WARREN PUBLIC LIBRARY COMMISSION

One City Square, Warren MI 48093

AGENDA – REGULAR MEETING

September 26, 2013

7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Approval of Agenda**

4. **Approval of Minutes – Regular Meeting of May 30, 2013 and June 20, 2013**

5. **Financial Reports**
   a. Monthly Line Item Budget Report
   b. Suburban Library Allocation Account

6. **Director's Report**
   a. **Statistics/Output Measures**
      - Unique Management report
      - Overdrive statistics
      - Quarterly Stats
   b. **Current Projects**
      - WPL received the Created *Equal: America's Civil Rights Struggle* film set and $1,200 programming stipend from Gilder Lehrman Institute. Lynn Bieszka will schedule all programs.
      - 3M Gate has been installed for access to the Children's Garden at Civic Center. Umbrellas will be purchased for this area.
   c. **Services**
      - Patron computer links to:
        - Express SOS Connect
        - Affordable Care Act
        - FAFSA
   d. **Staffing Issues**
      - Amy Nelson tested for the Library Technician position and began her probation on August 23, 2013. She will be training at Civic Center.
      - Update on Library Technician job performance
      - Evaluation/raise process for Library Pages
      - 25 hour maximum weekly hours for part-time, temporary and substitute employees
      - John Robertson will be attending a conference on September 26 *How Can You Serve Visually Impaired Patrons*

- MLA individual memberships were renewed for John Robertson, Cyndi Knecht, Lynn Bieszka, Jamie Babcock, Jennifer Willard, Kathy Faba, Lorena McDowell, Maren Kroening-Coppens, and Lisa Martin. The fee of $765 was paid through the allocation account which was approved at a prior meeting.
- ALA Conference reports from John Robertson, Lynn Bieszka and Jamie Babcock
- OverDrive Conference report from John Robertson
- Supervisor Meeting minutes from August 7, 2013
- Staff will be attending MeL workshops regarding Business Databases and the Affordable Care Act
- Staff has requested an in-service in regards to relating with patrons

e. Marketing/Outreach

- eNewsletter update
- Quarterly newsletter will be sent to 55,000 residents through the water statements beginning this month
- Civic Center Library is researching the implementation of an outreach program to area senior facilities
- Civic Center Library will participate in the College Fair on September 26
- Upcoming Events: Please see enclosed Newsletter

f. Discussion items

- Renovations of the Busch and Burnette Branch libraries
- Received State Aid of $33,493.08 on August 16
- Received Renaissance Zone reimbursement of $20,927.48 on August 26
- Michcard program will end on December 31, 2013
- "Visiting Patron" option through MeLCat
- Summer Reading Club report
- Warren Worker press release
- Purchase kits for Baby Lapsit storytime program
- Text message holds notifications
- Received Michigan Reads kits for each branch containing the book *Woolbur* by Leslie Helakoski
- Officer from Grand Haven Police Department contacted Administration regarding computer activity at the Burnette Branch
- Title VI
- Passports
- Tech Tots area for Children's room
- Privileges for transients
- Walter Connolly, Assistant Attorney, recently retired; Jacqueline Gartin is the new Assistant Attorney

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**
   a) Purchase of 18 PC replacements at a cost of $13,737.42. (8-Miller, 6-Civic Center and 4-Busch)
   b) Additional renewal period

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

10. **S.L.C. Report – Frank Pasternak**

11. **Commissioner's Comments**

12. **Next Meeting Date – November 21, 2013**

13. **Adjournment**

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/12 - 06/30/13

as of 07/01/2013

			BUDGETED	ADJUSTMENT	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	APPOINTED OFFICIAL	91,911.00		91,911.00	81,701.11		10,209.89	11.11%
9271	70600	PERMANENT EMPLOYEES	1,084,088.00		1,084,088.00	1,010,733.49		73,354.51	6.77%
9271	70700	TEMPORARY EMPLOYEES	-			3,954.00		(3,954.00)	0.00%
9271	70714	PERM. PART-TIME	321,056.00		321,056.00	261,641.54		59,414.46	18.51%
9271	70900	OVERTIME	23,857.00		23,857.00	16,793.41		7,063.59	29.61%
9271	71000	SHIFT PREMIUM	11,656.00		11,656.00	6,180.13		5,475.87	46.98%
9271	71302	EDUCATION ALLOWANCE	9,200.00		9,200.00	10,900.00		(1,700.00)	-18.48%
9271	71500	SOCIAL SECURITY	121,870.00		121,870.00	107,190.19		14,679.81	12.05%
9271	71900	EMPLOYEE INS.	232,091.00		232,091.00	202,833.04		29,257.96	12.61%
9271	71904	RETIREE HEALTH INS.	350,557.00		350,557.00	288,296.86		62,260.14	17.76%
9271	71905	H.S.A. EXPENSE	-		-	4,416.10		(4,416.10)	0.00%
9271	71906	SUPPL LIFE INSURANCE EXP	-		-	732.25		(732.25)	0.00%
9271	71907	HEALTH INSURANCE CO-PAY	-		-	13,434.82		(13,434.82)	0.00%
9271	72100	LONGEVITY	30,730.00		30,730.00	30,044.56		685.44	2.23%
9271	72200	RETIREMENT	513,529.00		513,529.00	339,994.04		173,534.96	33.79%
9271	72201	DEFINED CONTRIBUTION EXP	-		-	75,335.14		(75,335.14)	0.00%
9271	72400	COST OF LIVING	-		-			-	
9271	72700	OFFICE SUPPLIES	60,000.00		60,000.00	36,826.97	5,748.13	17,424.90	29.04%
9271	72702	COPY MACHINE EXP.	14,000.00		14,000.00	7,292.63	473.17	6,234.20	44.53%
9271	80100	CONTRACTUAL SERVICES	158,380.00		158,380.00	64,811.05	3,515.03	90,053.92	56.86%
9271	80117	COOPERATIVE SERVICES	175,000.00		175,000.00	143,114.12	-	31,885.88	18.22%
9271	80130	CO-OP SERVICES-INDIR AID	25,000.00		25,000.00	31,739.50		(6,739.50)	-26.96%
9271	80200	POSTAGE	2,000.00		2,000.00	818.68	87.87	1,093.45	54.67%
9271	80301	UNEMPLOYMENT COSTS	2,300.00		2,300.00	2,209.95		90.05	3.90%
9271	82201	VIDEO CASS & TAPES	15,000.00		15,000.00	12,298.29		2,701.71	18.01%
9271	82202	LIBRARY CIRCULATING MAT	38,500.00		38,500.00	32,812.78		5,687.22	14.77%
9271	82207	PERIODICALS	17,000.00		17,000.00	16,998.18		1.82	0.01%
9271	85300	TELEPHONE	10,000.00		10,000.00	7,765.11		2,234.89	22.35%
9271	86100	MILEAGE	1,000.00		1,000.00	677.88		322.12	32.21%
9271	86300	AUTO EXPENSE	3,000.00		3,000.00	1,120.43		1,879.57	62.65%
9271	86400	CONFERENCES-WRKSHOP	2,000.00		2,000.00	2,145.98		(145.98)	-7.30%
9271	90200	BOOK BINDING	200.00		200.00	-		200.00	100.00%
9271	91000	INSURANCE/BONDS	31,800.00		31,800.00	31,800.00		-	0.00%
9271	92000	PUBLIC UTILITIES	215,000.00		215,000.00	180,755.28		34,244.72	15.93%
9271	93000	REPAIRS & MAINTENANCE	138,000.00		138,000.00	77,637.95	8,837.33	51,524.72	37.34%
9271	95000	ADMINISTRATIVE COSTS	200,600.00		200,600.00	200,599.92		0.08	0.00%
9271	95804	LIB COMM. DUES & EXP	500.00		500.00	-		500.00	100.00%
9271	96401	REF TAX PD UND PROTEST	30,000.00		30,000.00	332.70		29,667.30	98.89%
9271	96470	BUILDING AUTHORITY BONDS	138,000.00		138,000.00	137,904.99		95.01	0.07%
9271	96850	ACCUMULATED SICK LEAVE	97,000.00		97,000.00	-		97,000.00	100.00%
9271	96855	ACCUMULATED COMP TIME	7,000.00		7,000.00	-		7,000.00	100.00%
9271	98000	OFFICE EQUIPMENT	57,470.00	59,545.00	117,015.00	71,689.24	1,110.00	44,215.76	37.79%
9271	98200	BOOKS	285,000.00		285,000.00	274,607.35	18.95	10,373.70	3.64%
9271	99000	EST UNCOL TAXES	5,000.00		5,000.00	-		5,000.00	100.00%
		TOTAL	**4,519,295.00**	59,545.00	**4,578,840.00**	**3,790,139.66**		**768,909.86**	**16.79%**

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/13 - 06/30/14

as of 08/01/2013

			BUDGETED	ADJUSTMENT	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	APPOINTED OFFICIAL	92,269.00		92,269.00	7,070.08		85,198.92	92.34%
9271	70600	PERMANENT EMPLOYEES	1,093,486.00		1,093,486.00	75,902.99		1,017,583.01	93.06%
9271	70602	CLERICAL				3,164.40		(3,164.40)	0.00%
9271	70700	TEMPORARY EMPLOYEES	-			666.00		(666.00)	0.00%
9271	70714	PERM. PART-TIME	320,000.00		320,000.00	19,781.88		300,218.12	93.82%
9271	70900	OVERTIME	20,615.00		20,615.00	347.10		20,267.90	98.32%
9271	71000	SHIFT PREMIUM	11,117.00		11,117.00	1,784.90		9,332.10	83.94%
9271	71302	EDUCATION ALLOWANCE	8,400.00		8,400.00	7,600.00		800.00	9.52%
9271	71500	SOCIAL SECURITY	122,017.00		122,017.00	8,840.92		113,176.08	92.75%
9271	71900	EMPLOYEE INS.	245,195.00		245,195.00	11,522.77		233,672.23	95.30%
9271	71904	RETIREE HEALTH INS.	305,781.00		305,781.00	22,377.70		283,403.30	92.68%
9271	71905	H.S.A. EXPENSE	-		-	417.20		(417.20)	0.00%
9271	71906	SUPPL LIFE INSURANCE EXP	-		-	58.58		(58.58)	0.00%
9271	72100	LONGEVITY	28,544.00		28,544.00	1,118.02		27,425.98	96.08%
9271	72200	RETIREMENT	526,392.00		526,392.00	435,000.00		91,392.00	17.36%
9271	72201	DEFINED CONTRIBUTION EXP	-		-	6,796.19		(6,796.19)	0.00%
9271	72700	OFFICE SUPPLIES	55,000.00		55,000.00	-	5,261.44	49,738.56	90.43%
9271	72702	COPY MACHINE EXP.	14,000.00		14,000.00	-	2,100.00	11,900.00	85.00%
9271	80100	CONTRACTUAL SERVICES	158,250.00		158,250.00	960.00	45,515.00	111,775.00	70.63%
9271	80117	COOPERATIVE SERVICES	185,000.00		185,000.00	30,315.00	-	154,685.00	83.61%
9271	80130	CO-OP SERVICES-INDIR AID	30,000.00		30,000.00	-		30,000.00	100.00%
9271	80200	POSTAGE	2,000.00		2,000.00	-	500.00	1,500.00	75.00%
9271	80301	UNEMPLOYMENT COSTS	2,500.00		2,500.00	-		2,500.00	3.90%
9271	82201	VIDEO CASS & TAPES	9,000.00		9,000.00	-		9,000.00	100.00%
9271	82202	LIBRARY CIRCULATING MAT	38,000.00		38,000.00	-		38,000.00	100.00%
9271	82207	PERIODICALS	17,000.00		17,000.00	-		17,000.00	100.00%
9271	85300	TELEPHONE	10,000.00		10,000.00	323.75		9,676.25	96.76%
9271	86100	MILEAGE	1,500.00		1,500.00	-		1,500.00	100.00%
9271	86300	AUTO EXPENSE	1,500.00		1,500.00	-		1,500.00	100.00%
9271	86400	CONFERENCES-WRKSHOP	6,000.00		6,000.00	-		6,000.00	100.00%
9271	90200	BOOK BINDING	100.00		100.00	-		100.00	100.00%
9271	91000	INSURANCE/BONDS	33,100.00		33,100.00	33,099.96		0.04	0.00%
9271	92000	PUBLIC UTILITIES	215,000.00		215,000.00	-		215,000.00	100.00%
9271	93000	REPAIRS & MAINTENANCE	43,400.00		43,400.00	1,080.65	3,204.20	39,115.15	90.13%
9271	95000	ADMINISTRATIVE COSTS	206,600.00		206,600.00	206,599.92		0.08	0.00%
9271	96401	REF TAX PD UND PROTEST	50,000.00		50,000.00	-		50,000.00	100.00%
9271	96470	BUILDING AUTHORITY BONDS	134,000.00		134,000.00	-		134,000.00	100.00%
9271	96850	ACCUMULATED SICK LEAVE	5,000.00		5,000.00	-		5,000.00	100.00%
9271	96855	ACCUMULATED COMP TIME	1,000.00		1,000.00	-		1,000.00	100.00%
9271	98000	OFFICE EQUIPMENT	29,600.00		29,600.00	-	-	29,600.00	100.00%
9271	98200	BOOKS	281,470.00		281,470.00	-	-	281,470.00	100.00%
9271	99000	EST UNCOL TAXES	5,000.00		5,000.00	-		5,000.00	100.00%
		TOTAL	**4,307,836.00**	-	**4,307,836.00**	**874,828.01**		**3,376,427.35**	**78.38%**

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/13 - 06/30/14

as of 09/01/2013

			BUDGETED	ADJUSTMENT	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	APPOINTED OFFICIAL	92,269.00		92,269.00	13,786.66		78,482.34	85.06%
9271	70600	PERMANENT EMPLOYEES	1,093,486.00		1,093,486.00	148,167.63		945,318.37	86.45%
9271	70602	CLERICAL				-			0.00%
9271	70700	TEMPORARY EMPLOYEES	-			468.00		(468.00)	0.00%
9271	70714	PERM. PART-TIME	320,000.00		320,000.00	35,554.34		284,445.66	88.89%
9271	70900	OVERTIME	20,615.00		20,615.00	1,750.70		18,864.30	91.51%
9271	71000	SHIFT PREMIUM	11,117.00		11,117.00			11,117.00	100.00%
9271	71302	EDUCATION ALLOWANCE	8,400.00		8,400.00	7,600.00		800.00	9.52%
9271	71500	SOCIAL SECURITY	122,017.00		122,017.00	15,868.70		106,148.30	86.99%
9271	71900	EMPLOYEE INS.	245,195.00		245,195.00	23,469.85		221,725.15	90.43%
9271	71904	RETIREE HEALTH INS.	305,781.00		305,781.00	40,702.31		265,078.69	86.69%
9271	71905	H.S.A. EXPENSE	-		-	804.69		(804.69)	0.00%
9271	71906	SUPPL LIFE INSURANCE EXP	-		-	117.16		(117.16)	0.00%
9271	72100	LONGEVITY	28,544.00		28,544.00	3,825.62		24,718.38	86.60%
9271	72200	RETIREMENT	526,392.00		526,392.00	72,500.00		453,892.00	86.23%
9271	72201	DEFINED CONTRIBUTION EXP	-		-	13,034.02		(13,034.02)	0.00%
9271	72700	OFFICE SUPPLIES	55,000.00		55,000.00	4,005.74	6,646.41	44,347.85	80.63%
9271	72702	COPY MACHINE EXP.	14,000.00		14,000.00	1,125.25	3,571.55	9,303.20	66.45%
9271	80100	CONTRACTUAL SERVICES	158,250.00		158,250.00	6,984.87	45,104.39	106,160.74	67.08%
9271	80117	COOPERATIVE SERVICES	185,000.00		185,000.00	30,315.00	-	154,685.00	83.61%
9271	80130	CO-OP SERVICES-INDIR AID	30,000.00		30,000.00	-		30,000.00	100.00%
9271	80200	POSTAGE	2,000.00		2,000.00	65.71	458.95	1,475.34	73.77%
9271	80301	UNEMPLOYMENT COSTS	2,500.00		2,500.00	-		2,500.00	3.90%
9271	82201	VIDEO CASS & TAPES	9,000.00		9,000.00	343.01		8,656.99	96.19%
9271	82202	LIBRARY CIRCULATING MAT	38,000.00		38,000.00	2,523.20		35,476.80	93.36%
9271	82207	PERIODICALS	17,000.00		17,000.00	-		17,000.00	100.00%
9271	85300	TELEPHONE	10,000.00		10,000.00	674.54		9,325.46	93.25%
9271	86100	MILEAGE	1,500.00		1,500.00	9.61		1,490.39	99.36%
9271	86300	AUTO EXPENSE	1,500.00		1,500.00	-		1,500.00	100.00%
9271	86400	CONFERENCES-WRKSHOP	6,000.00		6,000.00	-		6,000.00	100.00%
9271	90200	BOOK BINDING	100.00		100.00	-		100.00	100.00%
9271	91000	INSURANCE/BONDS	33,100.00		33,100.00	5,516.66		27,583.34	83.33%
9271	92000	PUBLIC UTILITIES	215,000.00		215,000.00	18,096.86		196,903.14	91.58%
9271	93000	REPAIRS & MAINTENANCE	43,400.00		43,400.00	2,483.30	3,219.35	37,697.35	86.86%
9271	95000	ADMINISTRATIVE COSTS	206,600.00		206,600.00	34,433.32		172,166.68	83.33%
9271	96401	REF TAX PD UND PROTEST	50,000.00		50,000.00	-		50,000.00	100.00%
9271	96470	BUILDING AUTHORITY BONDS	134,000.00		134,000.00	-		134,000.00	100.00%
9271	96850	ACCUMULATED SICK LEAVE	5,000.00		5,000.00	-		5,000.00	100.00%
9271	96855	ACCUMULATED COMP TIME	1,000.00		1,000.00	-		1,000.00	100.00%
9271	98000	OFFICE EQUIPMENT	29,600.00		29,600.00	-	-	29,600.00	100.00%
9271	98200	BOOKS	281,470.00		281,470.00	17,358.23	517.62	263,594.15	93.65%
9271	99000	EST UNCOL TAXES	5,000.00		5,000.00	-		5,000.00	100.00%
		TOTAL	**4,307,836.00**	**-**	**4,307,836.00**	**501,584.98**		**3,746,732.75**	**86.97%**

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE REPORT
(05/01/2013-05/31/2013)

Beginning Balance	**62,866.93**
Amy Nelson reimbursement for Circulation Meeting	54.12
Denise Rose reimbursement for TLN Supervisor Training Conference	20.00
Ending Balance	**62,792.81**

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE REPORT
(06/01/2013-06/30/2013)

Beginning Balance	62,792.81
Ending Balance	62,792.81

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE REPORT
(07/01/2013-07/31/2013)

Beginning Balance	**62,792.81**
Purchase of 12 Dell Computers	6,803.40
Reimbursement Oksana Urban for Library Commission Meeting snacks	16.20
MLA Organizational Membership Fee	1,873.00
Ending Balance	**54,100.21**

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE REPORT
(08/01/2013-08/31/2013)

Beginning Balance	**54,100.21**
MLA Individual Member Fees (9)	765.00
Lynn Bieszka reimbursement for ALA conference	412.21
Jamie Babcock reimbursement for ALA conference	1,001.88
John Robertson reimbursement for ALA conference	1,205.29
John Robertson reimbursement for OverDrive Conference	859.07
Ending Balance	**49,856.76**

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**

	TOTAL	2014 Fiscal Year		2015 Fiscal Year		
		7/13-12/13	1/14-6/14	7/14-12/14	1/15-6/15	TOTAL
Accounts Submitted	5,350.00					
Cash Recovered	63,154.70					
Materials Recovered	55,308.25					
Waived Amount*	17,128.78					
Expenditures	47,864.60					

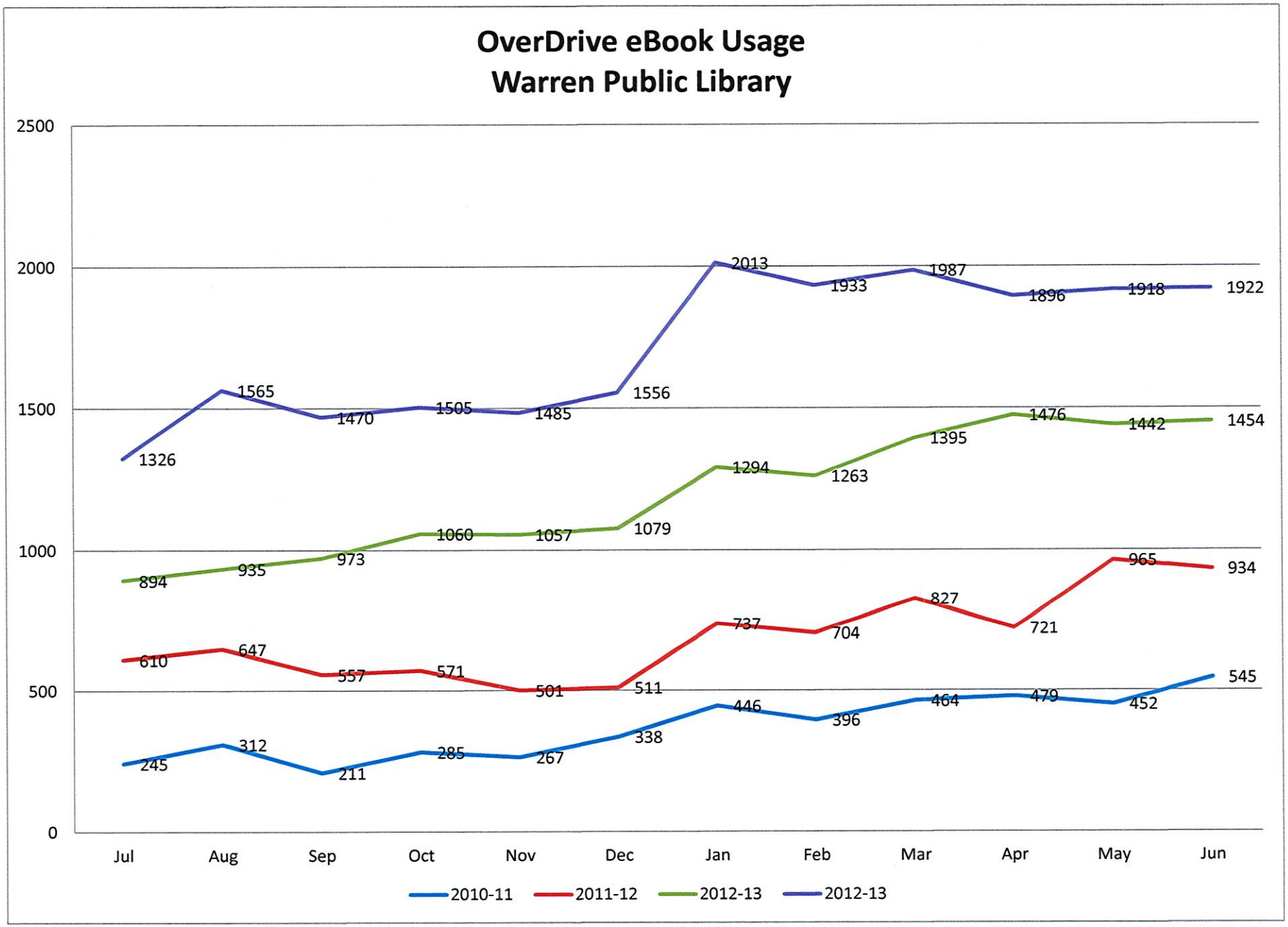
* Waived amount reflects the $5.00 processing fee that is cancelled once the patron returns the materials or pays for the lost item.

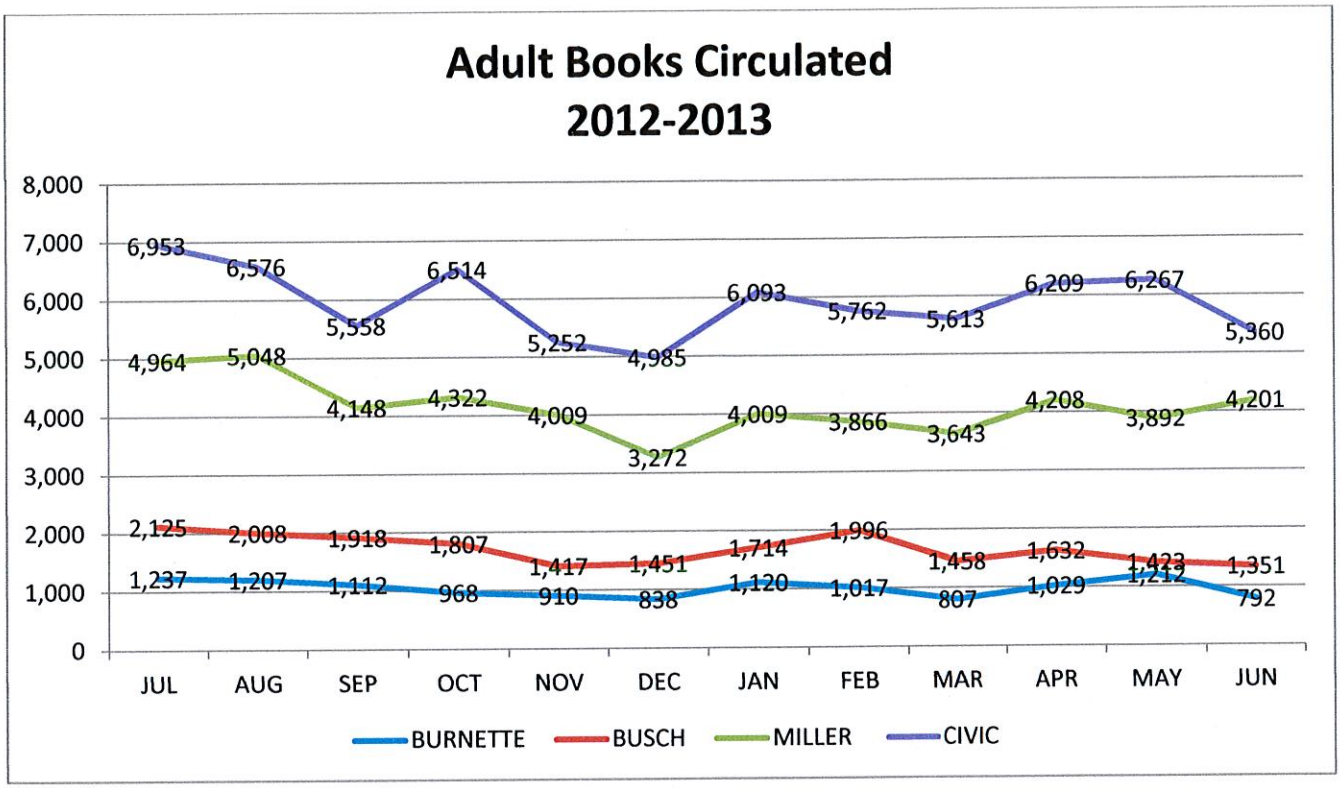
Unique Management Services, Inc.

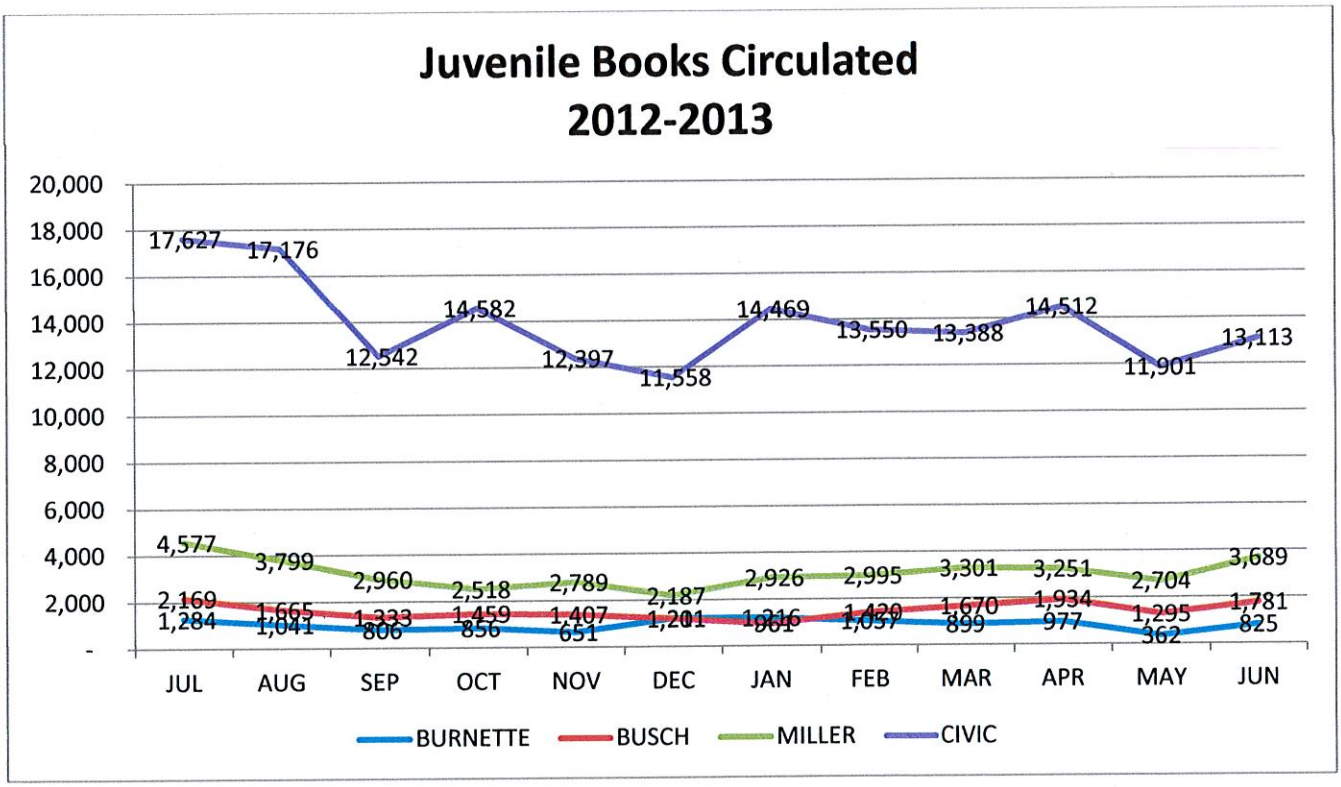
	4/09-4/10	5/10-4/11	5/11-4/12	5/12-12/12	01/13-6/13	TOTAL
Accounts Submitted	2,197	1,004	1,057	658	434	**5,350**
Cash Recovered	$17,798.30	$13,615.29	$15,133.86	$8,338.32	$8,268.93	**$63,154.70**
Materials Recovered	$17,528.07	$12,713.89	$12,033.44	$8,712.40	$4,320.45	**$55,308.25**
Waived Amount*	$4,500.80	$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**

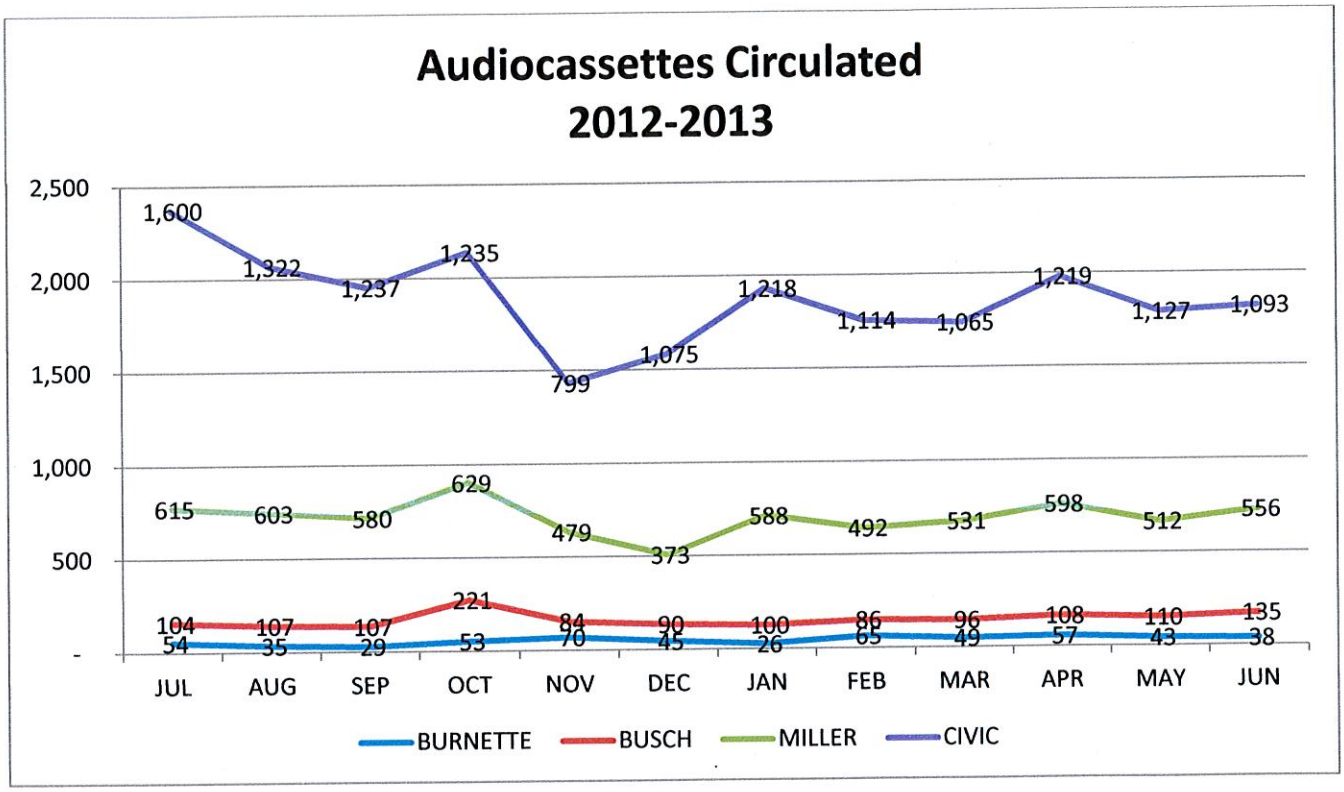
	TOTAL	2014 Fiscal Year		2015 Fiscal Year		
		7/13-12/13	1/14-6/14	7/14-12/14	1/15-6/15	TOTAL
Accounts Submitted	5,350	5,422				
Cash Recovered	$63,154.70	$64,625.82				
Materials Recovered	$55,308.25	$56,832.93				
Waived Amount*	$17,128.78	$17,605.77				
Expenditures	$47,864.60	$4,893.86				

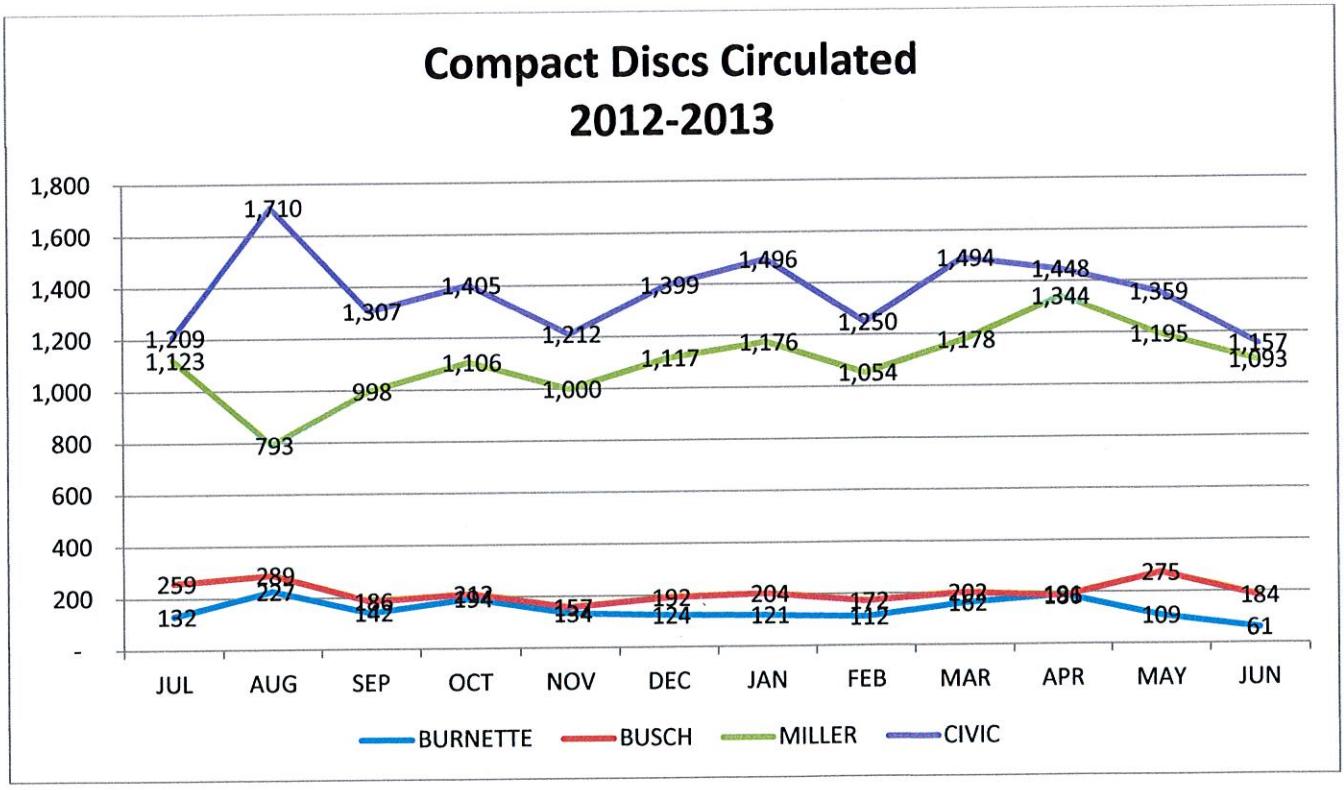
* Waived amount reflects the $5.00 processing fee that is cancelled once the patron returns the materials or pays for the lost item.

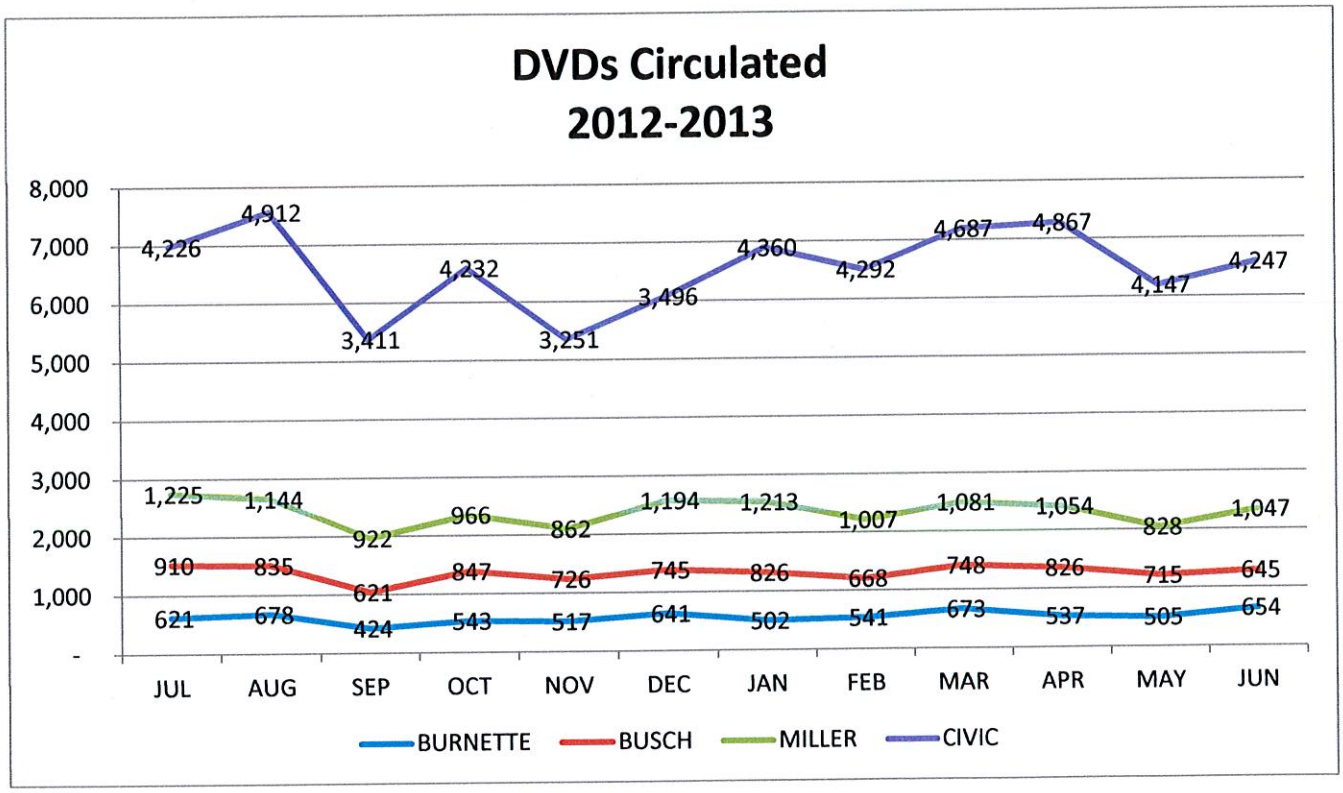

OverDrive eBook Usage
Warren Public Library
2500
2000
1500
1000
500
0
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
1326
1565
1470
1505
1485
1556
2013
1933
1987
1896
1918
1922
894
935
973
1060
1057
1079
1294
1263
1395
1476
1442
1454
610
647
557
571
501
511
737
704
827
721
965
934
245
312
211
285
267
338
446
396
464
479
452
545
2010-11
2011-12
2012-13
2012-13

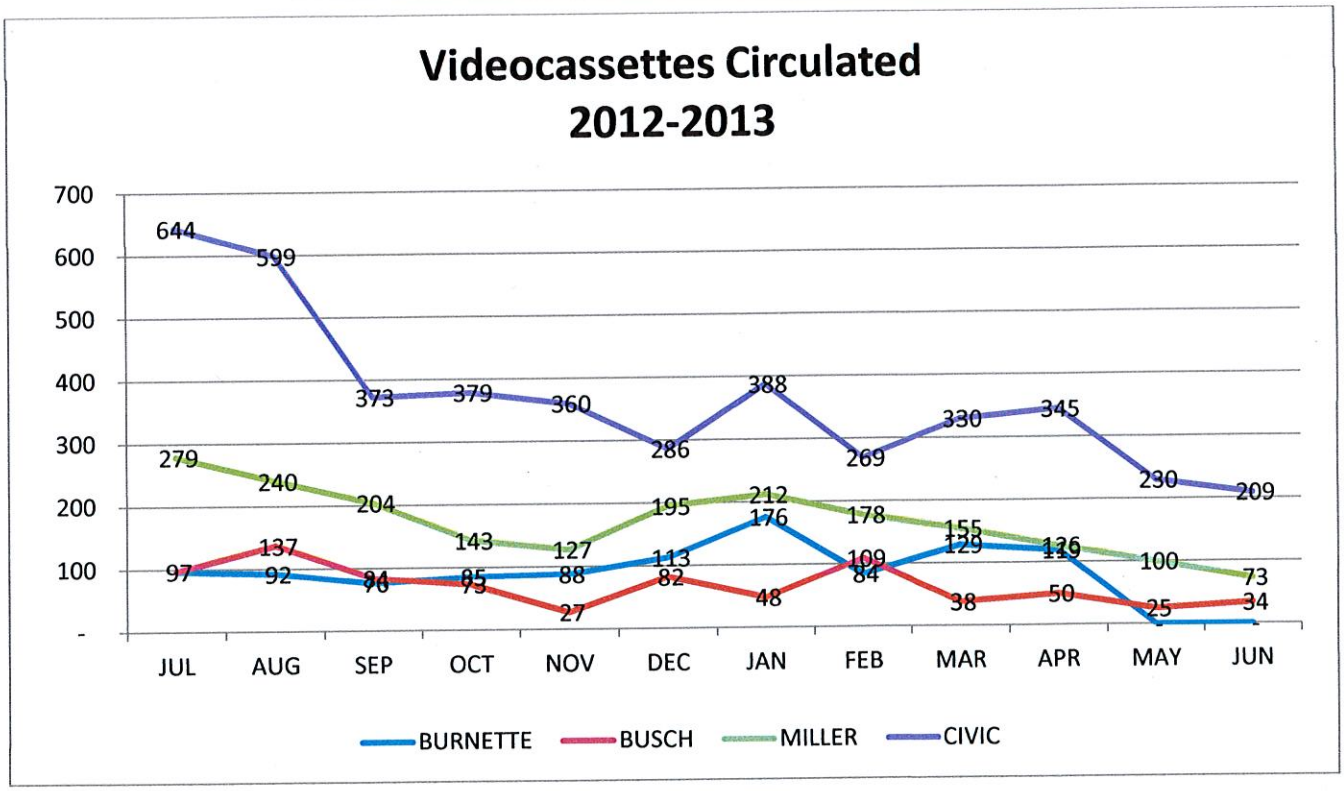

Adult Books Circulated
2012-2013
8,000
7,000
6,000
5,000
4,000
3,000
2,000
1,000
0
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
6,953 6,576 5,558 6,514 5,252 4,985 6,093 5,762 5,613 6,209 6,267 5,360
4,964 5,048 4,148 4,322 4,009 3,272 4,009 3,866 3,643 4,208 3,892 4,201
2,125 2,008 1,918 1,807 1,417 1,451 1,714 1,996 1,458 1,632 1,423 1,351
1,237 1,207 1,112 968 910 838 1,120 1,017 807 1,029 1,212 792
BURNETTE
BUSCH
MILLER
CIVIC

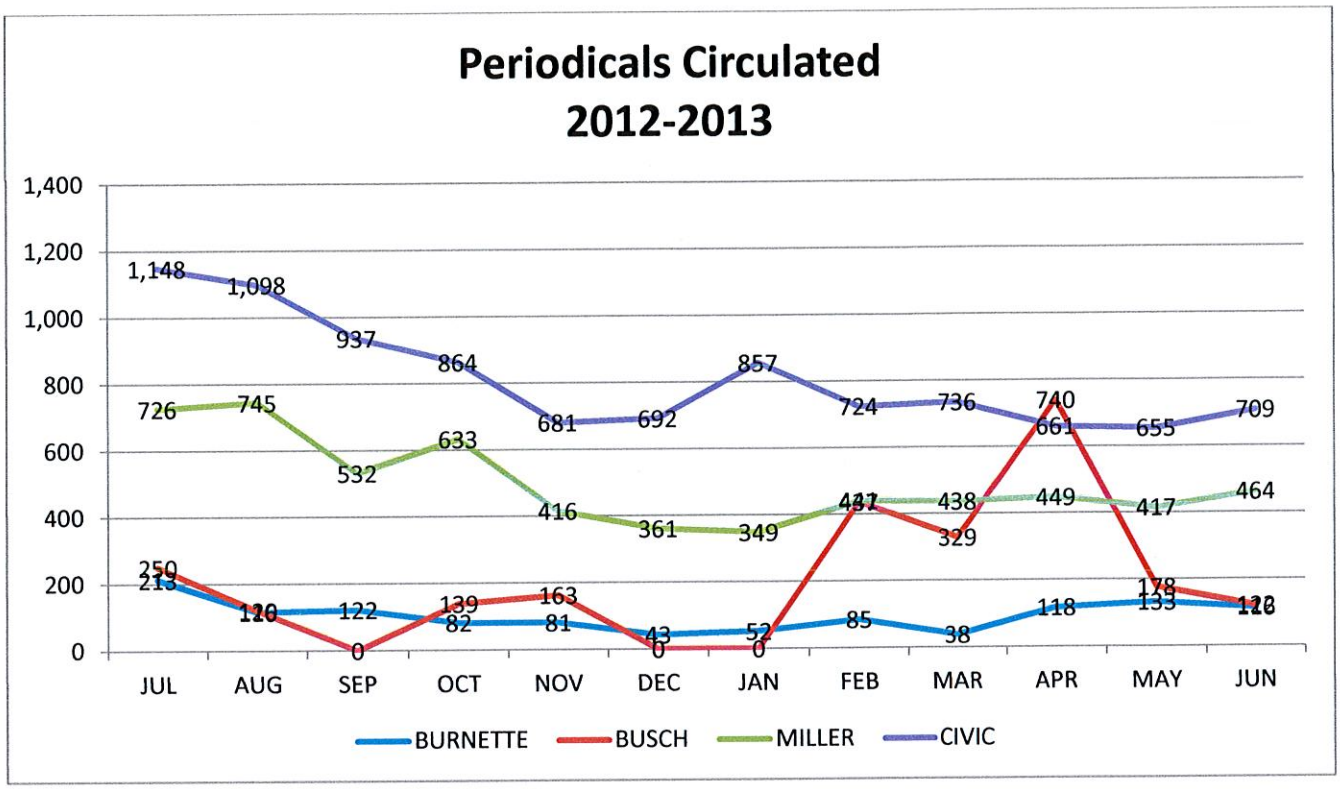

Juvenile Books Circulated
2012-2013
20,000
18,000
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
-
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
17,627 17,176 12,542 14,582 12,397 11,558 14,469 13,550 13,388 14,512 11,901 13,113
4,577 3,799 2,960 2,518 2,789 2,187 2,926 2,995 3,301 3,251 2,704 3,689
2,169 1,665 1,333 1,459 1,407 1,201 1,216 1,420 1,670 1,934 1,295 1,781
1,284 1,041 806 856 651 961 1,057 899 977 362 825
BURNETTE
BUSCH
MILLER
CIVIC

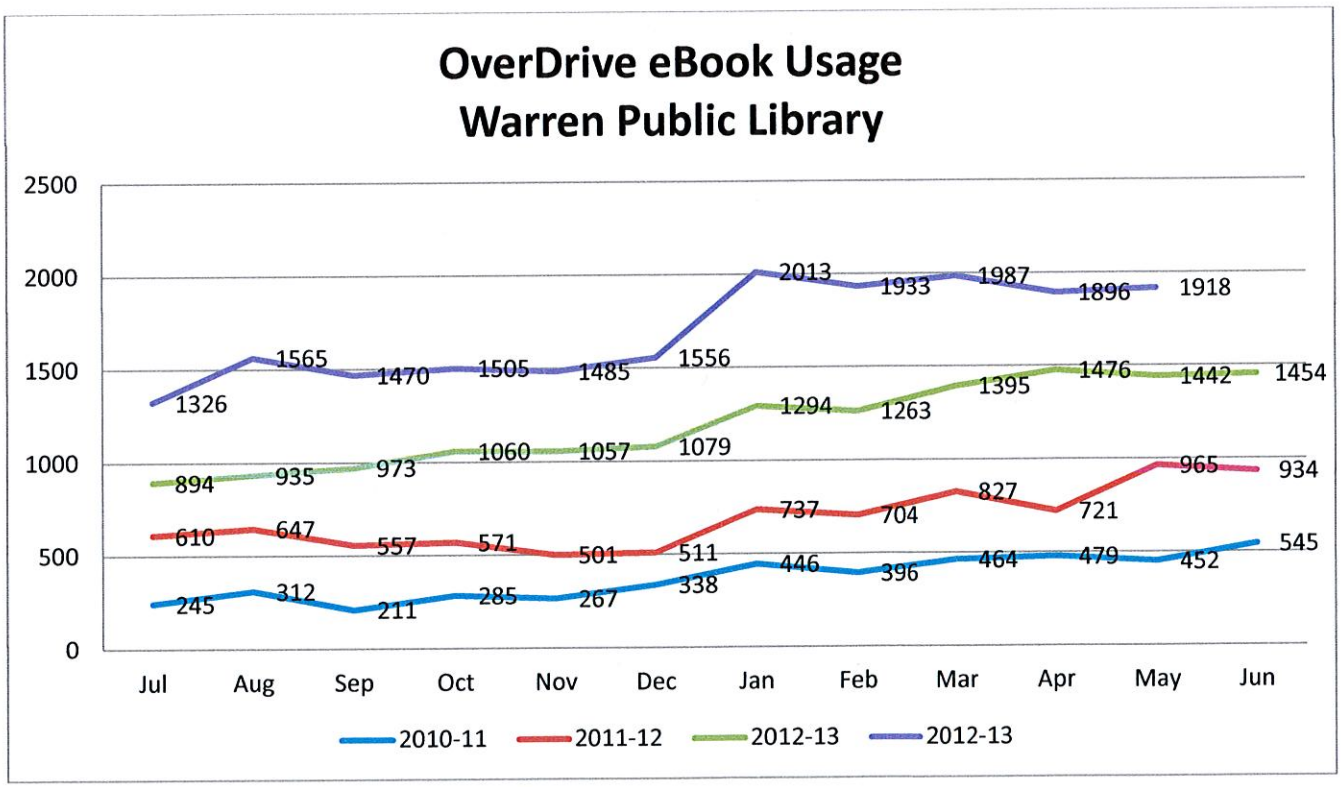

Audiocassettes Circulated
2012-2013
2,500
2,000
1,500
1,000
500
-
1,600
1,322
1,237
1,235
799
1,075
1,218
1,114
1,065
1,219
1,127
1,093
615
603
580
629
479
373
588
492
531
598
512
556
104
107
107
221
84
90
100
86
96
108
110
135
54
35
29
53
70
45
26
65
49
57
43
38
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN
BURNETTE
BUSCH
MILLER
CIVIC

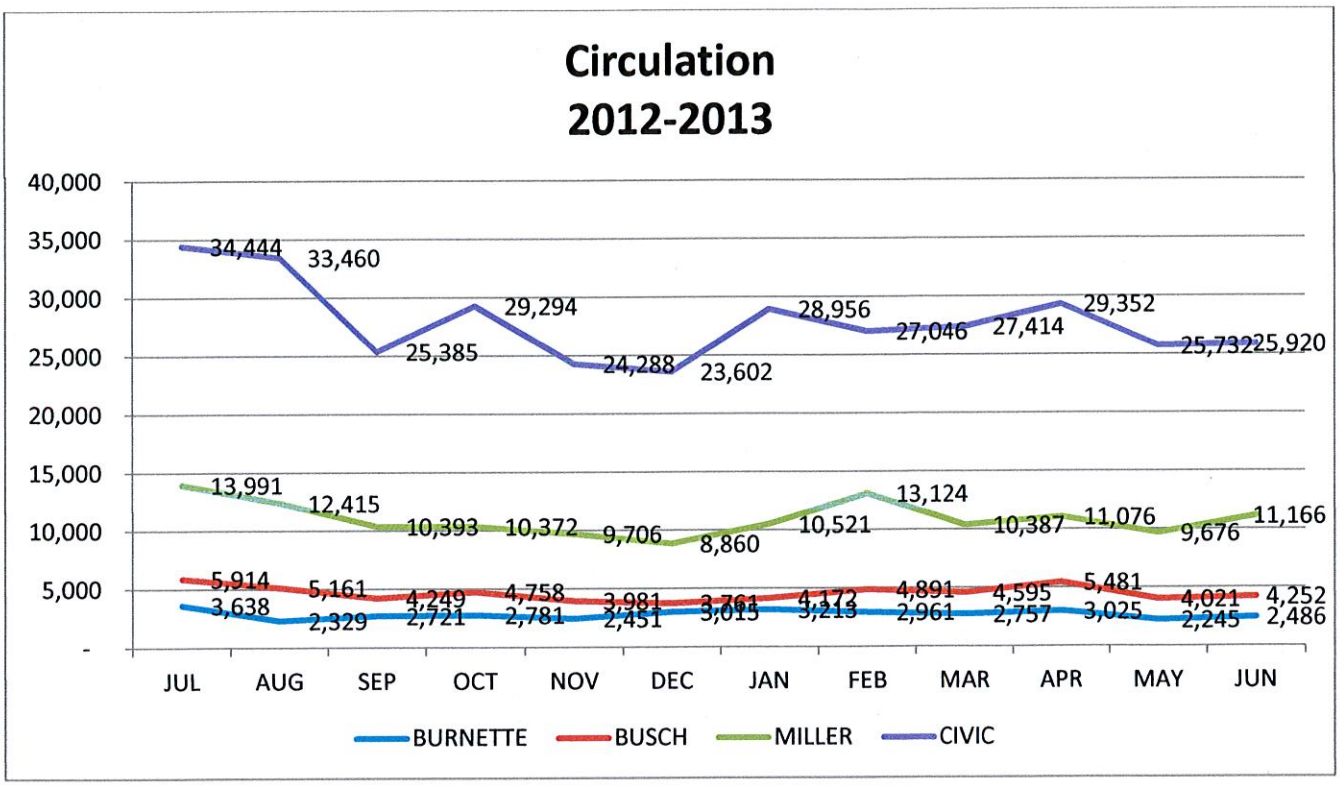

Compact Discs Circulated
2012-2013
1,800
1,600
1,400
1,200
1,000
800
600
400
200
-
1,209
1,710
1,307
1,405
1,212
1,399
1,496
1,250
1,494
1,448
1,359
1,157
1,123
793
998
1,106
1,000
1,117
1,176
1,054
1,178
1,344
1,195
1,093
259
289
186
213
157
192
204
172
202
196
275
184
132
227
142
194
134
124
121
112
182
196
109
61
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN
BURNETTE
BUSCH
MILLER
CIVIC

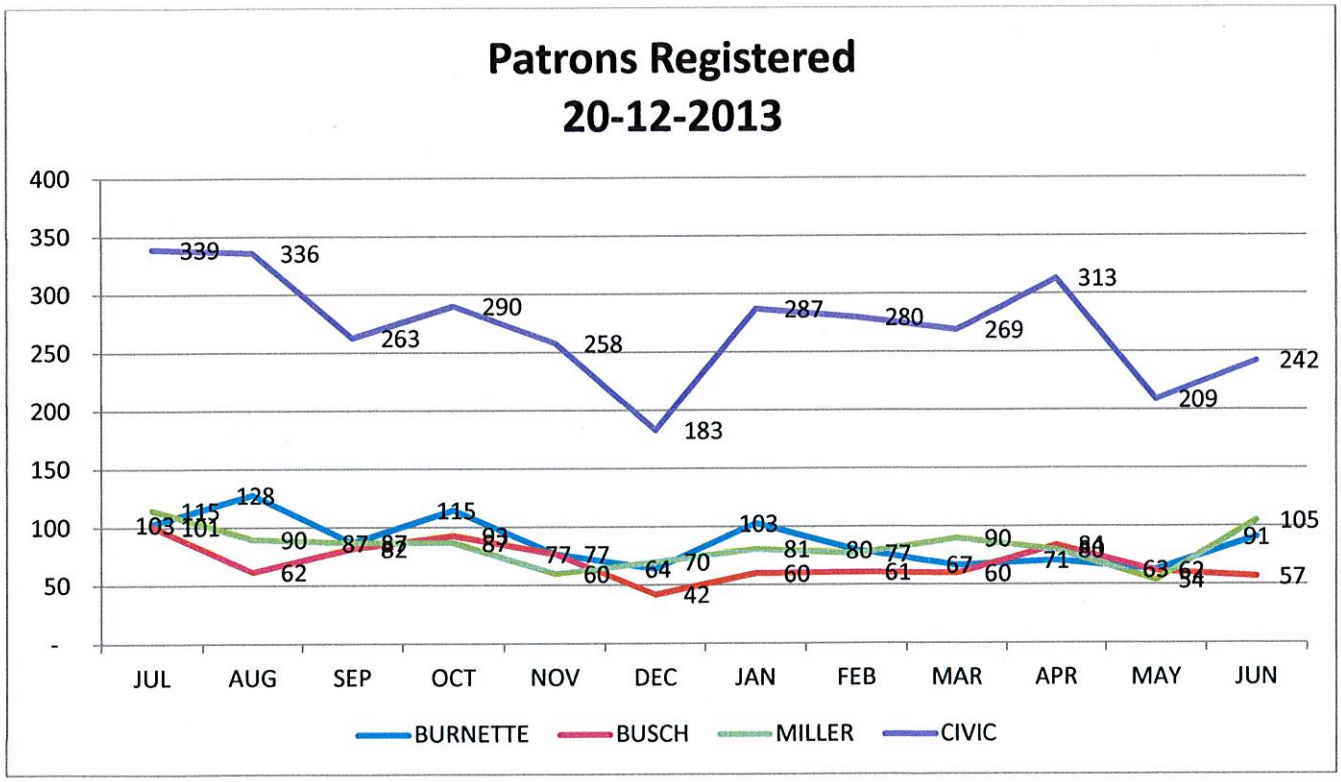

DVDs Circulated
2012-2013
8,000
7,000
6,000
5,000
4,000
3,000
2,000
1,000
-
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
4,226 4,912 3,411 4,232 3,251 3,496 4,360 4,292 4,687 4,867 4,147 4,247
1,225 1,144 922 966 862 1,194 1,213 1,007 1,081 1,054 828 1,047
910 835 621 847 726 745 826 668 748 826 715 645
621 678 424 543 517 641 502 541 673 537 505 654
BURNETTE BUSCH MILLER CIVIC

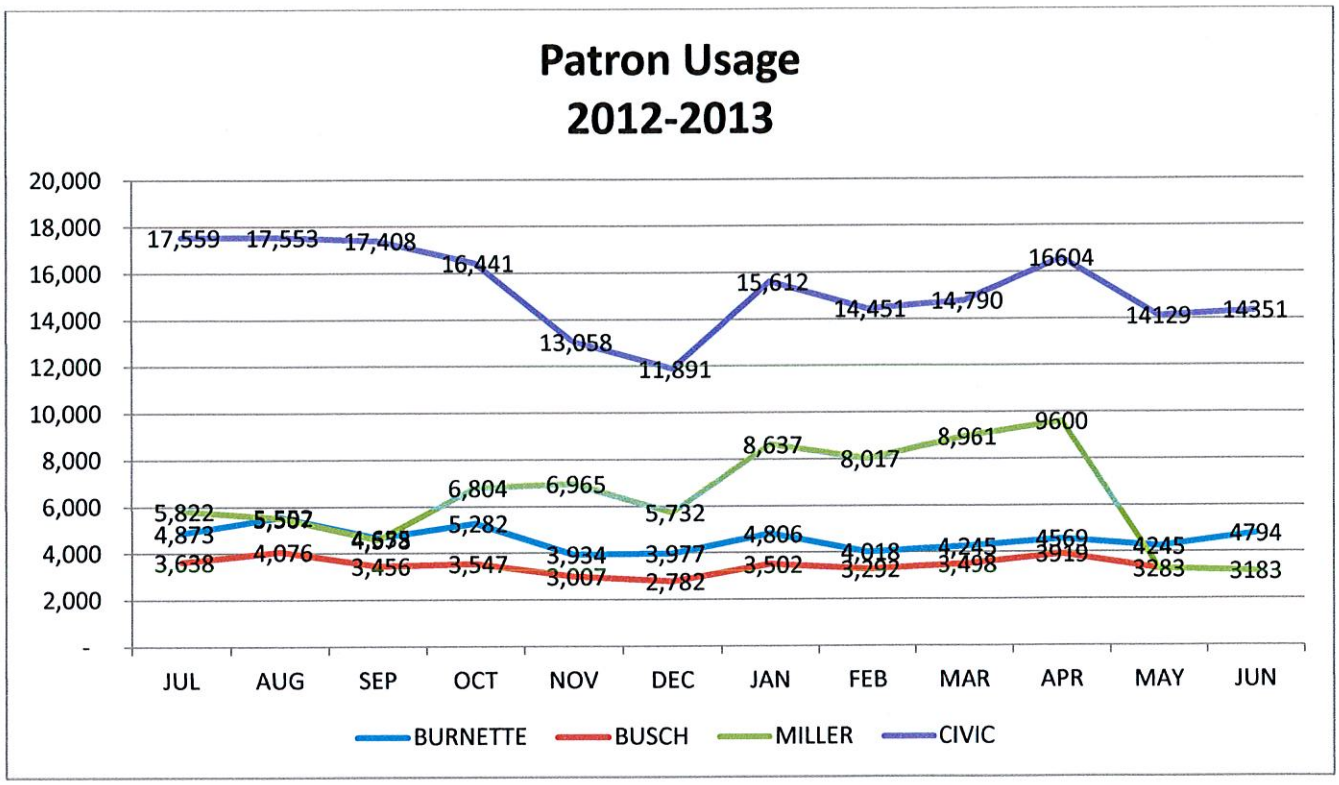

Videocassettes Circulated
2012-2013
700
600
500
400
300
200
100
-
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
644 599 373 379 360 286 388 269 330 345 230 209
279 240 204 143 127 195 212 178 155 136 100 73
97 137 84 85 27 82 48 109 38 50 25 34
92 86 85 88 113 176 84 129 119
BURNETTE BUSCH MILLER CIVIC

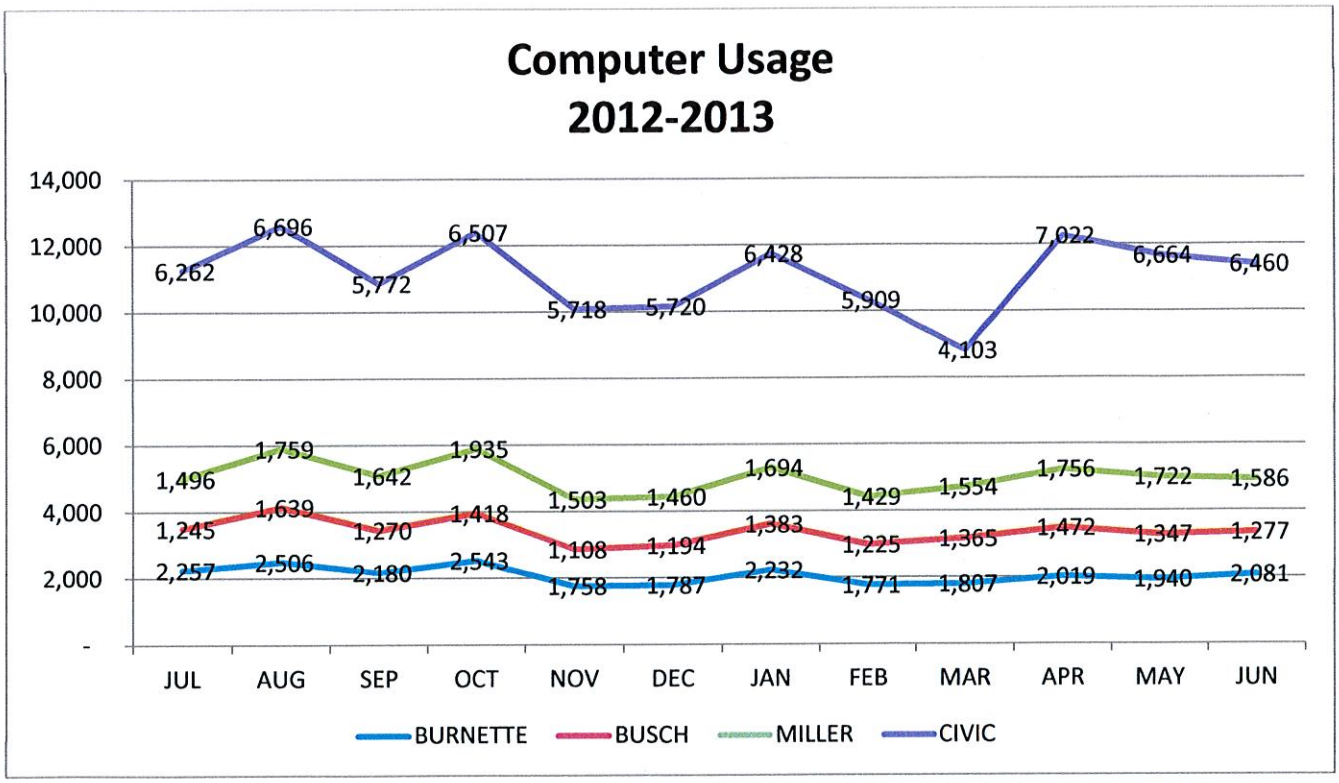

Periodicals Circulated
2012-2013
1,400
1,200
1,000
800
600
400
200
0
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN
BURNETTE
BUSCH
MILLER
CIVIC

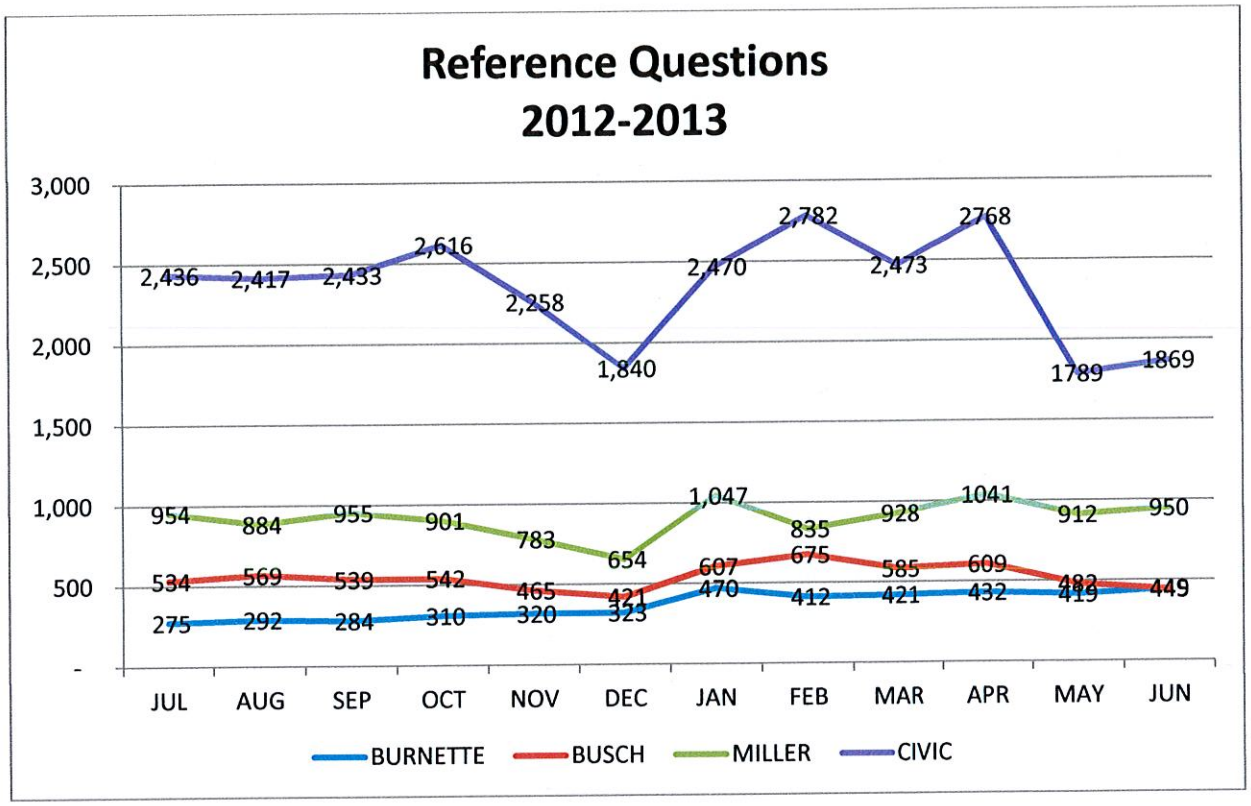

OverDrive eBook Usage
Warren Public Library
2500
2000
1500
1000
500
0
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
2010-11
2011-12
2012-13
2012-13

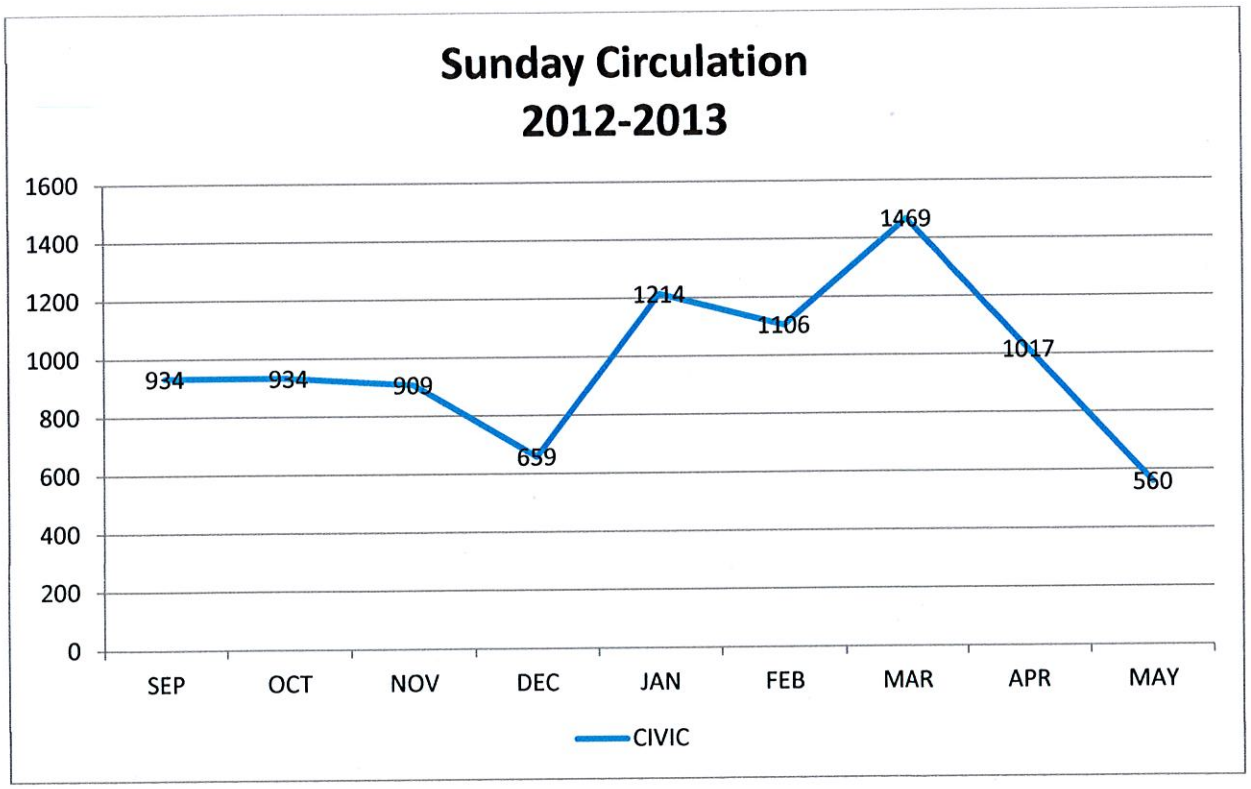

Circulation
2012-2013
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
-
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
BURNETTE BUSCH MILLER CIVIC

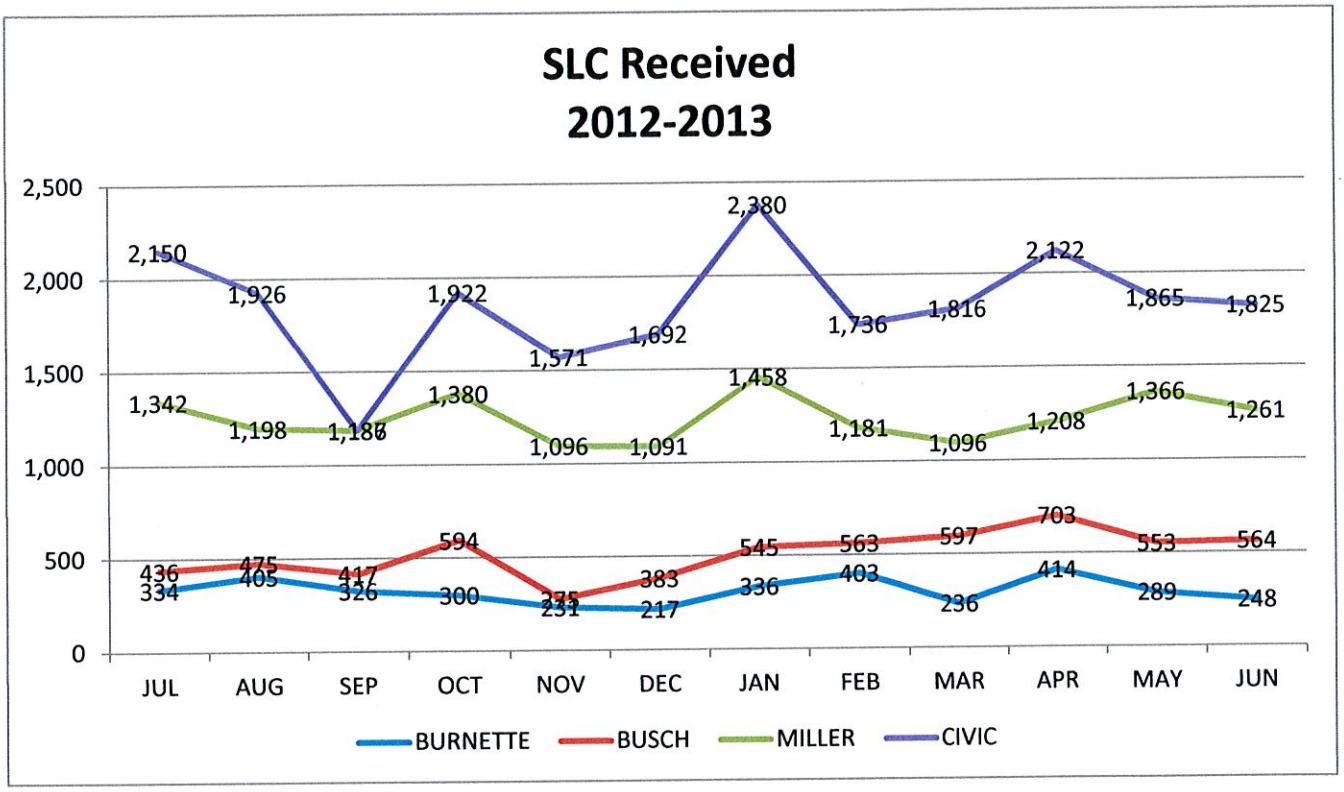

Patrons Registered
20-12-2013
400
350
300
250
200
150
100
50
-
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
BURNETTE BUSCH MILLER CIVIC

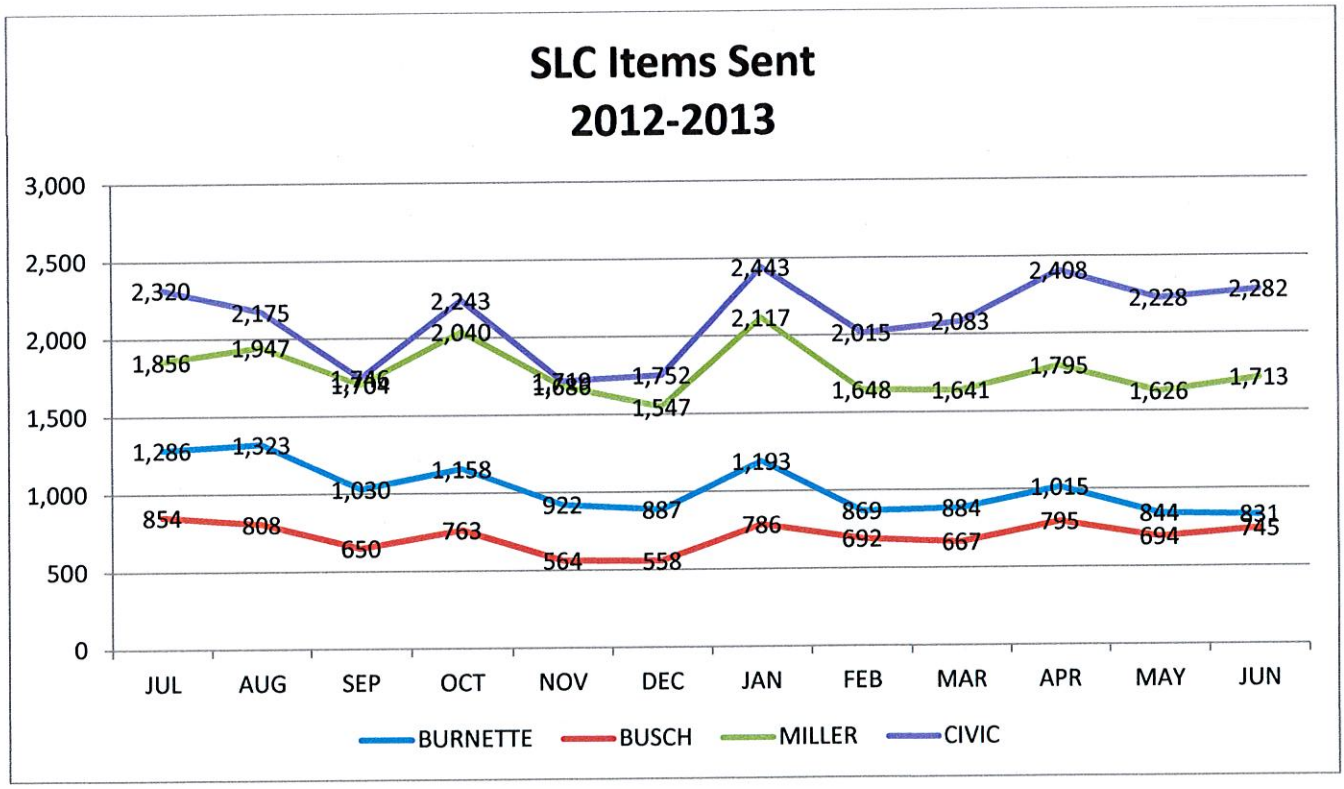

Patron Usage
2012-2013
20,000
18,000
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
-
17,559 17,553 17,408 16,441 13,058 11,891 15,612 14,451 14,790 16604 14129 14351
5,822 5,507 4,678 6,804 6,965 5,732 8,637 8,017 8,961 9600 4245 3183
4,873 5,282 3,934 3,977 4,806 4,018 4,245 4569 4794
3,638 4,076 3,456 3,547 3,007 2,782 3,502 3,292 3,498 3919 3283
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
BURNETTE BUSCH MILLER CIVIC


Computer Usage
2012-2013
14,000
12,000
10,000
8,000
6,000
4,000
2,000
-
6,262 6,696 5,772 6,507 5,718 5,720 6,428 5,909 4,103 7,022 6,664 6,460
1,496 1,759 1,642 1,935 1,503 1,460 1,694 1,429 1,554 1,756 1,722 1,586
1,245 1,639 1,270 1,418 1,108 1,194 1,383 1,225 1,365 1,472 1,347 1,277
2,257 2,506 2,180 2,543 1,758 1,787 2,232 1,771 1,807 2,019 1,940 2,081
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
BURNETTE BUSCH MILLER CIVIC

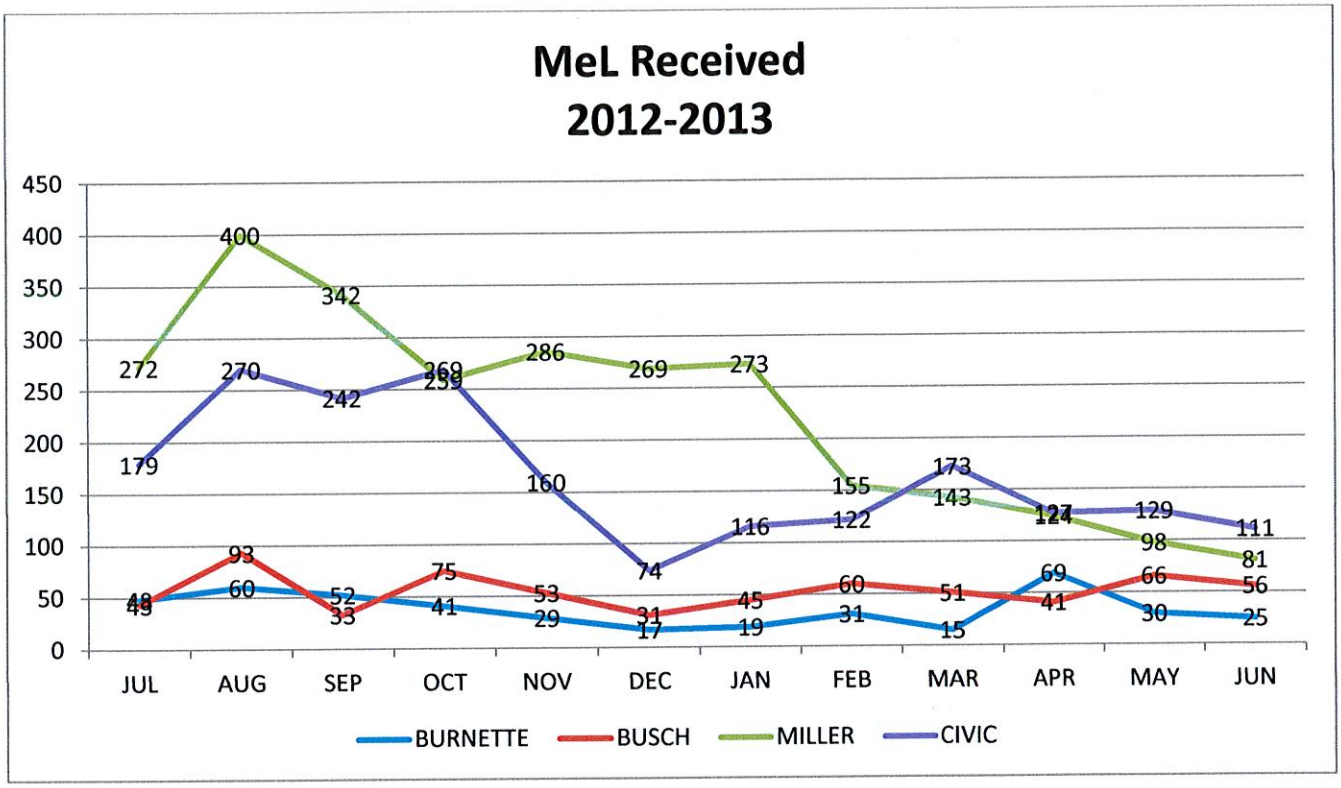

Reference Questions
2012-2013
3,000
2,500
2,000
1,500
1,000
500
-
2,436 2,417 2,433 2,616 2,258 1,840 2,470 2,782 2,473 2768 1789 1869
954 884 955 901 783 654 1,047 835 928 1041 912 950
534 569 539 542 465 421 607 675 585 609 482 449
275 292 284 310 320 323 470 412 421 432 419
JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN
BURNETTE BUSCH MILLER CIVIC

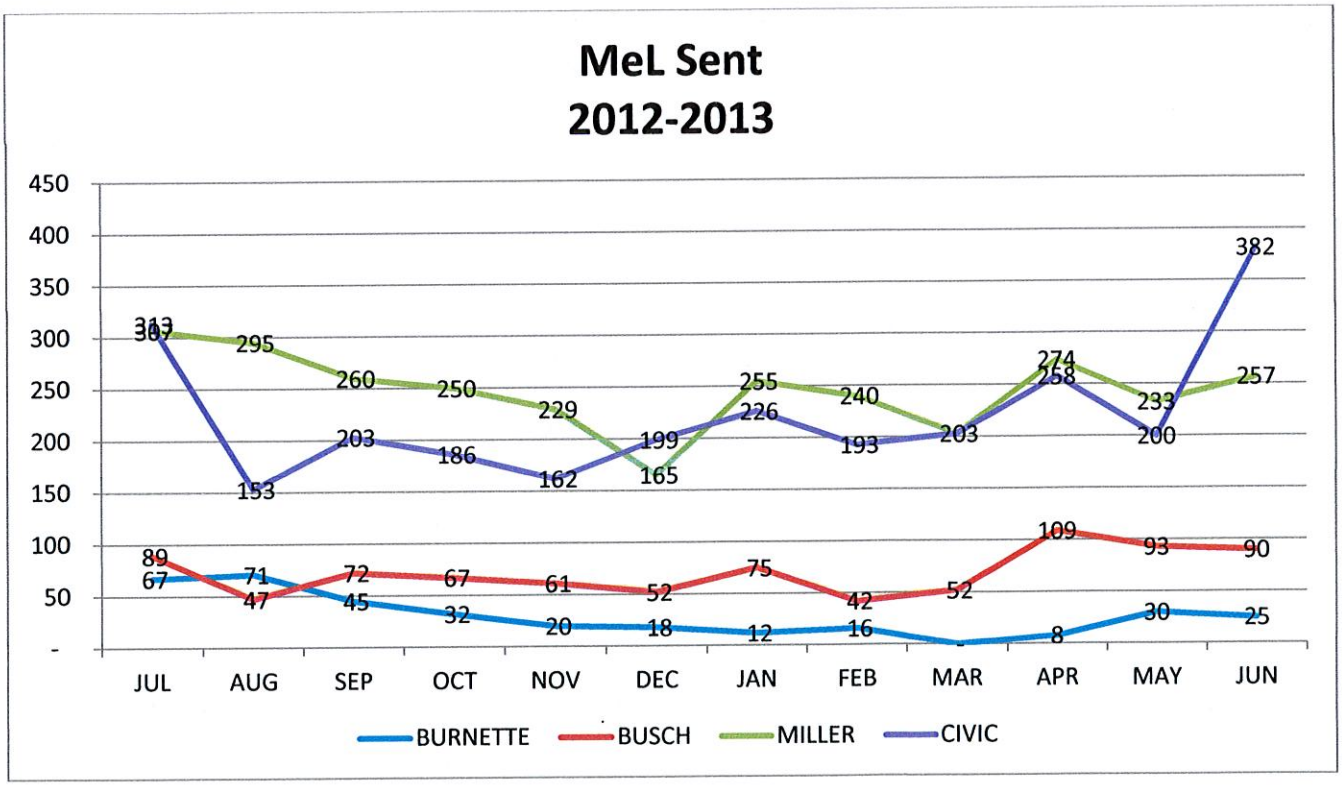

Sunday Circulation
2012-2013
1600
1400
1200
1000
800
600
400
200
0
934 934 909 659 1214 1106 1469 1017 560
SEP OCT NOV DEC JAN FEB MAR APR MAY
CIVIC



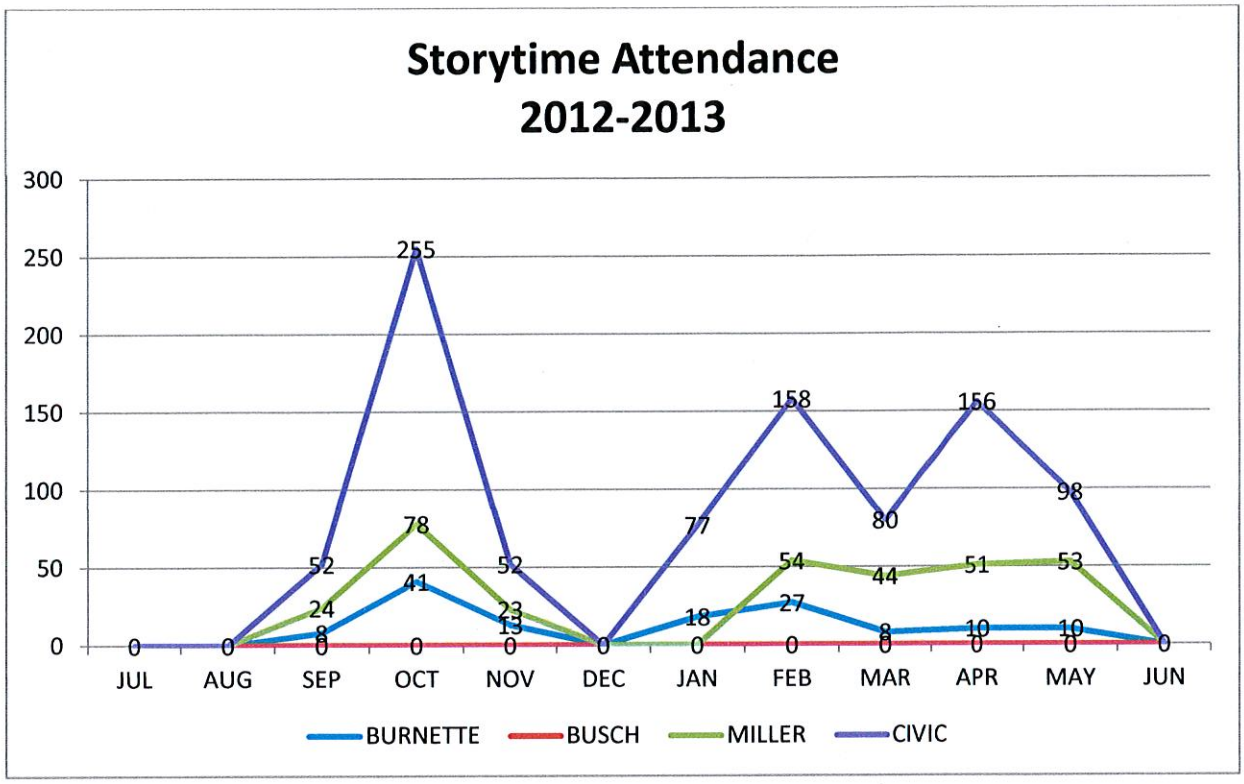


Materials received and sent throughout the Suburban Library Cooperative.





Items received and sent throughout the Michigan eLibrary network.


Storytime Attendance
2012-2013
300
250
200
150
100
50
0
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN
BURNETTE
BUSCH
MILLER
CIVIC

Adult Programing

2012-2013

Since July 1, 2012 the Warren Public Libraries hosted 63 adult programs with 1,765 patrons in attendance.

These programs consisted of

- Computer classes
- Scrapbooking
- eReader classes
- 14 author visits including Steve Hamilton, Scott Lasser, Pete Thomas, Elmore and Peter Leonard
- Financial planning
- Creative writing
- Face reading
- Michigan Ghost Hunter's Society
- Lisa Howard, The Cultured Cook
- Health/Wellness classes
- History of Warren
- Exploring the psychic realm
- Identity theft
- Abraham Lincoln, Mark Twain and the Civil War
- Herbs
- Yoga to manage stress
- Japanese attack on Pearl Harbor
- Garden tour
- D-Day

Young Adult Programing

2012-2013

Since July 1, 2012 the Warren Public Libraries hosted 52 young adult programs with 1,532 teens and 48 parents in attendance.

These programs consisted of

- Teen Scrapbooking
- Gaming Days
- Family Fun Nights
- Teen Nights
- Murder Mystery
- Manga Drawing classes
- Crime Extravaganza
- Summer Reading Club Parties
- Moose on the Loose
- Crafternoon
- Iron Chef for Teens
- Mother/Daughter Afternoon Out
- Block Party
- After Lunch Brunch
- Tweens Crafts
- Summer Crafts for Kids
- School Visits

Children's Programming

2012-2013

Since July 1, 2012 the Warren Public Libraries hosted 113 children's programs with 3,017 children and 1,688 parents in attendance.

These programs consisted of

- Family Fun Nights
- MASK (Miller After School for Kids)
- After lunch brunch
- Birds of Prey
- Animal Adaptations
- Bats of the World
- Crafternoon
- Bee Amazed
- Moose on the Loose
- Nocturnal animals
- Ming the Magnificent
- Bingo party
- Charlie Brown party
- Miz Rosie
- Full Traveling Farm
- Sleepy Storytime
- Classroom Tours
- Saturday Block Parties
- Reptile Inc.
- Party on the Patio
- You Don't Have to be the Biggest
- Pirate Party
- Special Needs Storytime

WARREN PUBLIC LIBRARY
LIBRARY PAGE EVALUATION

_____ 30 Days
_____ 60 Days
_____
_____ 12 Months

Employee_____ Date_____

SHELVING

1. Preshelving Organization of Materials
☐ Satisfactory ☐ Unsatisfactory
Comments_____

2. Shelving Materials
☐ Satisfactory ☐ Unsatisfactory
Comments_____

3. Shelf Straightening
☐ Satisfactory ☐ Unsatisfactory
Comments_____

4. Shelf Reading
☐ Satisfactory ☐ Unsatisfactory
Comments_____

5. Picking Up Stray Materials On Shelves
☐ Satisfactory ☐ Unsatisfactory
Comments_____

6. Pace
☐ Satisfactory ☐ Unsatisfactory
Comments_____

DESK DUTIES

1. Attitude Toward Patrons
☐ Satisfactory ☐ Unsatisfactory
Comments_____

2. Systematic Organization of Work
☐ Satisfactory ☐ Unsatisfactory
Comments_____

3. Telephone Skills
☐ Satisfactory ☐ Unsatisfactory
Comments_____

4. Computer Skills
a. Check In/Check Out
☐ Satisfactory ☐ Unsatisfactory
Comments_____

b. Interloan
☐ Satisfactory ☐ Unsatisfactory
Comments_____

c. Transit Holds
☐ Satisfactory ☐ Unsatisfactory
Comments_____

d. Check In Other Coop Libraries' Materials
☐ Satisfactory ☐ Unsatisfactory
Comments_____

e. Patron Registration
☐ Satisfactory ☐ Unsatisfactory
Comments_____

f. Fines
☐ Satisfactory ☐ Unsatisfactory
Comments_____

g. Drop Box
☐ Satisfactory ☐ Unsatisfactory
Comments_____

5. Use of Cash Register
a. Making Change
☐ Satisfactory ☐ Unsatisfactory
Comments_____

b. Data Entry
☐ Satisfactory ☐ Unsatisfactory
Comments_____

6. Processing of Magazines
☐ Satisfactory ☐ Unsatisfactory
Comments_____

7. Circulation of In-Library Reference Materials
☐ Satisfactory ☐ Unsatisfactory
Comments_____

8. Check Audio Visual Materials (Correct Title-Visual Damage)
☐ Satisfactory ☐ Unsatisfactory
Comments_____

9. Care & Maintenance of Copy Machine
☐ Satisfactory ☐ Unsatisfactory
Comments_____

10. Operation of Microfilm & Microfiche
☐ Satisfactory ☐ Unsatisfactory
Comments_____

WORK TIME

1. Begins Work Immediately
☐ Satisfactory ☐ Unsatisfactory
Comments_____

2. Uses Time Effectively
☐ Satisfactory ☐ Unsatisfactory
Comments_____

3. Keeps Conversation to a Minimum
☐ Satisfactory ☐ Unsatisfactory
Comments_____

4. Keeps Busy
☐ Satisfactory ☐ Unsatisfactory
Comments_____

5. Completes Assigned Tasks
☐ Satisfactory ☐ Unsatisfactory
Comments_____

6. Keeps Library Tidy
a. Clears Tables of Books & Magazines
☐ Satisfactory ☐ Unsatisfactory
Comments_____

b. Reshelves Magazines
☐ Satisfactory ☐ Unsatisfactory
Comments_____

c. Straightens Chairs & Tables
☐ Satisfactory ☐ Unsatisfactory
Comments_____

d. Picks Up Scrap Paper & Pencils
☐ Satisfactory ☐ Unsatisfactory
Comments_____

e. Picks Up Puppets & Returns to Appropriate Area
☐ Satisfactory ☐ Unsatisfactory
Comments_____

f. Cleans Up After Self & Returns Work Materials to Appropriate Place
☐ Satisfactory ☐ Unsatisfactory
Comments_____

7. Complies With Directions From Supervisor or Person in Charge
☐ Satisfactory ☐ Unsatisfactory
Comments_____

8. Attitude Toward Co-Workers
☐ Satisfactory ☐ Unsatisfactory
Comments_____

RESPONSIBILITIES

1. Personal Appearance
☐ Appropriate ☐ Inappropriate
Comments_____

2. Attendance
a. Tardiness
Number of Times Late_____
Number of Days Scheduled_____
b. Absences
Number of Times Absent_____
Number of Days Scheduled_____
c. Adequate Notice Given
Number of Times_____
c. Breaks
Abused: Number of Times_____
Comments_____

3. Borrowing Privileges
☐ Satisfactory ☐ Unsatisfactory
Comments_____

ADDITIONAL COMMENTS/AREAS OF IMPROVEMENT

_____

_____

_____

_____

_____

_____ _____

9/91 Employee's Signature Supervisor's Signature