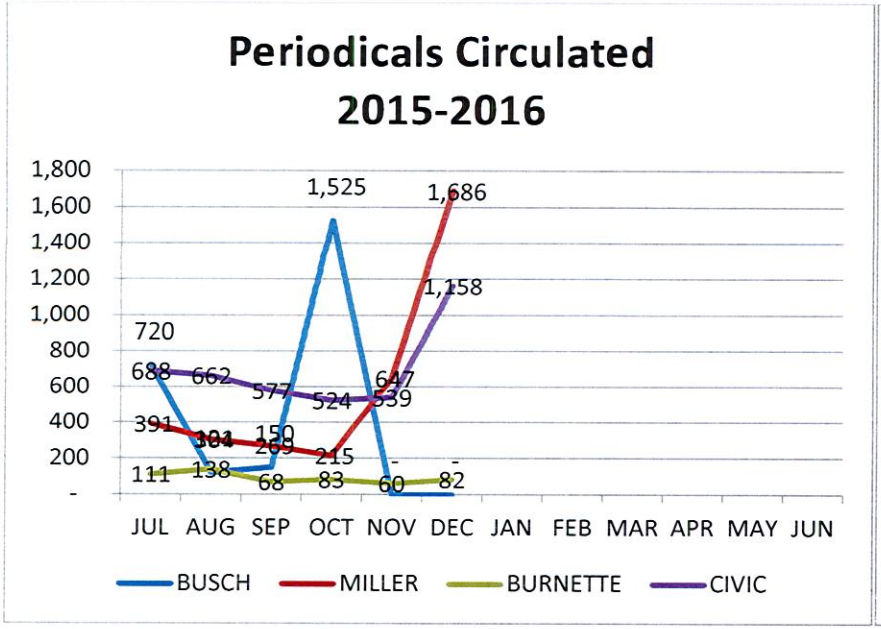

Items Loaned to SLC
2015-2016
3,000
2,500
2,000
1,500
1,000
500
-
2,418 2,307 2,201 2,083 1,839 1,701
1,663 1,574 1,562 1,614 1,362 1,347
601 606 571 589 494 521
633 696 571 381
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
BUSCH
MILLER
BURNETTE
CIVIC

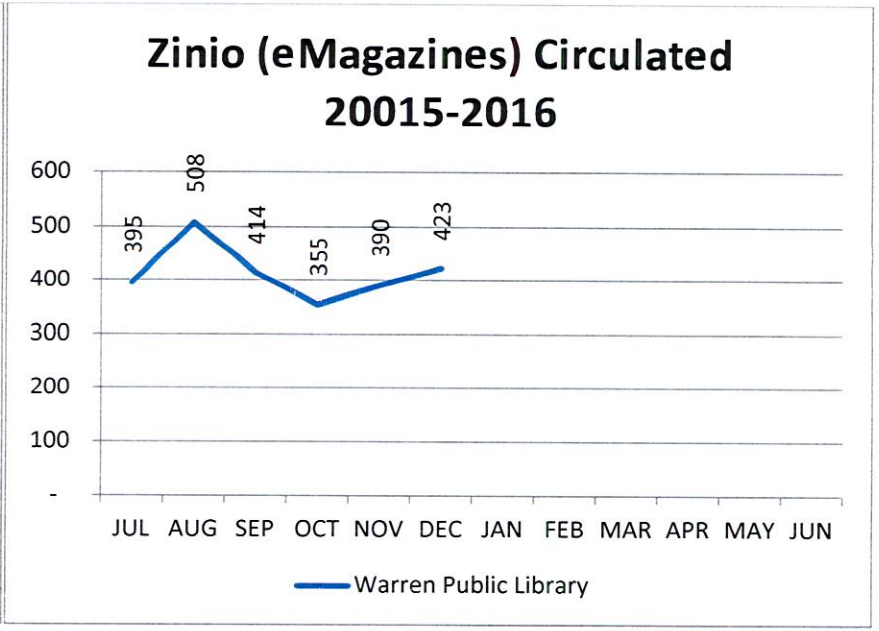

Items Received from MeL
2015-2016
140
120
100
80
60
40
20
-
115 86 120 98 60 53
45 52 57 48 36
12 8 13 5 4 10
28 23 16 9
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
BUSCH
MILLER
BURNETTE
CIVIC

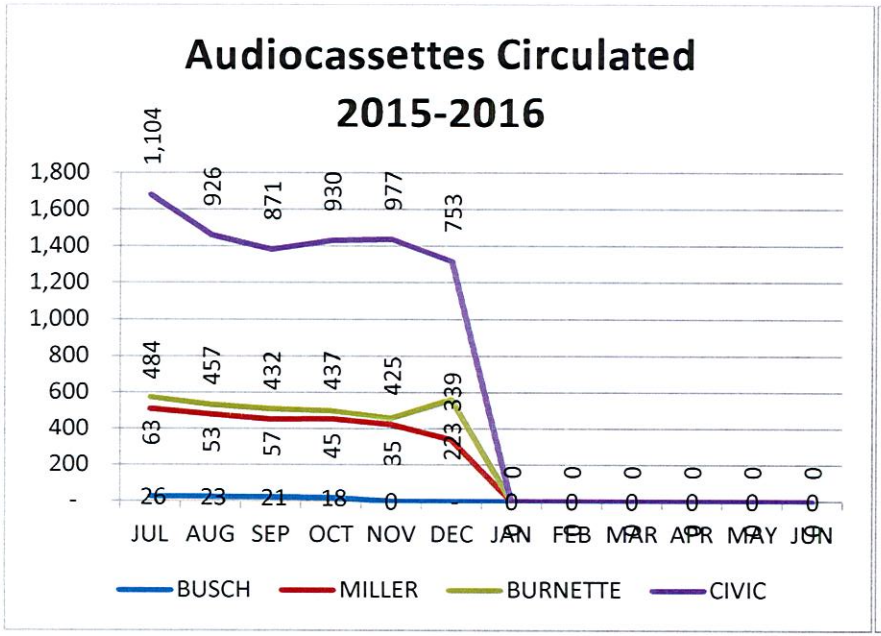

Items Sent to MeL
2015-2016
200
150
100
50
-
171 142 172 153 111 89
145 139 153 134 92 81
31 37 44 32 23 15
29 34 34 16
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
BUSCH
MILLER
BURNETTE
CIVIC

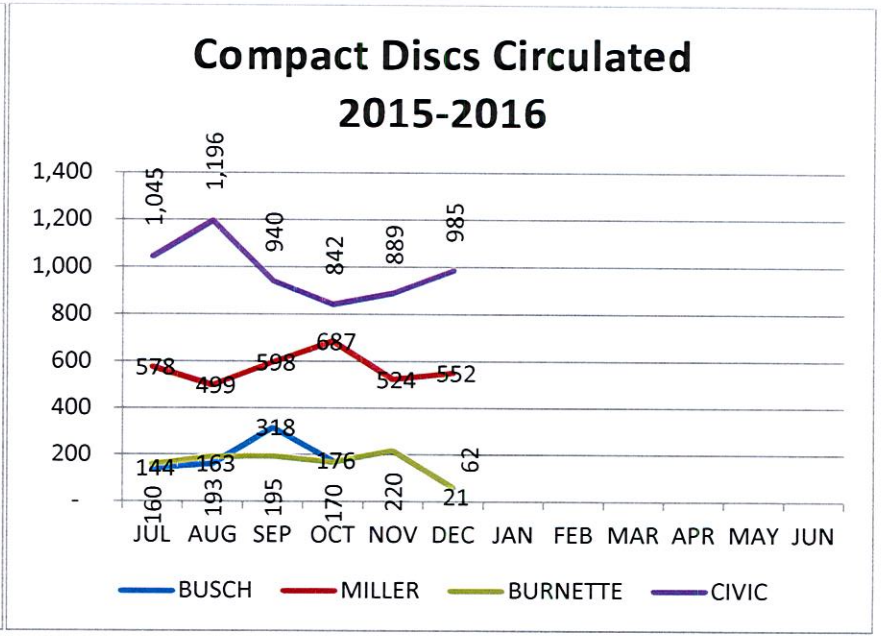

Adult Books Circulated
2015-2016
8,000
7,000
6,000
5,000
4,000
3,000
2,000
1,000
0
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
BUSCH MILLER BURNETTE CIVIC

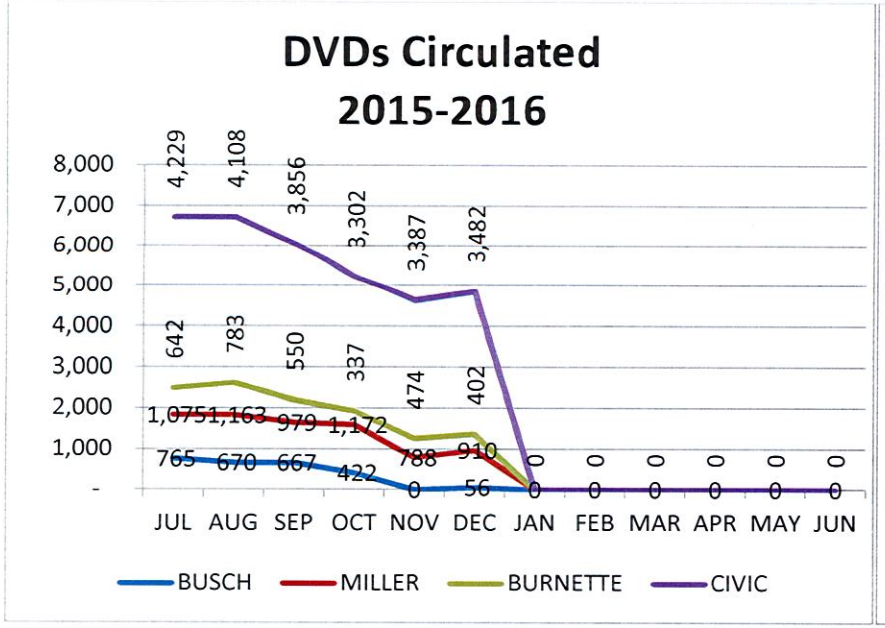

Juvenile Books Circulated
2015-2016
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
-
14,406
12,247
11,045
6,613
6,153
5,943
4,102
3,177
3,578
3,421
2,559
2,685
2,550
2,284
2,179
1,822
890
765
745
700
460
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
BUSCH MILLER BURNETTE CIVIC

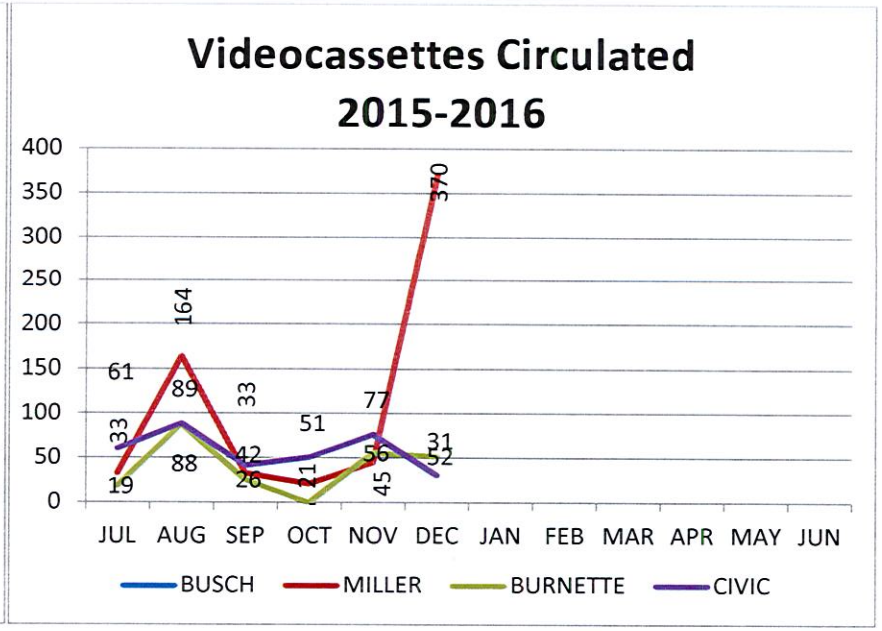

Periodicals Circulated
2015-2016
1,800
1,600
1,400
1,200
1,000
800
600
400
200
-
1,525
1,686
1,158
720
688
662
577
524
647
539
391
150
215
111
138
68
83
60
82
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
BUSCH MILLER BURNETTE CIVIC


Zinio (eMagazines) Circulated
20015-2016
600
500
400
300
200
100
-
395
508
414
355
390
423
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
Warren Public Library

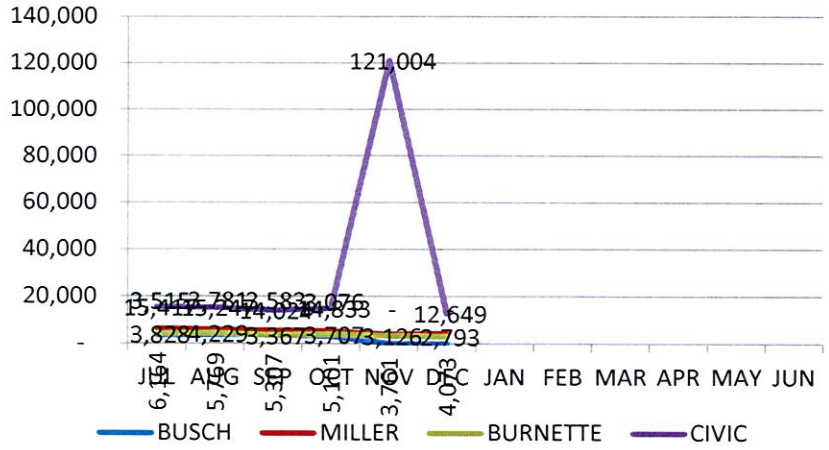

Audiocassettes Circulated
2015-2016
1,800
1,600
1,400
1,200
1,000
800
600
400
200
-
1,104 926 871 930 977 753 0 0 0 0 0 0
484 457 432 437 425 339 0 0 0 0 0 0
63 53 57 45 35 223 0 0 0 0 0 0
26 23 21 18 0 - 0 0 0 0 0 0
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
BUSCH
MILLER
BURNETTE
CIVIC


Compact Discs Circulated
2015-2016
1,400
1,200
1,000
800
600
400
200
-
1,045 1,196 940 842 889 985
578 499 598 687 524 552
144 163 318 176 220 62
160 193 195 170 220 21
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
BUSCH
MILLER
BURNETTE
CIVIC

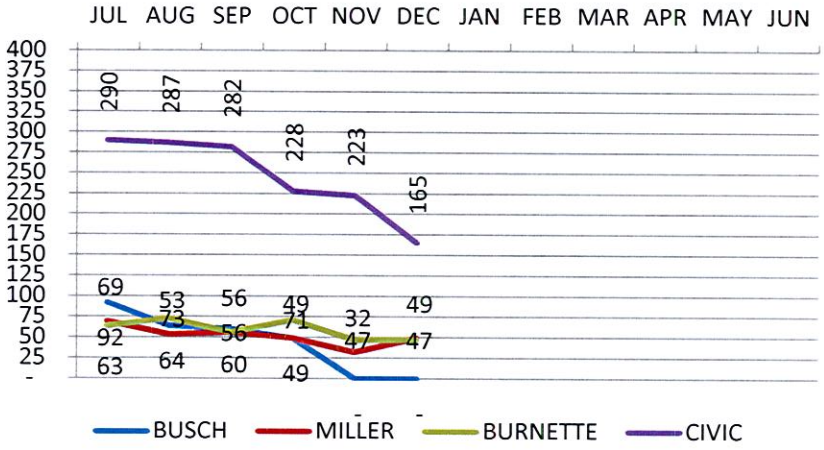

DVDs Circulated
2015-2016
8,000
7,000
6,000
5,000
4,000
3,000
2,000
1,000
-
4,229 4,108 3,856 3,302 3,387 3,482 0 0 0 0 0 0
642 783 550 337 474 402 0 0 0 0 0 0
1,075 1,163 979 1,172 788 910 0 0 0 0 0 0
765 670 667 422 0 56 0 0 0 0 0 0
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
BUSCH
MILLER
BURNETTE
CIVIC


Videocassettes Circulated
2015-2016
400
350
300
250
200
150
100
50
0
61 164 33 51 77 370 0 0 0 0 0 0
33 89 42 21 56 31 0 0 0 0 0 0
19 88 26 1 45 52 0 0 0 0 0 0
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
BUSCH
MILLER
BURNETTE
CIVIC

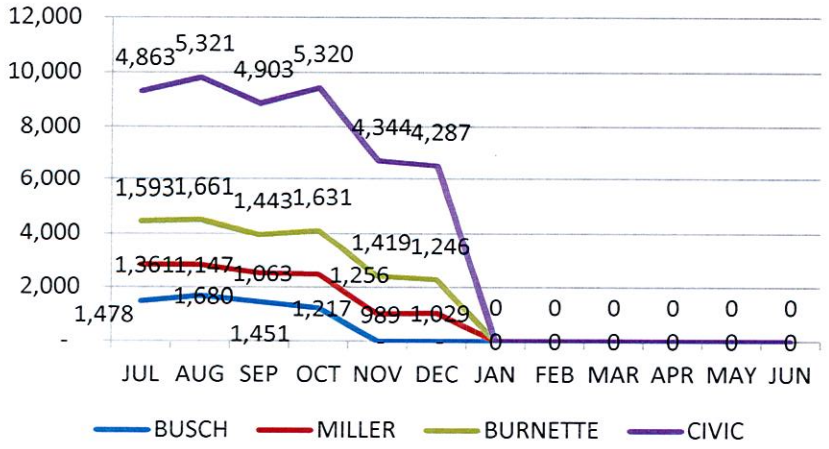
Patron Usage 2015-2016



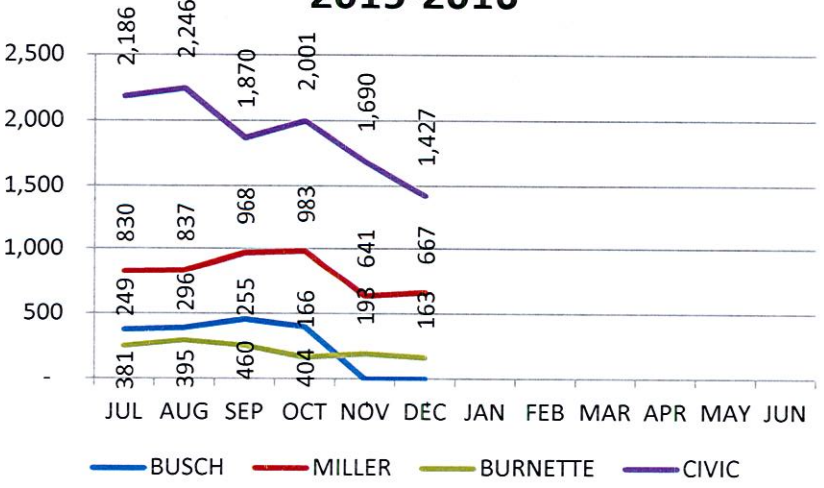
Patrons Registered 2015-2016

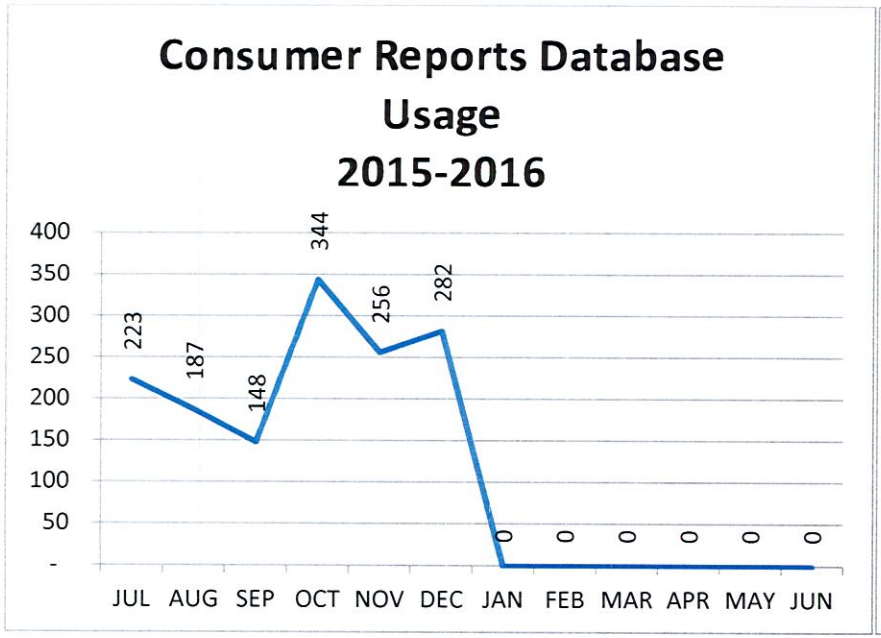


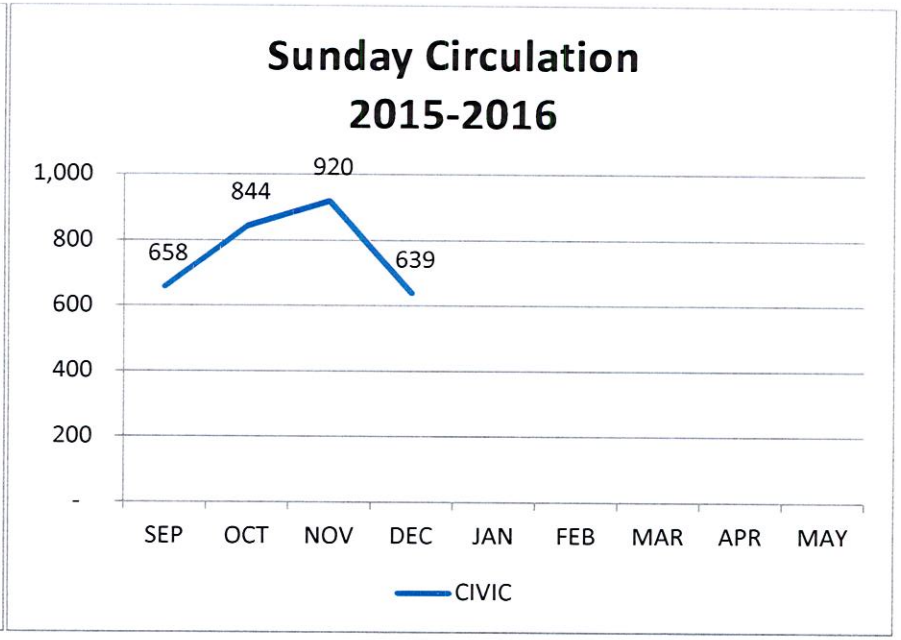
Computer Usage 2015-2016



Reference Questions 2015-2016




Consumer Reports Database Usage 2015-2016
400
350
300
250
200
150
100
50
-
223
187
148
344
256
282
0
0
0
0
0
0
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN


Sunday Circulation 2015-2016
1,000
800
600
400
200
-
658
844
920
639
SEP
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
CIVIC

SCHEDULE VII

OPERATING EXPENSE BUDGET
Expense Summary

Department/Division: Library

(a) Account Name	(b) Account Number	(c) Budget Request
Office Supplies	9271-72700	$72,711
Copy Machine Expense	9271-72702	$16,000
Contractual Services	9271-80100	$91,000
Cooperative Services	9271-80117	$181,000
Coop Serve Indirect Aid	9271-80130	$40,000
Postage	9271-80200	$2,500
Unemployment Costs	9271-80301	
Digital Video Discs	9271-82201	$9,000
Library Circulating Mat.	9271-82202	$42,000
Periodicals	9271-82207	$17,000
Telephone	9271-85300	$20,000
Mileage	9271-86100	$2,000
Vehicle Maintenance	9271-86300	$3,000
Conference-Workshop	9271-86400	$8,000
Book Binding	9271-90200	$100
Insurance/Bonds	9271-91000	
Public Utilities	9271-92000	
Building Maintenance	9271-93000	$243,000
Administrative Costs	9271-95000	
Books	9271-98200	$322,000
Office Equipment	9271-98000	$174,300
Cap Impro Bonds	9271-96470	
	Total Operating Expense	$1,243,611

INSTRUCTIONS FOR SCHEDULE VII PREPARATION

Schedule VII is a summary of the Department's total budget requested line items. Specific instructions are as follows:

Column (a) List each budget line item by account name.

Column (b) List each budget line item by account number.

Column (c) Enter the amounts requested for each budget line item. Data can be obtained from the totals reflected on the following schedules.

Schedule IV	Other Than Wages and Fringes	Column b
Schedule V	Capital Items	Column c

It is requested that this form be signed and dated by each Department/ Division Head and submitted to the Controller's Office **NO LATER THAN** . A list of departments/divisions who are delinquent will be submitted to the Mayor's Office. Late budget submissions will only jeopardize your budget requests having an adequate budget hearing time to fully present your justifications.

Submitted By:

01/08/2016 Oksana Thoen

Date Department/Division Head Signature

1/8/2016

LIBRARY ADMINISTRATION
One City Square, Suite 100
Warren, Michigan 48093
(586) 574-4564
www.warrenlibrary.net

TO: Renee Rezak, Budget Director
City of Warren

RE: Proposed Budget – Fiscal 2017

Dear Ms. Rezak:

Attached are the Fiscal 2016 Budget Proposals that will be submitted for approval at an upcoming Special Library Commission meeting. A memorandum will be forwarded to you once approved by the Commissioners.

Projected Income for Fiscal 2017:

Penal Fines	$ 126,000
Over the Counter Fines	$ 50,000
Interest on Investments	$ 2,000
State Aid	$ 78,000
Copy Machine	$ 30,000
Lost Books	$ 17,000
Videocassettes/DVDs	$ 7,000
Internet Non-resident fees	$ 10,000

Current Organizational Chart

The attached chart reflects the approved staffing levels from the 2017 fiscal year budget for all branch libraries.

LIBRARY

The Library Special Revenue Fund accounts for the receipt of specific property taxes, State Aid, user fees and special grants that are used to provide library materials and services at the Warren Public Library. Fines for overdue materials and penal fines collected on state code violations also provide some revenue to operate the library.

In August 2010, the residents of Warren overwhelmingly approved a mileage increase of .85 for the next twenty years. This revenue will allow each of the four branches to remain open, maintain adequate staffing levels, and provide substantial funding to increase collections and to upgrade each branch to a state of the art facility.

The Warren Public Library is a member of the Suburban Library Cooperative and participates in the Michigan eLibrary (MeL). Participation in the collaborative provides Warren residents interlibrary loan privileges from library collections throughout the state. The Warren Public Library is also a member of the MILibraryCard program which gives Warren residents the ability to obtain material from over 70 participating Michigan libraries while traveling throughout the state.

In June 2012, the Warren Public Library launched a new website, warrenlibrary.net. The new website is fully searchable and allows access to the library's public access catalog, databases, electronic resources, and events calendar. The website features posts that highlight new books, services and current and upcoming events. It also utilizes "responsive design" and will adjust dimensions depending on what type of device (computer, tablet, smartphone) is being used to view it.

A brief review of 2015 indicates that the Warren Public Library has 53,988 registered borrowers and provided a combined total of 698 programs for children, teens and adults that were enjoyed by 15,108 patrons. Computer classes were attended by 159 patrons. The library circulated 963,065 materials, had 109,400 uses of their public internet computers and 75,150 wireless logins. Reference librarians fielded 43,304 reference transactions. The combined Warren libraries have a collection of 286,773 items, including 20,827 eBooks and eAudiobooks, auto repair manuals, an International Language collection which is comprised of 16 different languages, DVDs, music CDs, sheet music, periodicals, books on tape and CD, CD-ROMs and video software.

Highlights of 2015 include the addition of Zinio, a digital magazine service, which allows Warren residents the ability to download magazines of their choice from a list of 90 titles. The magazine is yours to keep or discard. A free downloadable mobile app allows patrons to access Pronunciator from home and/or a smart device. Pronunciator is an 80 language learning database which also provides lessons for patrons who wish to speak English more fluently. A newly initiated class, English as a Second Language, was created to meet the needs of newly emigrated patrons. Additionally, wireless printing is a new service at the Civic Center Branch which allows patrons to send a print job to the library from home or any other location. The document will wait in queue until the patron arrives to release the print job.

The library also continued its successful program of author visits to the library as well as its Author Interview series in partnership with TV Warren. Visiting authors this year included Dr. Beata Zatorska

Fiscal 2017 Part-Time Library Staffing Needs

PAGES

(Pages work the return desk, shelve books, monitor stacks, answer phones, staff computer lab)

	Needed Daily	Hours	Days per week	Weeks	Cost per hr.	Total Cost
Burnette	1	7.5	6	52	10.00	23,400.00
Busch	1	7.5	6	52	10.00	23,400.00
	1	4	1	52	10.00	2,080.00
Civic Center	4	7.5	6	52	10.00	93,600.00
	2	4	1	36	10.00	2,880.00
Miller	4	7.5	6	52	10.00	93,600.00
Admin	1	7.5	5	52	10.00	19,500.00
					TOTAL	**258,460.00**

LIBRARY TECHNICIAN SUBS - Saturday/Sunday Coverage

(Library Technicians process books, work the circulation and reference desks)

Burnette	1	7.5	0.5	52	13.00	2,535.00
Busch	1	7.5	0.5	52	13.00	2,535.00
Civic Center	2	4	1	36	13.00	3,744.00
Miller	0	0	0	0	0.00	0.00
					TOTAL	**8,814.00**

LIBRARIAN SUBSTITUTES - Saturday/Sunday Coverage

(Needed to replace librarians during vacations, illness, jury duty etc.)

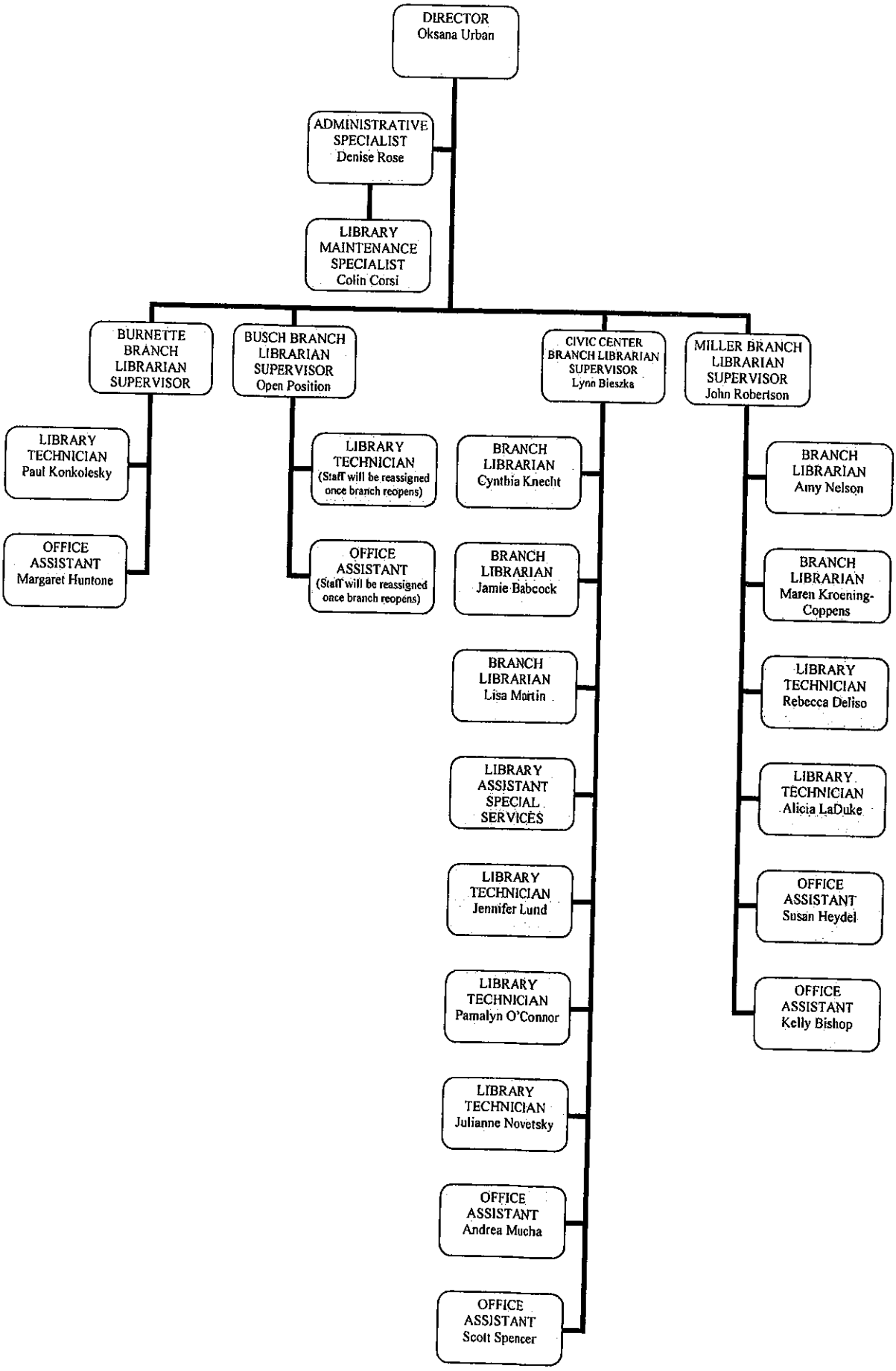
Burnette	0	0	0	52	23.00	0.00
Busch	0	0	0	52	23.00	0.00
Civic Center	1	4	1	18	23.00	1,656.00
Miller	0	0	0	52	23.00	0.00
					TOTAL	**1,656.00**

LIBRARY TECHNICIAN SUBS -Vacation/Floating Holiday/Sick Coverage

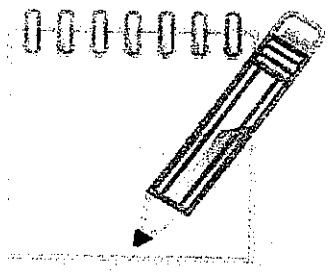
(Library Technicians process books, work the circulation and reference desks)

	Hours	Days per year	Cost per hr.		Total Cost
Burnette	7.5	40	13.00		3,900.00
Busch	7.5	40	13.00		3,900.00
Civic Center	7.5	40	13.00		3,900.00
Miller	7.5	40	13.00		3,900.00
				TOTAL	**15,600.00**

TOTAL NEEDED FOR PART-TIME EMPLOYEES $284,530.00


DIRECTOR
Oksana Urban
ADMINISTRATIVE SPECIALIST
Denise Rose
LIBRARY MAINTENANCE SPECIALIST
Colin Corsi
BURNETTE BRANCH LIBRARIAN SUPERVISOR
BUSCH BRANCH LIBRARIAN SUPERVISOR
Open Position
CIVIC CENTER BRANCH LIBRARIAN SUPERVISOR
Lynn Bieszka
MILLER BRANCH LIBRARIAN SUPERVISOR
John Robertson
LIBRARY TECHNICIAN
Paul Konkolesky
OFFICE ASSISTANT
Margaret Huntone
LIBRARY TECHNICIAN
(Staff will be reassigned once branch reopens)
OFFICE ASSISTANT
(Staff will be reassigned once branch reopens)
BRANCH LIBRARIAN
Cynthia Knecht
BRANCH LIBRARIAN
Jamie Babcock
BRANCH LIBRARIAN
Lisa Martin
LIBRARY ASSISTANT SPECIAL SERVICES
LIBRARY TECHNICIAN
Jennifer Lund
LIBRARY TECHNICIAN
Pamalyn O'Connor
LIBRARY TECHNICIAN
Julianne Novetsky
OFFICE ASSISTANT
Andrea Mucha
OFFICE ASSISTANT
Scott Spencer
BRANCH LIBRARIAN
Amy Nelson
BRANCH LIBRARIAN
Maren Kroening-Coppens
LIBRARY TECHNICIAN
Rebecca Deliso
LIBRARY TECHNICIAN
Alicia LaDuke
OFFICE ASSISTANT
Susan Heydel
OFFICE ASSISTANT
Kelly Bishop

PLEASE MAKE A NOTE OF THIS....



December 2, 2015

TO: ALL CITY DEPARTMENTS AND DIVISIONS
RE: FISCAL 2017 BUDGET CALENDAR OF EVENTS
FROM: RENEE REZAK, BUDGET DIRECTOR

EVENTS	TARGET DATE	RESPONSIBLE DEPARTMENT
SUBMISSION of Departmental revenue and expenditure estimates for Fiscal 2017, and capital and personnel estimates from Fiscal 2017 through Fiscal 2021	NO LATER THAN Friday, January 8, 2016	Individual Departments, Divisions, and Commissions
Department Budget Hearings	Beginning Monday, February 1, 2016 (specific times and dates will follow at a later date)	Mayor's and Controller's Office
SUBMISSION of recommended budget to City Council (no later than the 2nd Monday in April)	Monday, April 11, 2016	Mayor's Office
ADOPTION of budget by City Council (no later than the 3rd Monday in May)	Monday, May 16, 2016	Council Office

INSTRUCTIONS FOR SCHEDULE I PREPARATION

Manning Table Adjustments

This schedule is used for the purpose of adjusting manning needs for the forthcoming fiscal year from the 2016 Amended Budget. It also provides a comparison of the requested manning to the personnel complement. Specific instructions for preparation of this schedule are as follows. Enter total employees from the 2016 Amended Budget.

ADJUSTMENTS

Column (a)	Enter all employee classification changes.
Column (b)	Enter number of personnel and current wages per employee classification change. Vacation replacements, part-time employees, etc., should be treated as separate classifications and listed after regular classifications.
Column (c)	Determine personnel changes for the forthcoming fiscal year and enter under the "requested" heading. (New fiscal year salary and hourly rates should be obtained from the budget section of the Controller's Office.)

Manning table adjustments on this schedule must be FULLY JUSTIFIED in the Operating Narrative.

SCHEDULE I

OPERATING EXPENSE BUDGET
MANNING TABLE ADJUSTMENTS

Department/Division
Library

(a) Classification	(b) Current Approved		(c) Requested	
Totals per 2016 Amended Budget				
Classification Adjustments:				
Library Director	1	$94,223.00	1	$95,401.00
Administrative Specialist	1	$59,459.00	1	$60,202.00
Library Maintenance Specialist	1	$55,704.00	1	$56,400.00
Branch Librarian Supervisor	4	$75,061.00	4	$75,999.00
Branch Librarian	5	$60,645.00	5	$61,403.00
Library Assistant Special Services	1	$54,524.00	1	$55,206.00
Library Technician	6	$51,810.00	6	$52,458.00
Office Assistant	5	$35,141.00	5	$35,580.00
1.25% increase based on union contracts				
Adjusted Total	24		24	

SCHEDULE IA

NEW PERSONNEL REQUEST

Department/Division
Library

Position Requested:

N/A

Validate and justify the need for this new position.

Desired pay scale.

Will any position(s) be eliminated or combined as a result of the new position?

Minimum and desirable qualifications.

INSTRUCTIONS FOR SCHEDULE II PREPARATION

Overtime Expense Adjustments

This schedule is used for costing the amount of hours that will be incurred for overtime adjustments during the forthcoming fiscal year. Instructions for preparation are:

ADJUSTMENTS

Column (a)	Enter all classifications that receive overtime pay.
Column (b)	Enter the hourly wage rate for each classification. It may be necessary to contact the Controller's Office to obtain the most current hourly rates in order to make this calculation.
Column (c)	Enter the estimated number of hours that will be worked at time and a half during the year by each classification.
Column (d)	Enter the estimated number of hours that will be worked at double time during the year by each classification.
Column (e)	The sum of the number of hours in Column (c) times 1.5 plus the number of hours in Column (d) times 2. Finally multiply the sum by the rate reflected in Column (b).

SCHEDULE II

OPERATING EXPENSE BUDGET
OVERTIME EXPENSE

Department/Division
Library
Account No.
9271-70900

(a) Classification	(b) Hourly Rate	(c) Hours @ 1 1/2	(d) Hours @ 2	(e) Total Amount
Administrative Specialist	$ 30.87	10.00	16.00	$1,450.89
Library Maintenance Specialist	$ 27.12	50.00	20.00	$3,118.80
Branch Librarian Supervisor (4)	$ 38.97	40.00	64.00	$7,326.36
Branch Librarian (5)	$ 31.49	50.00	80.00	$7,400.15
Library Assistant Special Services	$ 28.31	10.00	16.00	$1,330.57
Library Technician (6)	$ 26.90	60.00	96.00	$7,585.80
Office Assistant (5)	$ 18.25	50.00	80.00	$4,288.75
Union members will be paid accordingly as contracts state.				
With the passage of the millage in 2010, Warren residents requested that branch hours be extended with Sunday hours. Statistics indicate that this service is justified.				
Increase in overtime hours are due to projected call in pay for Library Maintenance Specialist for emergency repairs at all branch libraries.				
Total Overtime				$ 32,501.32

SCHEDULE II

OPERATING EXPENSE BUDGET
OVERTIME EXPENSE

INSTRUCTIONS FOR SCHEDULE III PREPARATION

Shift Premium Adjustments

This schedule is used for computing the dollar amount of shift premium that will be incurred during the next fiscal year. Specific instructions for schedule preparation are:

ADJUSTMENTS

Column (a)	List all classifications that are eligible for shift premium pay.
Column (b)	Enter number of employees that will be entitled to shift premium pay for each classification adjustment.
Column (c)	Enter the amount of base pay for each employee classification adjustment per shift that is entitled to shift premium pay.
Column (d)	Number of employees reflected in Column (b) x amount of wages reflected in Column (c).
Column (e)	Enter appropriate premium percentage per shift per employee classification adjustment. (See Economic Instructions).
Column (f)	Amount of wages in Column (d) x premium percentage in Column (e).

SCHEDULE III

OPERATING EXPENSE BUDGET
SHIFT PREMIUM EXPENSE

Department/Division
Library
Account No.
9271-71000

(a) Classification	(b) Number of Employees	(c) Base Wages for Employee Per Shift	(d) Total Wages Per Shift	(e) Shift Premium Per Shift	(f) Total Amount
Branch Librarian Supervisor	4	$30,397.00	$121,588.00	2.50%	$3,039.70
Branch Librarian	5	$24,562.00	$122,810.00	2.50%	$3,070.25
Library Assistant Special Services	1	$22,082.00	$22,082.00	2.50%	$552.05
Library Technician	6	$20,982.00	$125,892.00	2.50%	$3,147.30
Office Assistant	5	$14,235.00	$71,175.00	2.50%	$1,779.38
Total Shift Premium					$11,588.68

INSTRUCTIONS FOR SCHEDULE IV PREPARATION

Other Than Wages and Fringe Benefits

Schedule IV is used for purposes of establishing the amount of funds that will be expended under the general category of Other Services and Charges. A separate Schedule IV should be prepared for every budget line item not specifically covered by one of the other schedules.

Changes in the level of expenditures (up or down) should be fully explained under the Explanation heading and attachments added if necessary.

Specific instructions for schedule preparation are:

Last Year Actual - You are requested to complete this with information from the 4Gov iDC application or by contacting the Controller's Office.

This Year Estimate - The 2016 Department estimate is the office's estimate of the total Fiscal 2016 year-end expenditures by account. It is important that the estimate is not the December 31st amount subtracted from the 2016 Budget amount. It must be an estimate of the amount that the office believes will be spent for the entire fiscal year.

Requested Next Year - The 2017 Department Budget Request is the office's request for each account.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Office Supplies
Account No.: 9271-72700

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$37,035	$61,724	Book and magazine processing supplies including book covers	$24,489
		Smocks for AFSCME 1250 & 1917 employees	$2,121
		Music compact disc cases and browser pacs	$10,000
		Video/DVD processing supplies	$10,000
		Supplies for cash registers, receipt printers, fax, microfiche machines and self-check units	$1,200
		RFID special security tagging devices	$8,000
		Paper, stationery and general office supplies	$12,000
		Chemicals for Disc-go Roboto disc cleaning unit	$4,000
		Patron library cards	$1,000
		Uniform allowance	$190
$37,035	$61,724	Total Request for Account - Line Item	$73,000

Current Amended Budget Appropriation for Account - Line Item	$72,916
Net Increase/(Decrease)	$84
Percent of Increase/(Decrease)	0.12%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Increase in supplies is necessary for processing materials used for the protection of materials circulated (books, CDs, DVDs, etc).

Increase in requested amount of RFID tagging devices due to the purchase of concealed RFID chips under barcodes/address labels.

Library creates banners to market upcoming programs.

SCHEDULE IV

OPERATING EXPENSE BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Copy Machine Expense
Account No.: 9271-72702

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$12,022	$14,000	Printer cartridges (B&C) and Laser Jet printer cartridges	$10,000
		Premier contracts - copy machine maintenance and use	$2,000
		Toshiba contracts - copy machine maintenance and use	$4,000
$12,022	$14,000	Total Request for Account - Line Item	$16,000

Current Amended Budget Appropriation for Account - Line Item: $14,000
Net Increase/(Decrease): $2,000
Percent of Increase/(Decrease): 14.29%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Increase due to the marketing of programs with printed flyers, brochures, and banners. Patron usage of public computers/printers has increased substantially.

SCHEDULE IV

OPERATING EXPENSE BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Contractual Services
Account No.: 9271-80100

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$168,772	$85,300	Du-All Cleaning Services	$43,000
		Unique Management Services collection agency fees	$10,000
		Adult and children's program fees and expenses	$15,700
		Burglar and fire alarm service for library branches	$2,000
		Fire extinguisher maintenance	$300
		3M Security Gates maintenance fees	$9,000
		3M Service contracts for self-checkout units at Civic Center	$5,000
		3M Service contracts for workstation pads	$4,500
		Microsoft Office 365 fees	$1,500
$168,772	$85,300	Total Request for Account - Line Item	$91,000

Current Amended Budget Appropriation for Account - Line Item	$85,300
Net Increase/(Decrease)	$5,700
Percent of Increase/(Decrease)	6.68%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Additional funding requested for programming due to over 15,108 in attendance of 698 programs last year. Staff will devise additional marketing strategies to increase attendance and programs offered.

SCHEDULE IV

OPERATING EXPENSE BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Cooperative Services
Account No.: 9271-80117

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$122,812	$170,000	Annual fees for Suburban Library Cooperative (includes maintenance for printers, receipt printers, computers, and scanners)	$151,000
		Databases and hosting fees	$30,000
$122,812	$170,000	Total Request for Account - Line Item	$181,000

Current Amended Budget Appropriation for Account - Line Item	$170,000
Net Increase/(Decrease)	$11,000
Percent of Increase/(Decrease)	6.47%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Increase due to the purchase of Mango Languages database for patron use.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Coop. Serv.-Indirect Aid
Account No.: 9271-80130

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$39,505	$30,000	Indirect State Aid	$40,000
$39,505	$30,000	Total Request for Account - Line Item	$40,000

Current Amended Budget Appropriation for Account - Line Item: $30,000
Net Increase/(Decrease): $10,000
Percent of Increase/(Decrease): 33.33%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Increase due to the increase in State Aid revenue.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Postage
Account No.: 9271-80200

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$1,085	$2,000	Package pick-up and delivery service for all library branches	$1,000
		Mailings to patrons, businesses, sponsors, etc.	$1,000
		Mailings to homebound patrons	$500
$1,085	$2,000	Total Request for Account - Line Item	$2,500

Current Amended Budget Appropriation for Account - Line Item	$2,000
Net Increase/(Decrease)	$500
Percent of Increase/(Decrease)	25.00%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Increase due to interlibrary loan mailings. This is a valuable service for our patrons.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Unemployment Costs
Account No.: 9271-80301

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
		Unemployment Costs	
		Total Request for Account - Line Item	
		Current Amended Budget Appropriation for Account - Line Item	
		Net Increase/(Decrease)	
		Percent of Increase/(Decrease)	#DIV/0!

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

This amount is calculated by the Budget Director.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Digital Video Discs
Account No.: 9271-82201

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$9,562	$9,000	DVDs for the Civic Center Library	$9,000
$9,562	$9,000	Total Request for Account - Line Item	$9,000

Current Amended Budget Appropriation for Account - Line Item $9,000
Net Increase/(Decrease)
Percent of Increase/(Decrease)

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Library Circulating Mat.
Account No.: 9271-82202

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$37,779	$38,000	Music CDs	$9,000
		Audiobooks	$33,000
$37,779	$38,000	Total Request for Account - Line Item	$42,000

Current Amended Budget Appropriation for Account - Line Item: $38,000
Net Increase/(Decrease): $4,000
Percent of Increase/(Decrease): 10.53%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Increase the current collection of both music CDs and audiobooks to meet the needs of our patrons.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Periodicals
Account No.: 9271-82207

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$16,248	$17,000	Periodicals for all four branch libraries	$17,000
		Includes magazines, newspapers, Standard & Poor's and other financial reports	
$16,248	$17,000	Total Request for Account - Line Item	$17,000

Current Amended Budget Appropriation for Account - Line Item: $17,000
Net Increase/(Decrease)
Percent of Increase/(Decrease)

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

SCHEDULE IV

OPERATING EXPENSE BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Telephone
Account No.: 9271-85300

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$5,522	$10,000	Telephone and fax service for all four branch libraries	$20,000
$5,522	$10,000	Total Request for Account - Line Item	$20,000

Current Amended Budget Appropriation for Account - Line Item: $10,000
Net Increase/(Decrease): $10,000
Percent of Increase/(Decrease): 100.00%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Increase due to the purchase of phones and equipment for the reopening of the Dorothy Busch Branch. Phone services will be compatible with City services.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Mileage
Account No.: 9271-86100

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$1,045	$2,000	Mileage for all library personnel	$2,000
$1,045	$2,000	Total Request for Account - Line Item	$2,000

Current Amended Budget Appropriation for Account - Line Item: $2,000
Net Increase/(Decrease)
Percent of Increase/(Decrease)

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Personnel will be attending more conferences and workshops.
City vehicle will be used whenever possible.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Vehicle Maintenance
Account No.: 9271-86300

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$1,251	$2,000	Gasoline and miscellaneous mechanical repairs for the delivery truck	$3,000
$1,251	$2,000	Total Request for Account - Line Item	$3,000

Current Amended Budget Appropriation for Account - Line Item	$2,000
Net Increase/(Decrease)	$1,000
Percent of Increase/(Decrease)	50.00%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Vehicle is aging - anticipate necessary repairs.

Daily deliveries and building inspections are now being performed which increases gas usage and general maintenance of this vehicle.

SCHEDULE IV

OPERATING EXPENSE BUDGET

Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Conference-Workshop
Account No.: 9271-86400

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$3,458	$8,000	Organizational memberships for American Library Association, Michigan Library Association, and Public Library Association	$8,000
		Training and workshop attendance for all professional employees at these conferences	
$3,458	$8,000	Total Request for Account - Line Item	$8,000

Current Amended Budget Appropriation for Account - Line Item: $8,000
Net Increase/(Decrease)
Percent of Increase/(Decrease)

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Library Commission requests that professional personnel attend annual conferences.
Annual organizational membership fees, staff fees, and conference fees will be paid by this account.

SCHEDULE IV

OPERATING EXPENSE BUDGET

Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Book Binding
Account No.: 9271-90200

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
	$100	Book binding	$100

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Insurance/Bonds
Account No.: 9271-91000

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$33,100	$34,500	Insurance/bonds	
$33,100	$34,500	Total Request for Account - Line Item	

Current Amended Budget Appropriation for Account - Line Item	$34,500
Net Increase/(Decrease)	($34,500)
Percent of Increase/(Decrease)	-100.00%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

This amount is calculated by the Budget Director.

SCHEDULE IV

OPERATING EXPENSE BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Public Utilities
Account No.: 9271-92000

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$212,962	$215,000	Public utilities	
$212,962	$215,000	Total Request for Account - Line Item	

Current Amended Budget Appropriation for Account - Line Item	$215,000
Net Increase/(Decrease)	($215,000)
Percent of Increase/(Decrease)	-100.00%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

This amount is calculated by the Budget Director.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Building Maintenance
Account No.: 9271-93000

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$17,381	$34,000	General repairs and maintenance (furnace, air conditioning, plumbing, electrical, etc.)	$22,000
		Window replacement	
		Janitorial supplies (paper towels, toilet paper, etc.)	$3,000
		Specialty lamps for branches	$7,000
		Interior paint for Miller Branch and Civic Center Library	$5,000
		LED ligting at Civic Center	$6,000
			$200,000
$17,381	$34,000	Total Request for Account - Line Item	$243,000

Current Amended Budget Appropriation for Account - Line Item	$34,000
Net Increase/(Decrease)	$209,000
Percent of Increase/(Decrease)	614.71%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Increase in costs of general repairs/maintenance and janitorial supplies for all four branch libraries.

Interior of Miller and Civic Center libraries are scheduled to be painted.

Current lighting at Civic Center to be changed to LED due to continuous ballast/lighting issues.

SCHEDULE IV

OPERATING EXPENSE BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Administrative Costs
Account No.: 9271-95000

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$200,600	$312,800	Administrative costs	
$200,600	$312,800	Total Request for Account - Line Item	

Current Amended Budget Appropriation for Account - Line Item	$312,800
Net Increase/(Decrease)	($312,800)
Percent of Increase/(Decrease)	-100.00%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

This amount is calculated by the Budget Director.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Books
Account No.: 9271-98200

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$302,804	$281,470	Books including large print collection and language collection	$182,000
		Children's books	$100,000
		Electronic books (OverDrive license and electronic materials access fees)	$40,000
$302,804	$281,470	Total Request for Account - Line Item	$322,000

Current Amended Budget Appropriation for Account - Line Item	$281,470
Net Increase/(Decrease)	$40,530
Percent of Increase/(Decrease)	14.40%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Providing information is the main purpose of a library. Books are essential to that purpose.

Increase due to the usage of electronic books.

SCHEDULE IV

OPERATING EXPENSE BUDGET

Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Office Equipment
Account No.: 9271-98000

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$37,183	$72,100	Dell Computers (89)	$106,800
		Dell Laptop Computers (5)	$7,500
		Copier/printer units (5)	$60,000
$37,183	$72,100	Total Request for Account - Line Item	$174,300

Current Amended Budget Appropriation for Account - Line Item	$72,100
Net Increase/(Decrease)	$102,200
Percent of Increase/(Decrease)	141.75%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

Increase due to the replacement and purchase of additional computers. The Suburban Library Cooperative will only provide maintenance on systems that have not exceeded the four year warranty. Copier/printer units will be purchased for each branch with the Civic Center having two due to the volume. Current copiers are provided by a vendor. All monies are collected by vendor. This purchase will provide revenue to the library.

SCHEDULE IV

OPERATING EXPENSE BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Cap Impro Bonds
Account No.: 9271-96470

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$133,896	$122,250	Capital improvement refunding bonds, Series 2014	
$133,896	$122,250	Total Request for Account - Line Item	

Current Amended Budget Appropriation for Account - Line Item: $122,250
Net Increase/(Decrease): ($122,250)
Percent of Increase/(Decrease): -100.00%

Explanation for Increase/(Decrease) - (Attach Supplemental Pages as Required)

This amount is calculated by the Budget Director.

INSTRUCTIONS FOR SCHEDULE V PREPARATION

Summary of Capital Items

The purpose of this schedule is to summarize the cost of all capital items requested for the forthcoming fiscal year. Each piece of equipment or capital item should be separately listed. Specific instructions for preparation are:

Column (a)	Separately list all items requested and in **priority of need**.
Column (b)	Indicate whether item is an addition to inventory or replacement for an item on hand by entering the letter N or R.
Column (c)	Enter the estimated cost. See Economic Instructions under the caption Equipment for cost of passenger cars. For other equipment items contact the Purchasing Department for price information.
Column (d) - (i)	Entries required for replacement items only.

SCHEDULE V

OPERATING EXPENSE BUDGET

Summary of Capital Items

(a) Item & Description (Listed in priority of need)	(b) New or Replacement Item	(c) Cost	(d) Approximate Trade-In Value	(e) Net Cost	(f) Description of Item Replaced	(g) Age	(h) Mileage (if applicable)
Computers Dell (84)	Replacement	$ 100,800	$ 5,880	$ 94,920	Dell Computers	4 yrs	
Computers Dell (5)	New	$ 6,000		$ 6,000			
Laptop Computers Dell (5)	Replacement	$ 7,500	$ 500	$ 7,000			
Copier/printer units (5)	New	$ 60,000		$ 60,000			
LED lighting at Civic Center	Replacement	$ 200,000		$ 200,000			
				$ -			
				$ -			
				$ -			
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Total Cost		$ 374,300					

SCHEDULE V

OPERATING EXPENSE BUDGET
Department Division
Summary of Capital Items
Library

(i)

Condition
Poor

SCHEDULE VA

BUDGET REQUEST - CAPITAL

Department/Division _____

A-1. Item Requested
2. Cost (Include all charges including freight)
3. Location (Specific location required for)
4. Use

5. Has item been requested previously?
6. New or Replacement? (If replacement complete Section B)
7. Number of items on hand

B-1. Inventory Number of item being replaced (If available)
2. Year Purchased
3. Original Cost
4. Trade-in or estimate of present value
5. Cost of repair or rehabilitation
Work required

6. Recommended disposition of old equipment

SCHEDULE VA

BUDGET REQUEST - CAPITAL

Department/Division

A-1. Item Requested
2. Cost (Include all charges including freight)
3. Location (Specific location required for)
4. Use

5. Has item been requested previously?
6. New or Replacement? (If replacement complete Section B)
7. Number of items on hand

B-1. Inventory Number of item being replaced (If available)
2. Year Purchased
3. Original Cost
4. Trade-in or estimate of present value
5. Cost of repair or rehabilitation
Work required

6. Recommended disposition of old equipment

SCHEDULE VA

BUDGET REQUEST - CAPITAL

Department/Division _____

A-1. Item Requested
2. Cost (Include all charges including freight)
3. Location (Specific location required for)
4. Use

5. Has item been requested previously?
6. New or Replacement? (If replacement complete Section B)
7. Number of items on hand

B-1. Inventory Number of item being replaced (If available)
2. Year Purchased
3. Original Cost
4. Trade-in or estimate of present value
5. Cost of repair or rehabilitation
Work required

6. Recommended disposition of old equipment

INSTRUCTIONS FOR SCHEDULE VI PREPARATION

Current Fleet Status Report

The purpose of this schedule is to summarize the department's total present fleet (licensed and unlicensed). Each piece of equipment should be listed separately. Specific instructions for preparation are:

Column (a)	Enter City vehicle number - if not numbered or duplication of numbers use vehicle serial number.
Column (b)	Give year, make and model of vehicle.
Column (c)	Provide the current mileage reading for all vehicles - indicate if odometer is broken or if vehicle does not have an odometer.
Column (d)	Give general condition of vehicle - new, excellent, good, fair, poor.
Column (e)	Give the repair and maintenance cost of each vehicle for the last calendar year.
Column (f)	Indicate if vehicle is requested for replacement in forthcoming budget. If so, furnish a photo of the vehicle.

SCHEDULE VI

OPERATING EXPENSE BUDGET
Current Fleet Status Report

Department/Division
Library

(a) Vehicle Number	(b) Description (Year, Make, Model)	(c)	(d)	(e)	(f) Included in Budget
244	2002 GMC Savana Cube Van	61750	Fair	$ 1,251	No
	VIN# 1GDJG31R021154053				

* Note: Furnish a picture with each replacement request.

INSTRUCTIONS FOR SCHEDULE VIII PREPARATION

Schedule VIII has been provided to you for preparing three or four quality Performance Objectives for the upcoming fiscal year. These objectives should be statements of special performance objectives or specific goals that you would like to accomplish for the coming year. They may or may not relate to your performance indicators, but if they do, please make sure that any numbers or expected trends are consistent with your performance indicator figures. Please compose the objectives in complete sentence form.

The Performance Indicator section should include figures that represent your accomplishments. The 2015 Actual column should include actual figures that are from the recently completed year. The 2016 Budget column should reflect the Performance Indicator as approved in the Fiscal 2016 Budget. The 2016 Estimated column should include figures that represent your best guess of the entire year's total accomplishments. The 2017 Budget column should include figures that represent your anticipated accomplishments for next year.

SCHEDULE VIII

PERFORMANCE OBJECTIVES/INDICATORS

Department/Division
Library

Fiscal 2017 Performance Objectives

1. To provide the best selection of recent publications of books, periodicals, talking books, electronic books, music CDs, DVDs, and other materials.
2. to provide residents with the best reference service that the Library can offer through hard copy, online databases, eBooks, and the Internet.
3. To provide quality educational and recreational programs for children and adults to enhance quality of life.

Performance Indicator	2015 Actual	2016 Budget	2016 Estimated	2017 Budget
Annual library attendance	339,789	500,000	337,000	500,000
Annual circulation of materials	482,397	700,000	488,000	700,000
Reference information requests	43,304	72,000	43,900	72,000
Total registered borrowers	53,988	72,000	59,800	72,000
Items loaned to other libraries	63,062	80,000	66,200	80,000
Items received from other libraries	38,869	55,000	38,100	55,000
Total circulation/children's materials	256,746	275,000	262,800	275,000
Materials added to the collection	39,956	55,000	25,000	55,000
Materials deleted from the collection	24,740	15,000	27,400	15,000
Children's story hour attendance	2,865	4,000	1,300	4,000
Computer sessions including Wi-Fi access	184,550	140,000	208,668	250,000
Attendance - Children's programs	5,980	7,000	10,288	11,000
Home page hits	333,915	360,000	337,000	360,000
Literacy attendance	2,879	3,000	2,400	3,000
School visits to the library	25	35	30	40
Grants received	2,000	N/A	2,000	2,000
Attendance - Adult special programs	2,414	2,500	2,800	3,000

INSTRUCTIONS FOR SCHEDULE IX PREPARATION

Summarize the cost of all capital items requested for the five-year period. Your Fiscal 2017 request should correspond with your 2017 Budget request. It is not necessary to detail items under $5,000. These items may be grouped into a miscellaneous total for each year.

SCHEDULE IX

FIVE YEAR BUDGET
CAPITAL

Department/Division
Library

Description of Capital Item	Fiscal 2017		Fiscal 2018		Fiscal 2019		Fiscal 2020		Fiscal 2021	
	No.	Cost	No.	Cost	No.	Cost	No.	Cost	No.	Cost
Computers	89	$106,800	13	$16,900	32	$44,800			89	$133,500
Laptop Computers	5	$7,500							5	$9,000
Copier/printer units	5	$60,000								
Delivery vehicle			1	$40,000						
Snow removal equipment			1	$10,000						
HVAC unit at Miller Library	2	$20,000								
LED lighting at Civic Center		$200,000								

INSTRUCTIONS FOR SCHEDULE X PREPARATION

Summarize the cost of all personnel requested for the five-year period. Your Fiscal 2017 request should correspond with your 2017 Budget request.

SCHEDULE X

FIVE YEAR BUDGET
PERSONNEL

Department/Division
Library

Classification	Current Contract No.	Current Contract Rate	No.	Rate	No.	Rate	No.	Rate	No.	Rate	No.	Rate
Library Director	1	$94,223	1	$95,401	1	$96,594	1	$97,801	1	$99,023	1	$100,261
Administrative Specialist	1	$59,459	1	$60,202	1	$60,955	1	$61,716	1	$62,488	1	$63,269
Library Maintenance	1	$55,704	1	$56,400	1	$57,105	1	$57,819	1	$58,542	1	$58,542
Specialist												
Branch Librarian	4	$75,061	4	$75,999	4	$76,949	4	$77,911	4	$78,885	4	$79,871
Supervisor												
Branch Librarian	5	$60,645	5	$61,403	5	$62,171	5	$62,948	5	$63,735	5	$64,531
Library Assistant	1	$54,524	1	$55,206	1	$55,896	1	$56,595	1	$56,595	1	$57,302
Special Services												
Library Technician	6	$51,810	6	$52,458	6	$53,114	6	$53,778	6	$54,450	6	$55,130
Office Assistant	5	$35,141	5	$35,580	5	$36,025	5	$36,475	5	$36,931	5	$37,393
Based on current increase of 1.25% per union contracts												
Total	24		24		24		24		24		24	