WARREN PUBLIC LIBRARY COMMISSION

One City Square, Warren MI 48093

AGENDA – REGULAR MEETING

January 16, 2014
7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Approval of Agenda**

4. **Approval of Minutes – Regular Meeting of November 21, 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
   b. **Current Projects**
      - 2014-2015 Fiscal Year Budget submitted January 15, 2014.
      - Accomplishments for 2013 and Goals for 2014 were submitted to the Mayor.
   c. **Services**
      - SMS messaging – Directors voted to release other notifications via text messaging (overdues)
      - Aerohive hardward wireless management program approved by the Directors for purchase at SLC expense (necessary for State Aid).
      - SLC will support MACs and tablets if library wishes to provide to patrons

d. Staffing Issues

- Miller Supervisor submitted letter to Human Resources requesting to demote back to Branch Librarian.
- HR is working with 1917 and 1250 unions regarding this voluntary staff demotion.
- Jennifer Willard is on the eligibility list for the Branch Librarian Supervisor position.
- Amy Nelson successfully completed her probationary period for LT which left an opening for an Office Assistant.
- HR received the request to fill the vacant Office Assistant position.
- K. Czewski will begin a probation period for the Branch Librarian position.

e. Marketing/Outreach

- eNewsletter update
- Upcoming Events

f. Discussion items

- Renovations of the Busch and Burnette Branch libraries.
- No Sunday IT support from Suburban Library Cooperative.
- Michicard ended 12/31/13 and MiLibraryCard began with 70+ libraries participating. MiLibraryCard is basically following the same rules and guidelines as Michicard.
- Zinio digital magazines are currently available (statistics show just under 300 circulations for December)
- 4 staff members wish to attend PLA.
- Donation of $500 for the purchase of children's books in honor of Mr. & Mrs. Richard Palmer.

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**
    - Purchase Institutional membership to ALA
    - Purchase iBoss filtering software
    - Purchase replacement inserts for cracked/damaged sign displays on outside of computer lab, Twain Room and 2 small study rooms

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

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

11. **Commissioner's Comments**

12. **Next Meeting Date – March 20, 2014**

13. **Adjournment**

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

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

as of 1/01/2014

			BUDGETED	ADJUSTMENT	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	APPOINTED OFFICIAL	92,269.00		92,269.00	53,879.06		38,389.94	41.61%
9271	70600	PERMANENT EMPLOYEES	1,093,486.00		1,093,486.00	533,337.70		560,148.30	51.23%
9271	70602	CLERICAL				-			0.00%
9271	70700	TEMPORARY EMPLOYEES	-			3,630.00		(3,630.00)	0.00%
9271	70714	PERM. PART-TIME	320,000.00		320,000.00	147,259.14		172,740.86	53.98%
9271	70900	OVERTIME	20,615.00		20,615.00	3,213.46		17,401.54	84.41%
9271	71000	SHIFT PREMIUM	11,117.00		11,117.00	2,128.85		8,988.15	80.85%
9271	71302	EDUCATION ALLOWANCE	8,400.00		8,400.00	8,600.00		(200.00)	-2.38%
9271	71500	SOCIAL SECURITY	122,017.00		122,017.00	57,974.79		64,042.21	52.49%
9271	71900	EMPLOYEE INS.	245,195.00		245,195.00	77,908.18		167,286.82	68.23%
9271	71904	RETIREE HEALTH INS.	305,781.00		305,781.00	134,431.34		171,349.66	56.04%
9271	71905	H.S.A. EXPENSE	-		-	3,056.98		(3,056.98)	0.00%
9271	71906	SUPPL LIFE INSURANCE EXP	-		-	380.77		(380.77)	0.00%
9271	71907	HEALTH INSURANCE CO-PAY				2,201.88		(2,201.88)	0.00%
9271	72100	LONGEVITY	28,544.00		28,544.00	10,625.62		17,918.38	62.77%
9271	72200	RETIREMENT	526,392.00		526,392.00	253,446.00		272,946.00	51.85%
9271	72201	DEFINED CONTRIBUTION EXP	-		-	44,890.99		(44,890.99)	0.00%
9271	72700	OFFICE SUPPLIES	55,000.00		55,000.00	15,734.13	6,613.10	32,652.77	59.37%
9271	72702	COPY MACHINE EXP.	14,000.00		14,000.00	4,305.85	3,390.95	6,303.20	45.02%
9271	80100	CONTRACTUAL SERVICES	158,250.00		158,250.00	55,269.35	30,727.08	72,253.57	45.66%
9271	80117	COOPERATIVE SERVICES	185,000.00		185,000.00	60,630.00	39.00	124,331.00	67.21%
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	460.16	294.77	1,245.07	62.25%
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	3,178.33		5,821.67	64.69%
9271	82202	LIBRARY CIRCULATING MAT	38,000.00		38,000.00	12,887.97		25,112.03	66.08%
9271	82207	PERIODICALS	17,000.00		17,000.00	39.40	16,286.94	752.46	4.43%
9271	85300	TELEPHONE	10,000.00		10,000.00	2,069.27		7,930.73	79.31%
9271	86100	MILEAGE	1,500.00		1,500.00	370.76		1,129.24	75.28%
9271	86300	AUTO EXPENSE	1,500.00		1,500.00	173.04		1,326.96	88.46%
9271	86400	CONFERENCES-WRKSHOP	6,000.00		6,000.00	800.00		5,200.00	86.67%
9271	90200	BOOK BINDING	100.00		100.00	-		100.00	100.00%
9271	91000	INSURANCE/BONDS	33,100.00		33,100.00	19,308.31		13,791.69	41.67%
9271	92000	PUBLIC UTILITIES	215,000.00		215,000.00	82,536.84		132,463.16	61.61%
9271	93000	REPAIRS & MAINTENANCE	43,400.00		43,400.00	7,891.65	2,822.24	32,686.11	75.31%
9271	95000	ADMINISTRATIVE COSTS	206,600.00		206,600.00	120,516.62		86,083.38	41.67%
9271	96401	REF TAX PD UND PROTEST	50,000.00		50,000.00	5,459.64	-	44,540.36	89.08%
9271	96470	BUILDING AUTHORITY BONDS	134,000.00		134,000.00	105,203.16		28,796.84	91.50%
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	23,271.54	2,075.00	4,253.46	14.37%
9271	98200	BOOKS	281,470.00		281,470.00	102,541.91		178,928.09	63.57%
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**	**1,959,612.69**		**2,286,053.03**	**53.07%**

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE REPORT
(11/01/2013-12/31/2013)

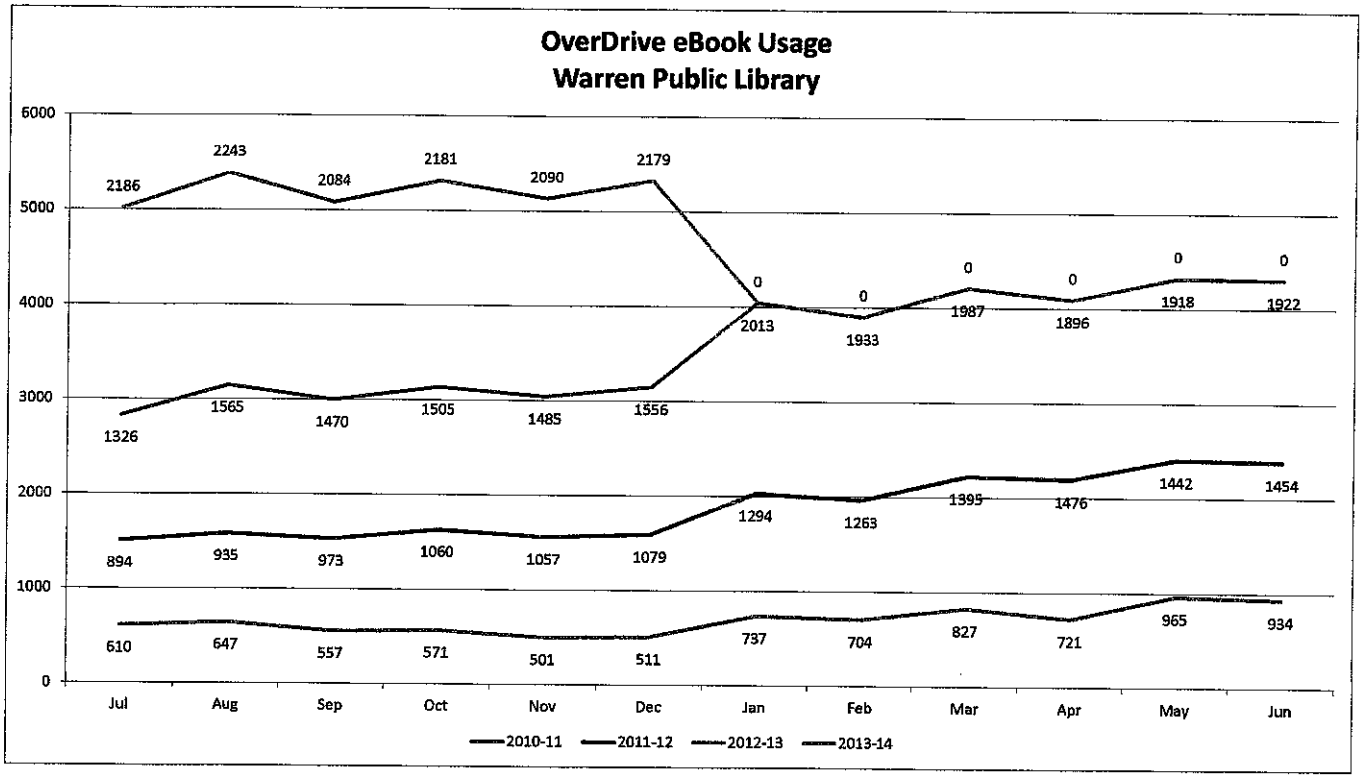
Beginning Balance	**49,204.81**
Purchase of 8 Dell Optiplex 7010	6,105.52
Purchase of 6 Dell Optiplex 7010	4,579.14
Purchase of 4 Dell Optiplex 7010	3,052.76
Reimbursement A. Nelson for Circulation Round-table meeting	38.32
Reimbursement J. Gross for Circulation Round-table meeting	14.30
Reimbursement O. Urban for board meeting	57.22
Ending Balance	**35,357.55**

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	5,819				
Cash Recovered	63,154.70	69,128.07				
Materials Recovered	55,308.25	62,631.91				
Waived Amount*	17,128.78	18,950.27				
Expenditures	47,864.60	6,710.71				

* 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
6000
5000
4000
3000
2000
1000
0
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
2186
2243
2084
2181
2090
2179
0
0
0
0
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0
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
2010-11
2011-12
2012-13
2013-14

Warren Public Library
Administration
586.574.4564

January 15, 2014

TO: Renee Rezak Budget Director
City of Warren

FROM: Oksana Urban
Director of Libraries

RE: Proposed Budget – Fiscal 2015

Dear Ms. Rezak:

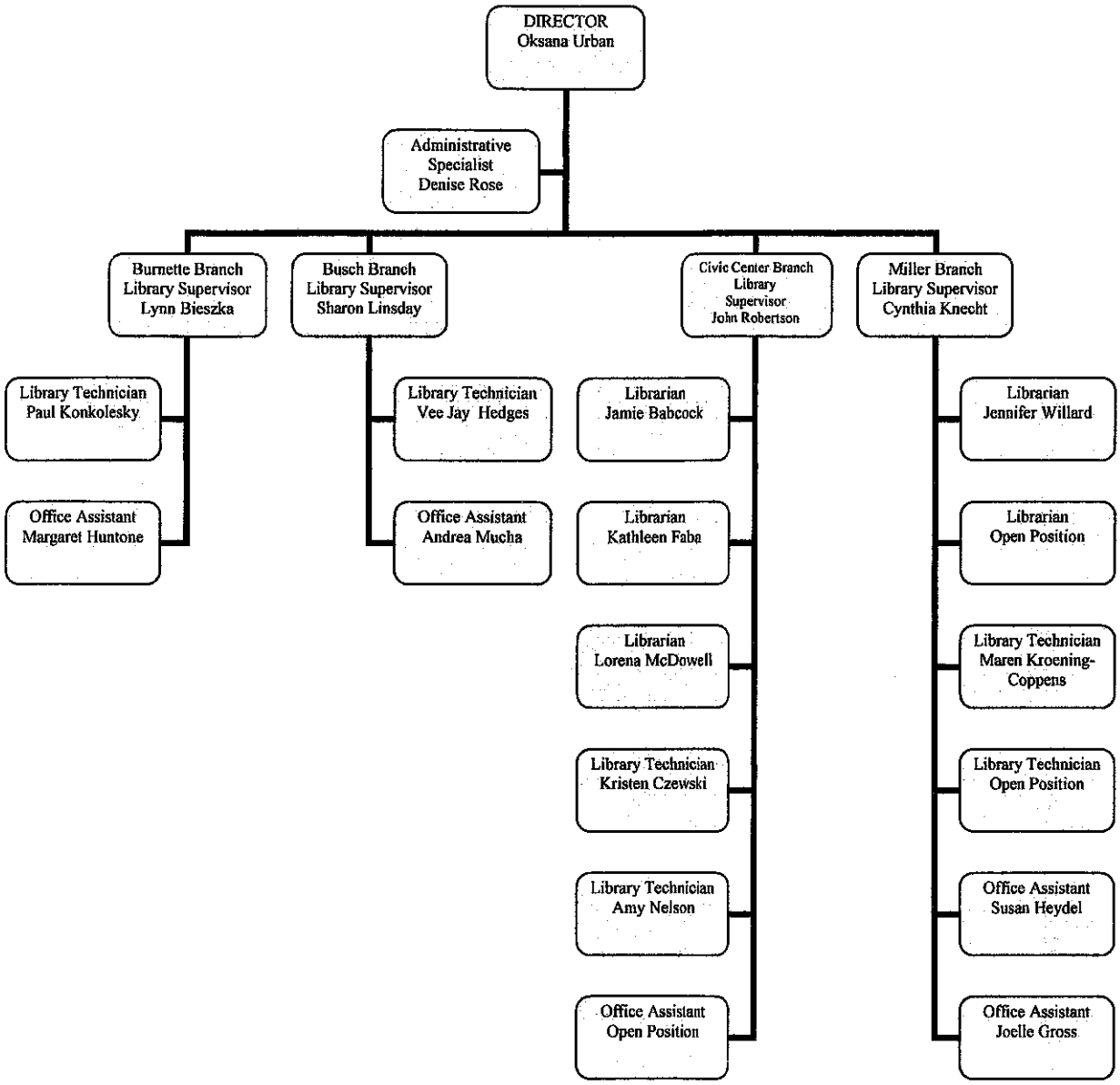
Attached are the Fiscal 2015 Budget Proposals that will be submitted for approval at an upcoming Special Library Commission meeting. A memorandum will be forwarded to you once approved by the Commissioners.

Projected Income for Fiscal 2015:

Renaissance Funds Recapture	$ 0
Penal Fines	$ 80,000
Over the Counter Fines	$ 45,000
Interest on Investments	$ 2,200
State Aid	$ 55,000
Copy Machine	$ 20,000
Lost Books	$ 15,000
Videocassettes/DVDs	$ 3,500
Internet Non-resident fees	$ 6,500
Miscellaneous Revenue	$ 10,000

Current Organizational Chart

The attached chart reflects the approved staffing levels from the 2015 fiscal year budget for all branch libraries.


DIRECTOR
Oksana Urban
Administrative Specialist
Denise Rose
Burnette Branch
Library Supervisor
Lynn Bieszka
Busch Branch
Library Supervisor
Sharon Linsday
Civic Center Branch
Library
Supervisor
John Robertson
Miller Branch
Library Supervisor
Cynthia Knecht
Library Technician
Paul Konkolesky
Office Assistant
Margaret Huntone
Library Technician
Vee Jay Hedges
Office Assistant
Andrea Mucha
Librarian
Jamie Babcock
Librarian
Kathleen Faba
Librarian
Lorena McDowell
Library Technician
Kristen Czewski
Library Technician
Amy Nelson
Office Assistant
Open Position
Librarian
Jennifer Willard
Librarian
Open Position
Library Technician
Maren Kroening-
Coppens
Library Technician
Open Position
Office Assistant
Susan Heydel
Office Assistant
Joelle Gross

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 millage 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 materials 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 and 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 types of device (computer, tablet, smartphone) is being used to view it.

In 2012 the Library also upgraded its online public access catalog, switching from eLibrary to Enterprise. Enterprise is the next-generation online public access catalog from SirisiDynix. Enterprise includes several features to help patrons, including the ability to text message title information, "like" items on Facebook, create lists, as well as easily view library holding for items throughout the Suburban Library Cooperative.

A brief review of 2013 indicates that the Warren Public Library provided a combined total of 358 programs for children, teens, and adults that were enjoyed by 15,756 patrons. Computer classes were attended by 358 patrons. The library circulated 577,403 materials, had 133,621 uses of their public Internet computers, and reference librarians fielded 49,875 reference transactions. The combined Warren libraries have a collection of 308,922 items, including 16,714 eBooks and eAudiobooks, auto

repair manuals, international language materials, periodicals, DVDs, music CDs, sheet music, books on tape and CD, CD-ROMs and videogame software.

Additional highlights from 2013 include the 50th anniversary celebration of the Dorothy Busch Branch Library, displays from the Leaf Hiking and Nature Photography Club and the Great Lakes Beadworkers Guild at the Civic Center Library, and the addition of the Zinio digital magazine service, which allows Warren residents the ability to check out over 90 popular magazines to their computer or portable device. The Library also continued its successful program of author visits and it's Interview with the Author series which highlights visiting authors on TV Warren.

Fiscal 2015 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
	1	4	1	52	10.00	2,080.00
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
					TOTAL	**241,040.00**

CIRCULATION PAGES

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

	Needed Daily	Hours	Days per week	Weeks	Cost per hr.	Total Cost
Civic Center	1	4	5	52	10.00	10,400.00
Miller	1	4	5	52	10.00	10,400.00
					TOTAL	**20,800.00**

LIBRARY TECHNICIAN SUBS - Saturday/Sunday Coverage

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

Burnette	0	0	0	52	13.00	0.00
Busch	0	0	0	52	13.00	0.00
Civic Center	2	7.5	1	52	13.00	10,140.00
	2	4	1	36	13.00	3,744.00
Miller	2	7.5	1	52	13.00	10,140.00
					TOTAL	**24,024.00**

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	7.5	1	52	23.00	8,970.00
	1	4	1	36	23.00	3,312.00
Miller	1	7.5	1	52	23.00	8,970.00
					TOTAL	**21,252.00**

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	13	13.00		1,365.00
Busch	7.5	10	13.00		1,050.00
Civic Center	7.5	35	13.00		3,675.00
Miller	7.5	22	13.00		2,310.00
				TOTAL	**8,400.00**

TEMPORARY LABORER

	Hours	Days per year	Cost per hr.	Total Cost
Administration	7.5	104	12.00	**9,360.00**

TOTAL NEEDED FOR PART-TIME EMPLOYEES $324,876.00

SCHEDULE VII

OPERATING EXPENSE BUDGET
Expense Summary

Department/Division
Library

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 Controlier's Office **NO LATER THAN January 15, 2014**. 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: Theresa Tilkens
Department/Division Head Signature

Date 1/15/2014

(a) Account Name	(b) Account Number	(c) Budget Request
Office Supplies	9271-72700	$61,724
Copy Machine Expense	9271-72702	$14,000
Contractual Services	9271-80100	$85,300
Cooperative Services	9271-80117	$170,000
Coop. Serv.-Indirect Aid	9271-80130	$30,000
Postage	9271-80200	$2,000
Unemployment Costs	9271-80301	
Video/Tapes/DVDs	9271-82201	$9,000
Library Circulating Mat.	9271-82202	$38,000
Periodicals	9271-82207	$17,000
Telephone	9271-85300	$10,000
Mileage	9271-86100	$2,000
Vehicle Maintenance	9271-86300	$2,000
Conference-Workshop	9271-86400	$8,000
Book Binding	9271-90200	$100
Insurance/Bonds	9271-91000	$34,500
Public Utilities	9271-92000	$215,000
Building Maintenance	9271-93000	$34,000
Administrative Costs	9271-95000	$212,800
Ref Tax PD under Prot	9271-96401	
Building Auth. Bonds	9271-96470	$134,500
Accumulated Sick	9271-96850	
Accumulated Comp	9271-96855	
Office Equipment	9271-98000	$45,580
Books	9271-98200	$311,470
Est. Uncol. Taxes	9271-99000	
	Total Operating Expense	$1,436,974

SCHEDULE I

OPERATING EXPENSE BUDGET
MANNING TABLE ADJUSTMENTS

Department/Division
Library

(a)	(b) Current Approved		(c) Requested	
Classification	Number	Rate	Number	Rate
Totals per 2014 Amended Budget				
Classification Adjustments:				
Library Director	1	$91,911.00	1	$93,060.00
Administrative Specialist - Library	1	$58,000.00	1	$58,725.00
Branch Librarian Supervisor	4	$73,219.00	4	$74,134.00
Branch Librarian	5	$59,157.00	5	$60,636.00
Library Technician	6	$50,538.00	7	$51,170.00
Office Assistant	5	$34,279.00	5	$35,136.00
* Please see attached Fiscal Year 2015 Part-time				
Library Staffing Needs				
Adjusted Total	22		23	

SCHEDULE IA

NEW PERSONNEL REQUEST

Department/Division
Library

Position Requested: Library Technician

Validate and justify the need for this new position.

An employee in this position will perform all circulation procedures as determined by the Suburban Library Cooperative and the Warren Public Library Commission. Will catalog and process all new materials for the designated branch. Assist the public with reference questions and locate materials/information as requested. Plan and present children's and adult programs as a service to the community. Will conduct Introduction to the Computer, Introduction to the Internet and Microsoft Office classes for the public. Employee will be involved in the implementation of an Outreach Program for the community. Will market and publicize the services of the Warren Public Library to area businesses, schools, and residents.

Desired pay scale.

$46,433 entry

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

No positions will be eliminated or combined.

Minimum and desirable qualifications.

Reasonable knowledge of library principles, methods, practices, and procedures. Reasonable knowledge of readers' interest levels, books, and authors. Knowledge of and interest in current trends and computer technology as used in a public library. Ability to prioritize activities and work effectively and efficiently. Ability to exercise tact and courtesy in establishing good relations with the public, city departments and co-workers.

SCHEDULE II

OPERATING EXPENSE BUDGET
OVERTIME EXPENSE

Department/Division
Library
Account No.
9271-70900

(a)	(b)	(c)	(d)	(e)
Classification	Hourly Rate	Hours @ 1-1/2	Hours @ 2	Total Amount
Library Director	$ 47.13	45.00		$3,181.28
Branch Librarian Supervisor (4)	$ 37.55	40.00	70.00	$7,510.00
Branch Librarian (5)	$ 30.37	25.00	70.00	$5,390.68
Administrative Specialist	$ 29.74	5.00	14.00	$1,055.77
Library Technician (7)	$ 25.92	35.00	70.00	$4,989.60
Office Assistant (5)	$ 17.58	25.00	70.00	$3,120.45
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.				
Total Overtime				$ 25,247.77

SCHEDULE III

OPERATING EXPENSE BUDGET
SHIFT PREMIUM EXPENSE

Department/Division
Library
Account No.
9271-7100

(a)	(b)	(c)	(d)	(e)	(f)
Classification	Number of Employees	Base Wages Per Employee Per Shift	Total Wages Per Shift	Percentage Per Shift	Total Amount
Branch Librarian Supervisor	4	$31,241.60	$124,966.40	2.50%	$3,124.16
Branch Librarian	5	$25,242.88	$126,214.40	2.50%	$3,155.36
Library Technician	7	$21,565.44	$150,958.08	2.50%	$3,773.95
Office Assistant	5	$12,821.12	$64,105.60	2.50%	$1,602.64
Total Shift Premium					$11,656.11

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
$41,192	$55,000	Book and magazine processing supplies including book covers	$22,000
		Smocks for AFSCME 1250 & 1917 employees	$2,024
		Music compact disc cases and browser pacs	$8,000
		Video/DVD processing supplies	$8,000
		Supplies for cash registers, receipt printers, fax, microfiche machines	$1,100
		and self-check units	
		RFID special security tagging devices	$7,000
		Paper, stationery and general office supplies	$10,000
		Chemicals for Disc-go Roboto disc cleaning unit	$3,000
		Patron library cards	$600
$41,192	$55,000	Total Request for Account - Line Item	$61,724

Current Amended Budget Appropriation for Account - Line Item	$55,000
Net Increase/(Decrease)	$6,724
Percent of Increase/(Decrease)	12.23%

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
$8,078	$14,000	Printer Cartridges (B&C) and Laser Jet printer cartridges	$8,000
		Premier Contracts - copy machine maintenance and use	$2,000
		Toshiba Contracts - copy machine maintenance and use	$4,000
$8,078	$14,000	Total Request for Account - Line Item	$14,000

Current Amended Budget Appropriation for Account - Line Item $14,000
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: Contractual Services
Account No.: 9271-80100

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$74,148	$158,250	Du-All Cleaning Services	$43,000
		Unique Management Services collection agency fees	$10,000
		Adult and children's program fees and expenses	$10,000
		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
$74,148	$158,250	Total Request for Account - Line Item	$85,300

Current Amended Budget Appropriation for Account - Line Item	$158,250
Net Increase/(Decrease)	($72,950)
Percent of Increase/(Decrease)	-46.10%

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

Decrease due to the elimination of previously budgeted Security Guard for the Burnette Branch.

Additional funding requested for programming due to over 15,000 in attendance of 358 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
$143,114	$185,000	Annual fees for Suburban Library Cooperative (includes maintenance for printers, receipt printers, computers and scanners)	$150,000
		Databases and hosting fees	$20,000
$143,114	$185,000	Total Request for Account - Line Item	$170,000

Current Amended Budget Appropriation for Account - Line Item	$185,000
Net Increase/(Decrease)	($15,000)
Percent of Increase/(Decrease)	-8.11%

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

Decrease due to electronic access fees/materials assessed to Book account.

Decrease in databases due to the elimination of unused resources.

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
$33,450	$30,000	Indirect State Aid	$30,000
$33,450	$30,000	Total Request for Account - Line Item	$30,000

Current Amended Budget Appropriation for Account - Line Item $30,000
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: Postage
Account No.: 9271-80200

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$930	$2,000	Package pick-up and delivery service for all library branches	$500
		Mailings to patrons, businesses, sponsors, etc.	$1,000
		Mailings to homebound patrons	$500
$930	$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)

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
$2,210	$2,500	Unemployment Costs	
$2,210	$2,500	Total Request for Account - Line Item	

Current Amended Budget Appropriation for Account - Line Item	$2,500
Net Increase/(Decrease)	($2,500)
Percent of Increase/(Decrease)	-100.00%

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

This amount calculated by the Budget Director.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Video/Tapes/DVDs
Account No.: 9271-82201

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$14,998	$9,000	DVDs for the Civic Center Library	$9,000
$14,998	$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
$39,062	$38,000	Music CDs	$8,000
		Audiobooks	$30,000
$39,062	$38,000	Total Request for Account - Line Item	$38,000

Current Amended Budget Appropriation for Account - Line Item $38,000
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: Periodicals
Account No.: 9271-82207

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$16,998	$17,000	Periodicals for all four branch libraries	$17,000
		Includes magazines, newspapers, Standard & Poor's and other financial reports	
$16,998	$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	9271-85300 (b) Requested Next Year
$7,870	$10,000	Telephone and fax service for all four branch libraries.	$10,000
$7,870	$10,000	Total Request for Account - Line Item	$10,000

Current Amended Budget Appropriation for Account - Line Item $10,000
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: Mileage
Account No.: 9271-86100

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$1,305	$1,500	Mileage for all library personnel	$2,000
$1,305	$1,500	Total Request for Account - Line Item	$2,000

Current Amended Budget Appropriation for Account - Line Item: $1,500
Net Increase/(Decrease): $500
Percent of Increase/(Decrease): 33.33%

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

Personnel will be attending more conferences and workshops.

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
$1,193	$1,500	Gasoline and miscellaneous mechanical repairs for the delivery truck	$2,000
$1,193	$1,500	Total Request for Account - Line Item	$2,000

Current Amended Budget Appropriation for Account - Line Item	$1,500
Net Increase/(Decrease)	$500
Percent of Increase/(Decrease)	33.33%

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

Vehicle is aging - anticipate necessary repairs.

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
$2,146	$6,000	Organizational memberships for American Library Association, Michigan Library Association and Public Library Association	$8,000
		Training and workshop attendance for all employees at these conferences	
$2,146	$6,000	Total Request for Account - Line Item	$8,000

Current Amended Budget Appropriation for Account - Line Item	$6,000
Net Increase/(Decrease)	$2,000
Percent of Increase/(Decrease)	33.33%

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

Library Commission requested that personnel attend annual conferences. Increase is due to annual organizational membership fees, annual staff fees, and conference fees.

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
	$100	Total Request for Account - Line Item	$100

Current Amended Budget Appropriation for Account - Line Item $100
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: Insurance/Bonds
Account No.: 9271-91000

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$31,800	$33,100	Insurance/bonds	$34,500
$31,800	$33,100	Total Request for Account - Line Item	$34,500

Current Amended Budget Appropriation for Account - Line Item: $33,100
Net Increase/(Decrease): $1,400
Percent of Increase/(Decrease): 4.23%

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
$201,388	$215,000	Public utilities	$215,000
$201,388	$215,000	Total Request for Account - Line Item	$215,000

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

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
$83,347	$43,400	General repairs and maintenance (furnace, air conditioning, plumbing, electrical, etc.)	$20,000
		Window replacement	$3,000
		Janitorial supplies (paper towels, toilet paper, etc.)	$6,000
		Specialty lamps for branches	$5,000
$83,347	$43,400	Total Request for Account - Line Item	$34,000

Current Amended Budget Appropriation for Account - Line Item	$43,400
Net Increase/(Decrease)	($9,400)
Percent of Increase/(Decrease)	-21.66%

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

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	$206,600	Administrative costs	$212,800
$200,600	$206,600	Total Request for Account - Line Item	$212,800

Current Amended Budget Appropriation for Account - Line Item: $206,600
Net Increase/(Decrease): $6,200
Percent of Increase/(Decrease): 3.00%

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: Ref Tax PD under Prot
Account No.: 9271-96401

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
	$50,000	Refund of taxes paid under protest	
	$50,000	Total Request for Account - Line Item	

Current Amended Budget Appropriation for Account - Line Item	$50,000
Net Increase/(Decrease)	($50,000)
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 Auth. Bonds
Account No.: 9271-96470

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$137,905	$134,000	Building Authority bonds	$134,500
$137,905	$134,000	Total Request for Account - Line Item	$134,500

Current Amended Budget Appropriation for Account - Line Item	$134,000
Net Increase/(Decrease)	$500
Percent of Increase/(Decrease)	0.37%

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

Library portion of the Community Center Building Authority bonds.
This amount is calculated by the Budget Director.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Accumulated Sick
Account No.: 9271-96850

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
	$5,000	Accumulated sick leave liability - TRF	
	$5,000	Total Request for Account - Line Item	

Current Amended Budget Appropriation for Account - Line Item	$5,000
Net Increase/(Decrease)	($5,000)
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: Accumulated Comp
Account No.: 9271-96855

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
	$1,000	Accumulated compensatory time liability - TRF	
	$1,000	Total Request for Account - Line Item	

Current Amended Budget Appropriation for Account - Line Item	$1,000
Net Increase/(Decrease)	($1,000)
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: Office Equipment
Account No.: 9271-98000

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
$71,689	$29,600	Computers - Dell (12 @ $1200 ea) for all four branches	$14,400
		Computers - Mac (4 @ $2,000 ea) for all four branches	$8,000
		3M Workstation pads (3)	$8,500
		iBoss filter (4) to filter tablets, smartphones, & laptops for minors	$3,180
		under the age of 17 as mandated by State/Federal regulations	
		Aerohive Wireless Products (3)	$4,500
		Crayon Kiosk iPad Stand (4)	$3,200
		iPad Air (6)	$3,000
		Cricut Machine, Blades, Mats, and Essentials Kit	$500
		Digital Camera with case for programs	$300
$71,689	$29,600	Total Request for Account - Line Item	$45,580

Current Amended Budget Appropriation for Account - Line Item	$29,600
Net Increase/(Decrease)	$15,980
Percent of Increase/(Decrease)	53.99%

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

Increase due to the purchase of equipment to develop a technology area.

The purchase of Aerohive (statistical reporting system of WiFi use) is required for State Aid.

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	$181,470
		Children's books	$100,000
		Electronic books (OverDrive license and electronic materials access fees)	$30,000
$302,804	$281,470	Total Request for Account - Line Item	$311,470

Current Amended Budget Appropriation for Account - Line Item	$281,470
Net Increase/(Decrease)	$30,000
Percent of Increase/(Decrease)	10.66%

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 is due to Electronic Books placed into this account instead of Cooperative Services.

SCHEDULE IV

OPERATING EXPENSE
BUDGET
Other Than Wages Fringe Benefits

Department/Division: Library
Account Name: Est. Uncol. Taxes
Account No.: 9271-99000

Last Year Actual	This Year Estimated	(a) Itemization	(b) Requested Next Year
	$5,000	Miscellaneous uncollectible taxes	
	$5,000	Total Request for Account - Line Item	

Current Amended Budget Appropriation for Account - Line Item	$5,000
Net Increase/(Decrease)	($5,000)
Percent of Increase/(Decrease)	-100.00%

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

This amount is calculated by the Budget Director.

SCHEDULE V

OPERATING EXPENSE BUDGET
Summary of Capital Items

Department/Division
Library

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
Computers Dell (12)	Replacement	$ 14,400	$ 900	$ 13,500	Dell Computers	4 yrs		Fair to poor
Computers Apple Mac (4)	New	$ 8,000		$ 8,000				
3M Workstation pads (3)	New	$ 8,500		$ 8,500				
iBoss filter (4)	New	$ 3,180		$ 3,180				
Aerohive Wireless Products (2)	New	$ 3,000		$ 3,000				
Crayon Kiosk iPad Stand (4)	New	$ 3,200		$ 3,200				
iPad Air (6)	New	$ 3,000		$ 3,000				
Cricut Machine, Blades, Mats,	New	$ 500		$ 500				
and Essentials Kit				$ -				
Digital Camera	New	$ 300		$ 300				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
				$ -				
Total Cost		$ 44,080						

SCHEDULE VI

OPERATING EXPENSE BUDGET
Current Fleet Status Report

Department/Division
Library

(a)	(b)	(c)	(d)	(e)	(f)
Veh. Unit No.					Replacement
244	2002 GMC Savana Cube Van	54000	Fair	$ 1,193	No
	(VIN# 1GDJG31R021154053)				

* Note: On all replacement requests furnish a picture.

SCHEDULE VIII

PERFORMANCE OBJECTIVES/INDICATORS

Department/Division
Library

Fiscal 2015 Performance Objectives

To provide the best selection of recent publications of books, periodicals, talking books, electronic books, music CDs, DVDs, and other materials.

To provide residents with the best reference service that the Library can offer through hard copy, online databases, eBooks, and the Internet.

To provide quality educational and recreational programs for children and adults to enhance quality of life.

Performance Indicator	2013 Actual	2014 Budget	2014 Estimated	2015 Budget
Annual Library Attendance	366,929	400,00	530,000	550000
Annual Circulation of Materials	577,403	825,00	750,000	800000
Reference Information Requests	49,875	65,000	67,000	70000
Total Registered Borrowers	59,909	75,000	67,700	68000
Items Loaned to Other Libraries	74,391	75,000	99,000	90000
Items Received from Other Libraries	52,630	65,000	71,000	70000
Total Circulation of Children's Materials	253,018	300,000	150,000	250000
Materials Added to the Collection	37,576	55,000	59,000	60000
Materials Deleted to the Collection	10,984	15,000	12,500	15000
Grants Received		2,500	1,400	
Attendance at Children's programs (includes Summer Reading Club Participants)	7,304	4,000	3,500	5000
Home Page Hits	361,112	300,000	369,000	360000
School Visits to the Library	7	25	5	25
Attendance for Adult Special Programs	4,364	1,500	1,300	1500
Literacy Attendance (tutors and study groups)	3,022	3,500	3,700	3600
Combined Children's Storyhour Attendance	4,068	2,000	3,500	4000
Computer Sessions	133,621	135,000	150,000	150000

SCHEDULE IX

FIVE YEAR OPERATING EXPENSE BUDGET
CAPITAL

Department/Division
Library

Description of Capital Item	Fiscal 2015-16 No	Fiscal 2015-16 Cost	Fiscal 2016 No	Fiscal 2016 Cost	Fiscal 2017 No	Fiscal 2017 Cost	Fiscal 2018 No	Fiscal 2018 Cost	Fiscal 2019 No	Fiscal 2019 Cost
Miscellaneous Capital Equipment	1	$44,080								
Renovation of the Maybelle Burnette	2	$2,200,000								
Branch Library. Razing of the										
Dorothy Busch Branch with new										
construction of a 6,000 sq. ft.										
branch library. Attempt to acquire										
residential home on south side of										
the Busch Branch for expansion of										
library and parking.										

WARREN PUBLIC LIBRARY

Oksana Urban <oksanaurban@icloud.com>

Mon 1/6/2014 3:54 PM

To:Oksana Urban <ourban@cityofwarren.org>;

WARREN PUBLIC LIBRARY

Accomplishments for the year 2013

--Pursued ICF Nienkamper, a furniture company that sold defective chairs to the library for a refund on 26 chairs and received a refund totaling $5.363.00.
--Received the Gilder Lehrman grant totaling $1,200.00 to schedule three programs, promoting discussion focused on 3 select Civil Rights DVDs
--Tech Town for Tots, digital devices purchased for children to learn necessary skills prior to entering Kindergarten, for ages 0 through 6, funded by the Friends of the Warren Public Library.
--Purchased interactive Baby lapsit kits focusing on colors, shapes, animals,to be used simultaneously by parent and child. Project was funded by the Friends of the Warren Public Library.
--Suburban Library Cooperative purchased 92 digital magazines for all member libraries. These digital magazines can be downloaded to a smart phone, iPad, or computer.
--Sirsi Workflows Circulation System provides SMS, (short message service) electronic texting for Holds notification sent to patron's mobile device.
--Installed Evanced, software used for Summer Reading Club registration and statistical measurement of books read and patron participation.
--Initiated notary services, provided free for Warren residents. Non-resident charge is $5.00 per document, maximum charge $20.00 for more than 4 documents.
--Initiated laminating service, charge $1.00 per foot.
--Internet Guest passes issued to non-residents are charged $2.00 per pass for Internet use. Total collected during 2013 fiscal year was $7500.00.
--The library recovered $67,634.00 in cash and $61,000.00 in materials utilizing the services of Unique Management, a collection agency beginning April 2009 through December 2013.
--Library emails a quarterly electronic Newsletter informing patrons of upcoming library programs.
--Quarterly informational programs page included in water bill mailing, sent to 55,000 homes in Warren.
--RFID (radio frequency identification)) security tagged 320,327 physical units in four branches to help prevent loss of library materials.
--Held 358 programs for an attendance of over 15,756 patrons.
--Promoted a very successful Michigan author program.
--Revised the Warren Public Library Policy Manual.

Goals for 2014

--Initiate an Outreach program that will provide a rotating collection of large print books and magazines to Senior citizens who reside in Warren senior housing centers, such as : Stilwell and Coach.
--Renovate and expand the Burnette Branch Library located on Van Dyke.
--Discuss acquisition of vacant lot from TIFA, located on the North side of the Burnette Branch for the purpose of expanding the computer lab and providing additional space for patron use.
--Raze Busch Branch and build a larger facility totaling 6000 sq. ft.
--Discuss acquisition of house on the South side of the Busch Branch For expansion of the library and for the provision of a larger parking lot.
--Network with Warren businesses and organizations.
--Provide continued excellent programming for adults, teens, and children.
--Continue revision of the Warren Public Library Policy Manual.
--Replace defective ballasts and replace lighting with LED lights at Civic Center Branch.
--Purchase large outdoor umbrellas for the Children's garden.
--Install additional security cameras inside the library and in the Children's garden.
--Install 3 monitors, 2 at the Civic Center Branch and 1 at the Miller Branch to scroll upcoming City of Warren and Library events.

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zinio™

Read full digital copies of your favorite magazines on a computer, tablet, or mobile device using the free Zinio Reader app!

HERE'S HOW

Create Accounts, Browse and Subscribe

Using the library's free Zinio magazine subscription service requires the creation of two accounts—a library Zinio account to view the library's collection and a free Zinio.com account to read magazines online or via the Zinio Reader app on your mobile device. Follow these steps to create both accounts:

(Note: You must use the same email address for both accounts.)

Create a library Zinio Collection account

1. Go to the library's Zinio Collection page. Browse the collection and click on a magazine to check out.
2. If you haven't already created an account, click **CREATE AN ACCOUNT**. Enter the required information and click **SUBMIT**.
3. Once your library collection account is validated, click **CONFIRM CHECK OUT**.
4. Your magazine is now checked out and available to read in your Zinio.com account.

Create a free Zinio.com account to start reading

5. After checking out your magazine, a Zinio.com window will open and prompt you to log in.
6. If you are new to Zinio.com, click **CREATE AN ACCOUNT**. Enter the required information and click **SUBMIT**.
7. Your personal reading account is now activated and your magazine is available in the **YOUR LIBRARY** tab on Zinio.com.

Install the Zinio Reader App*

Visit your device's app store to download and install the free Zinio Reader app. Note: Use the Zinio app only to read your magazines. Browse and check out new issues of library magazines using a Web browser.

* Zinio Reader app compatibility includes PC, Mac, iPad®, iPhone®, Android™, Kindle Fire™/Fire™ HD, Blackberry®, Windows 8, and Nook® HD/HD+.

Read Your Magazines

Follow these steps to read your magazines using your device's browser or the Zinio Reader app.

Using the browser on your computer or smart device

After checking out a magazine, click the cover image to open it for reading.

- Some magazines require the Zinio Reader app. If your device is not app-compatible, those titles will not be available on your device.
- Mobile devices with small screens may cause slow loading or prevent loading of content altogether.

Using the Zinio Reader app on your computer or smart device

After checking out a magazine using a Web browser, open the Zinio Reader app, sign in to your Zinio.com account, find your magazine and start reading.

Checking Out Additional Library Collection Magazines

Return to the library Zinio Collection page using your Web browser to check out additional magazines. Note: You cannot check out magazines with the Zinio Reader app.

Managing Your Account

- Use the **ACCOUNT SETTINGS** area of your Zinio.com account and or the Zinio Reader app on your mobile device to stop receiving unwanted sample magazines, emails from Zinio.com, or to block adult content.
- Edit your collection to remove magazines on your computer and/or mobile device.
  1. Connect to your Zinio.com account.
  2. Click **YOUR LIBRARY** (PC/Mac) or **READ** (mobile apps).
  3. Click **EDIT YOUR READING LIST** near the top of the screen.
  4. Use the dropdown arrows to select the title of the subscription you wish to cancel.
  5. Click the red X button to remove the issue, then click **DONE**.

Please visit our library's Zinio web page to view the FAQs, How-to Video, and User's Guide for more information.

Full Time Staff

WCV	BABCOCK	JAMIE	Librarian
WMB	BIESZKA	LYNN	Supervisor
WCV	CZEWSKI	KRISTEN	LT
WCV	FABA	KATHLEEN	Librarian
WAM	GROSS	JOELLE	Office Asst
WDB	HEDGES	VEE JAY	LT
WAM	HEYDEL	SUSAN	Office Asst
WMB	HUNTONE	MARGARET	Office Asst
WAM	KNECHT	CYNTHIA	Supervisor
WMB	KONKOLESK	PAUL	LT
WAM	KROENING-C	MAREN	LT
WDB	LINSDAY	SHARON	Supervisor
WCV	MARTIN	LISA	LT
WCV	McDOWELL	LORENA	LT
WDB	MUCHA	ANDREA	Office Asst
WCV	NELSON	AMY	LT
ADMIN	ROBERTSON	JOHN	Supervisor
ADMIN	ROSE	DENISE	Adm. Specialist
ADMIN	URBAN	OKSANA	Director
WAM	WILLARD	JENNIFER	Librarian

WAM - Miller

WCV-Civic Center

WDB-Busch

WMB-Burnette

WARREN

Libraries
(586) 574-4564

James R. Fouts, Mayor

The City of Warren has four branch libraries serving its residents. We are a member of the Suburban Library Cooperative which links Warren with 26 libraries throughout Macomb County, Troy, and Harper Woods. An online catalog enables patrons to know what materials are available to them system wide. All branches provide reference services in the library and by phone. Other useful information is found on our website: www.warrenlibrary.net.

Our branches offer a variety of materials and services such as:

AudioBooks on tape, CD, & MP3 CD
Book Reserve Lockers
Cliff's Notes
Computer Lab
Detroit News (microfilm) 1972-Jan 15, 2011
Digital Devices for Children
eBooks, Audiobooks, Digital Magazines
English as a Second Language Collection
Exam Proctoring
Government Documents, US & MI
Interlibrary Loans from MI Libraries
Internet Guest Passes
Kurzweil Reader for Visually Impaired
Large Print Books
Low Vision Adaptive Devices
Magazines/Newspapers
Microfilm/Microfiche Reader/Printer
Notary Service
Optelec (CCTV) Clearview Magnifying Machine
Photocopy Machines B & W
Retired Judge Binkowski MI Historical Collection
Scooter for Physically Disabled, Wheelchair
Videogames (Wii, Xbox, PS3, Nintendo DS)
Warren City Council Meeting Collection (DVD)
Auto Repair Manuals
CD-ROM Programs
Compact Discs
Consumer Guides
Drive-up Drop Box (books & audiovisual)
DVD'S
Early Learning Stations
Exam Books
Faxing/Scanning Service
High Speed Wireless Internet
International Language Collection
IRS Forms
Laminating
Law Reference
Macomb Daily (microfilm) 1954-present
Magnifying Devices
MILibraryCard Program
Online Databases
Pamphlets
Reference Materials
Self Check-Out Stations
Sheet Music
Videos

The new state-of-the-art Civic Center Library opened on January 3, 2007. This library provides quiet study rooms, a conference room, a teen area, an expanded computer lab, and a craft room for children. Special programs are a vital part of our service to the community. Throughout the year we provide story-time for children and other special presentations of interest for all age groups.

Civic Center Library: One City Square – (586) 751-0770
Burnette Branch Library: 22005 Van Dyke – (586) 758-2115
Busch Branch Library: 23333 Ryan Road – (586) 755-5750
Miller Branch Library: 5460 Arden – (586) 751-5377

Rev. 1/14

- **Michigan author Kristina Riggles**
  Thursday, January 30 @ 6:00 pm
  Women's fiction writer to talk about and sign her new book, The Whole Golden World.

- **Face Reading with Expert Lin Klaassen**
  Thursday, February 6 @ 6:00 pm
  Learn to read people—including those you have never met before! 15 new facial traits will be discussed.

- **Preparing for the GED**
  Thursday, February 20 @ 6:00 pm
  Do you want to get your GED but don't know how to do it? This session is for you! Learn about recent changes to the test and how to prepare for it.

WARREN
PUBLIC LIBRARY

Winter Programs for Adults @ Warren Civic Center Library

- **Hot Reads for Cold Nights**
  Thursday, January 9 @ 6:00 pm and
  Thursday, February 27 @ 6:00 pm
  On January 9, come get a bookmark with a list of books to read. Read through the cold winter and come on February 27 to talk about the books with your fellow readers and enjoy a warming snack!

- **Knitting for Advanced Beginners**
  Six weekly sessions starting
  Monday, January 13 @ 6:00 pm
  Improve your knitting skills and enjoy making new friends!

- **A Great Day in Harlem**
  Tuesday, January 14 @ 6:00 pm
  Jazz expert Stuart Johnson will discuss the famous 1958 Esquire magazine photograph of 57 famous jazz musicians. He will also play some of their music.

- **Beadwork for Beginners**
  Thursday, January 16 @ 6:00 pm
  Don't miss this chance to learn beginning beadwork with an expert! This is a one-session class to get you started.

Sign up for our new eNewsletter!
www.warrenlibrary.net

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WARREN CIVIC CENTER LIBRARY
1 CITY SQUARE, SUITE 100
WARREN, MI 48093-2396
586-751-0770
www.warrenlibrary.net

Winter 2013-2014

TEEN PROGRAMS

@ the Warren Civic Center Library

Unless otherwise noted, registration is required and begins three weeks prior to each event.

Unless otherwise noted, these are parent-free events.

Call 586-751-0770 to register.

WARREN PUBLIC LIBRARY

Gaming 2nd Saturdays

(2nd Saturday of Each Month)

Gaming and Anime

Saturday, December 14, 2013 ♦ 2:00 – 4:00 p.m.

Saturday, January 11, 2014 ♦ 2:00 – 4:00 p.m.

Saturday, February 8, 2014 ♦ 2:00 – 4:00 p.m.

The library will have its game systems available, but feel free to bring your own! Bring your laptop and compete online using our Wi-Fi. When you're bored of playing, peruse graphic novels and watch anime DVDs playing on the big screen.

No registration is required for this drop-in program.
***Teens only**. This is a parent-free event.*

Teen Advisory Board and Book Club Planning Party

Thursday, December 5, 2013 ♦ 6:30 – 7:30 p.m.

Help us plan our new book club and future programs! Bring your great ideas, and we'll provide the pizza.

No registration is required. Ages 12 to 17.

Holiday Jewelry-Making

Monday, December 9, 2013 ♦ 6:00 – 7:30 p.m.

Join jewelry artist Nancy Falbo to make trinkets for holiday gifts—or just for yourself.

Call 586-751-0770 beginning November 12 to register; registration ends December 2. Ages 12 to 17.

Harry Potter Party

Wednesday, January 15, 2014 ♦ 6:00 – 7:30 p.m.

Join us as we celebrate all things Potteresque. Costumes welcome!

Call 586-751-0770 beginning December 26 to register. Ages 12 to 17.

Storytime for Special Needs Teens and Adults

Tuesday, January 28, 2014 ♦ 6:00 p.m.

Join us for stories, crafts, and social interaction at this storytime designed for cognitively-impaired teens and adults. Attendees must be accompanied by a parent or caregiver.

Call 586-751-0770 beginning January 7 to register. Ages 12 and up.

Teen Book Club

Monday, January 27, 2014 ♦ 6:00 – 7:30 p.m.

Monday, February 24, 2014 ♦ 6:00 – 7:30 p.m.

Join other like-minded book fans for food and fun. Titles to be determined at Teen Advisory Board and Book Club Planning Party on December 5.

No registration is required. Ages 12 to 17.

Bring Back Saturday Morning

Saturday, February 22, 2014 ♦ 2:00 – 4:00 p.m.

Cereal, classic board games, and cartoons. Pajamas welcome. Enough said?

No registration is required. Ages 12 to 17.

PAWS to Read

Mondays at 5:30 p.m. – Gracie, a Labrador mix
Thursdays at 7:00 p.m. – Angel, a black poodle

PAWS is a great program where new and struggling readers read to a therapy dog. The goal is to provide a non-judgmental atmosphere in which kids can read without correction or interruption and learn not just to read, but to love reading as well.

No registration is required for this drop-in program.
Please call 586-751-0770 within an hour prior to each session to confirm that the therapy dog will visit.

Sign up for our new eNewsletter!
www.warrenlibrary.net

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Follow @WarrenPublicLib

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WARREN CIVIC CENTER LIBRARY
1 CITY SQUARE, SUITE 100
WARREN, MI 48093-2396
586-751-0770
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Winter 2013-2014

Activities for Children

@ the Warren Civic Center Library

Please note that only <u>storytimes</u> require registration.

Other programs do not require registration.

WARREN PUBLIC LIBRARY

Crazy Creations 3rd Saturdays

(3rd Saturday of Each Month)

Block Party

Saturday, December 21, 2013 ♦ 2:00 – 3:30 p.m.

Saturday, February 15, 2014 ♦ 2:00 – 3:30 p.m.

If you're a fan of Lego and MEGA Blocks, we'd love to see some of your creations at our Block Party!

No registration is required for this drop-in program. Ages 3 and up.

Crafternoon

Saturday, January 18, 2014 ♦ 2:00 – 3:30 p.m.

You bring the imagination and we'll have the supplies. Children of all ages can make their own creations with a variety of random materials from tubes to boxes and beyond.

No registration is required for this drop-in program.

Special Needs Storytime

(2nd Saturday of Each Month)

Saturday, December 14, 2013 ♦ 10:00 a.m.

Saturday, January 11, 2014 ♦ 10:00 a.m.

Saturday, February 8, 2014 ♦ 10:00 a.m.

Join us for stories, songs, sensory activities, and crafts at this storytime designed for children with special needs. While children of all ages are welcome, the program is intended for developmental ages 2 to 5. Children must be accompanied by a parent or caregiver. Siblings are invited to join in the fun!

Call 586-751-0770 to register.
Registration accepted until the Thursday before each session.

Decorate with Santa

Saturday, December 7, 2013 ♦ 2:00 – 4:00 p.m.

Join us as we decorate the children's room for the holidays and visit with a very special guest. We ho-ho-hope to see you there!

No registration is required for this drop-in program. Please note that the time listed in the city calendar for this program is incorrect.

Exotic Zoo

Tuesday, December 10, 2013 ♦ 6:30 – 7:30 p.m.

Exotic Zoo will visit with some unusual creatures, including a python, a crocodile, and a honey bear!

No registration is required.

Winter Craft Day

Friday, January 3, 2014 ♦ 10:00 a.m. – 4:00 p.m.

Brrr, it's cold outside! Why not drop by the children's room to warm up and make a cool winter craft or two?

No registration is required for this drop-in program.

Dundee's World of Fun Show

Saturday, February 1, 2014 ♦ 2:00 – 3:00 p.m.

Join magician Daren Dundee for his show of amazing feats and magical skills. *You* might be chosen to get in the act!

No registration is required.

Pajama Rama

Monday, February 10, 2014 ♦ 6:30 – 7:30 p.m.

Put on your jammies for a special storytime of bedtime stories and a snack!

No registration is required.