WARREN PUBLIC LIBRARY COMMISSION

One City Square, Warren MI 48093

AGENDA – REGULAR MEETING

March 19, 2015

7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Approval of Agenda**

4. **Approval of Minutes – Regular Meeting of January 15, 2015**

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
      - Quarterly statistic report

   b. **Current Projects**
      - Update on the renovation/demolition projects of Busch and Burnette

   c. **Services**
      - Received a check from SLC in the amount of $830.74 for ProPay credit card transactions through 1/7/15
      - Received a check from SLC in the amount of $846.99 for ProPay credit card transactions through 2/3/15

d. Staffing Issues

- Update on R. DeLise and S. Heydel
- Staff member suspended three days without pay for insubordination
- Amy Nelson passed her probation on 3/5/2015 and is now a Branch Librarian at Miller Library
- Cynthia Knecht was transferred to Civic Center
- Scott Spencer was transferred to Miller Library to cover S. Heydel.
- Kelly Bishop was transferred to Civic Center
- Staff member was placed on Administrative Paid Leave until further notice
- Vee Jay Hedges will retire May 18, 2015
- Library Maintenance Specialist position will be presented to the Civil Service Commission on March 18
- Lisa Martin received an $150 grant for Spring Institute

e. Marketing/Outreach

- eNewsletter update
- Upcoming Events

f. Discussion items

- Garage door at Old Village Fire Hall has been repaired
- Ownership of Fire Hall
- Correspondence from Controller's Office regarding Johnson Control invoice for Fire Hall
- AED devices were installed at each branch and training will be provided
- Room rentals
- Mayor requested closed dates due to community programs
- Mobile printing will be installed later this month
- Branch materials and services handout
- SLC user fees for technology have increased $100

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**
    - Approval of Library Commission Bylaws
    - Purchase Pronunciator database of languages at a cost of $1,350 since TLN is working on a group purchase. Mango Languages is $6,685 plus licensing and hosting fees
    - Purchase R^2 Summer Reading Program Solution which costs $1000 less and has more to offer patrons in the way of interactive games, etc.
    - David Bromley – Internet pornography
    - Obituary Services charge
    - Add "e-cigarettes are prohibited" to the Patron Code of Conduct

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

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

11. **Commissioner's Comments**

12. **Next Meeting Date – May 21, 2015**

13. **Adjournment**

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/14 - 06/30/15

as of 3/01/2015

			BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING	
9271	70300	APPOINTED OFFICIAL	93,423.00	93,423.00	60,131.06		33,291.94	35.64%	
9271	70600	PERMANENT EMPLOYEES	1,115,914.00	1,115,914.00	613,778.67		502,135.33	45.00%	
9271	70602	CLERICAL							
9271	70700	TEMPORARY EMPLOYEES							
9271	70703	CLERICAL COOP	-	-	138.19		(138.19)	0.00%	
9271	70714	PERM. PART-TIME	324,900.00	324,900.00	168,587.92		156,312.08	48.11%	
9271	70900	OVERTIME	25,250.00	25,250.00	5,595.80		19,654.20	77.84%	
9271	71000	SHIFT PREMIUM	11,700.00	11,700.00	3,431.50		8,268.50	70.67%	
9271	71200	DEFAULT PAYROLL EXPENSE			-		-	0.00%	Error corrected by Controller's office
9271	71302	EDUCATION ALLOWANCE	7,600.00	7,600.00	8,425.90		(825.90)	-10.87%	
9271	71500	SOCIAL SECURITY	122,661.00	122,661.00	67,215.81		55,445.19	45.20%	
9271	71900	EMPLOYEE INS.	315,849.00	315,849.00	107,960.27		207,888.73	65.82%	
9271	71904	RETIREE HEALTH INS.	321,158.00	321,158.00	311,998.86		9,159.14	2.85%	
9271	71905	H.S.A. EXPENSE			3,542.89		(3,542.89)	0.00%	
9271	71906	SUPPL LIFE INSURANCE EXP			515.50		(515.50)	0.00%	
9271	71907	HEALTH INSURANCE CO-PAY					-		
9271	72100	LONGEVITY	24,668.00	24,668.00	17,868.12		6,799.88	27.57%	
9271	72200	RETIREMENT	513,737.00	513,737.00	414,786.00		98,951.00	19.26%	
9271	72201	DEFINED CONTRIBUTION EXP			53,603.54		(53,603.54)	0.00%	
9271	72700	OFFICE SUPPLIES	61,724.00	61,724.00	25,627.41	6,598.70	29,497.89	47.79%	
9271	72702	COPY MACHINE EXP.	14,000.00	14,000.00	6,444.57	2,855.43	4,700.00	33.57%	
9271	80100	CONTRACTUAL SERVICES	85,300.00	85,300.00	62,921.27	22,807.40	(428.67)	-0.50%	
9271	80117	COOPERATIVE SERVICES	170,000.00	170,000.00	91,060.00		78,940.00	46.44%	
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	602.52	95.59	1,301.89	65.09%	
9271	80301	UNEMPLOYMENT COSTS					-		
9271	82201	VIDEO CASS & TAPES	9,000.00	9,000.00	3,632.71		5,367.29	59.64%	
9271	82202	LIBRARY CIRCULATING MAT	38,000.00	38,000.00	14,415.10		23,584.90	62.07%	
9271	82207	PERIODICALS	17,000.00	17,000.00	13,370.60		3,629.40	21.35%	
9271	85300	TELEPHONE	10,000.00	10,000.00	4,016.70		5,983.30	59.83%	
9271	86100	MILEAGE	2,000.00	2,000.00	213.76		1,786.24	89.31%	
9271	86300	AUTO EXPENSE	2,000.00	2,000.00	492.40		1,507.60	75.38%	
9271	86400	CONFERENCES-WRKSHOP	8,000.00	8,000.00	357.00		7,643.00	95.54%	
9271	90200	BOOK BINDING	100.00	100.00	-	-	100.00	100.00%	
9271	91000	INSURANCE/BONDS	34,500.00	34,500.00	34,500.00		-	0.00%	
9271	92000	PUBLIC UTILITIES	215,000.00	215,000.00	104,578.64		110,421.36	51.36%	
9271	93000	REPAIRS & MAINTENANCE	34,000.00	34,000.00	8,663.54	3,934.98	21,401.48	62.95%	
9271	95000	ADMINISTRATIVE COSTS	312,800.00	312,800.00	312,800.00		-	0.00%	
9271	96401	REF TAX PD UND PROTEST					-		
9271	96470	BUILDING AUTHORITY BONDS	134,500.00	134,500.00	106,805.67		27,694.33	20.59%	
9271	96850	ACCUMULATED SICK LEAVE					-		
9271	96855	ACCUMULATED COMP TIME					-		
9271	97400	CAPITAL IMPROVEMENTS	1,922,000.00	1,922,000.00			1,922,000.00	100.00%	
9271	97700	PROPERTY ACQUISITION	50,000.00	50,000.00	51,269.42	-	(1,269.42)	0.00%	
9271	98000	OFFICE EQUIPMENT	45,580.00	45,580.00	850.80	2,075.00	42,654.20	93.58%	
9271	98200	BOOKS	311,470.00	311,470.00	121,809.95	31.88	189,628.17	60.88%	
9271	99000	EST UNCOL TAXES					-		
		TOTAL	**6,385,834.00**	**6,385,834.00**	**2,802,012.09**	**38,398.98**	**3,545,422.93**	**55.52%**	

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/14 - 06/30/15

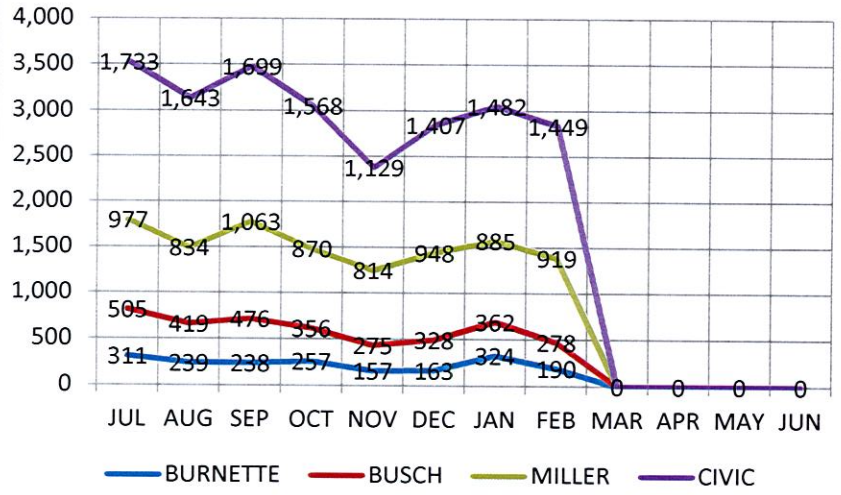
as of 2/01/2015

			BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	APPOINTED OFFICIAL	93,423.00	93,423.00	52,972.60		40,450.40	43.30%
9271	70600	PERMANENT EMPLOYEES	1,115,914.00	1,115,914.00	543,752.83		572,161.17	51.27%
9271	70602	CLERICAL						
9271	70700	TEMPORARY EMPLOYEES						
9271	70703	CLERICAL COOP	-	-	138.19		(138.19)	0.00%
9271	70714	PERM. PART-TIME	324,900.00	324,900.00	145,985.92		178,914.08	55.07%
9271	70900	OVERTIME	25,250.00	25,250.00	3,962.84		21,287.16	84.31%
9271	71000	SHIFT PREMIUM	11,700.00	11,700.00	3,431.50		8,268.50	70.67%
9271	71200	DEFAULT PAYROLL EXPENSE			1,431.60		(1,431.60)	0.00%
9271	71302	EDUCATION ALLOWANCE	7,600.00	7,600.00	8,425.90		(825.90)	-10.87%
9271	71500	SOCIAL SECURITY	122,661.00	122,661.00	59,408.56		63,252.44	51.57%
9271	71900	EMPLOYEE INS	315,849.00	315,849.00	94,746.19		221,102.81	70.00%
9271	71904	RETIREE HEALTH INS.	321,158.00	321,158.00	311,998.86		9,159.14	2.85%
9271	71905	H.S.A. EXPENSE			3,178.42		(3,178.42)	0.00%
9271	71906	SUPPL LIFE INSURANCE EXP			444.68		(444.68)	0.00%
9271	71907	HEALTH INSURANCE CO-PAY					-	
9271	72100	LONGEVITY	24,668.00	24,668.00	14,797.92		9,870.08	40.01%
9271	72200	RETIREMENT	513,737.00	513,737.00	414,786.00		98,951.00	19.26%
9271	72201	DEFINED CONTRIBUTION EXP			47,461.16		(47,461.16)	0.00%
9271	72700	OFFICE SUPPLIES	61,724.00	61,724.00	20,112.21	5,806.14	35,805.65	58.01%
9271	72702	COPY MACHINE EXP.	14,000.00	14,000.00	5,422.52	2,877.86	5,699.62	40.71%
9271	80100	CONTRACTUAL SERVICES	85,300.00	85,300.00	52,312.71	31,366.96	1,620.33	1.90%
9271	80117	COOPERATIVE SERVICES	170,000.00	170,000.00	91,060.00		78,940.00	46.44%
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	496.67	161.75	1,341.58	67.08%
9271	80301	UNEMPLOYMENT COSTS					-	
9271	82201	VIDEO CASS & TAPES	9,000.00	9,000.00	2,372.16		6,627.84	73.64%
9271	82202	LIBRARY CIRCULATING MAT	38,000.00	38,000.00	12,551.14		25,448.86	66.97%
9271	82207	PERIODICALS	17,000.00	17,000.00	13,370.60		3,629.40	21.35%
9271	85300	TELEPHONE	10,000.00	10,000.00	3,368.23		6,631.77	66.32%
9271	86100	MILEAGE	2,000.00	2,000.00	141.22		1,858.78	92.94%
9271	86300	AUTO EXPENSE	2,000.00	2,000.00	456.66		1,543.34	77.17%
9271	86400	CONFERENCES-WRKSHOP	8,000.00	8,000.00	357.00		7,643.00	95.54%
9271	90200	BOOK BINDING	100.00	100.00	-	-	100.00	100.00%
9271	91000	INSURANCE/BONDS	34,500.00	34,500.00	34,500.00		-	0.00%
9271	92000	PUBLIC UTILITIES	215,000.00	215,000.00	88,721.10		126,278.90	58.73%
9271	93000	REPAIRS & MAINTENANCE	34,000.00	34,000.00	8,255.13	3,454.45	22,290.42	65.56%
9271	95000	ADMINISTRATIVE COSTS	312,800.00	312,800.00	312,800.00		-	0.00%
9271	96401	REF TAX PD UND PROTEST					-	
9271	96470	BUILDING AUTHORITY BONDS	134,500.00	134,500.00	106,805.67		27,694.33	20.59%
9271	96850	ACCUMULATED SICK LEAVE					-	
9271	96855	ACCUMULATED COMP TIME					-	
9271	97400	CAPITAL IMPROVEMENTS	1,922,000.00	1,922,000.00			1,922,000.00	100.00%
9271	97700	PROPERTY ACQUISITION	50,000.00	50,000.00	51,269.42	-	(1,269.42)	0.00%
9271	98000	OFFICE EQUIPMENT	45,580.00	45,580.00	641.69	2,075.00	42,863.31	94.04%
9271	98200	BOOKS	311,470.00	311,470.00	104,664.31		206,805.69	66.40%
9271	99000	EST UNCOL TAXES					-	
		TOTAL	**6,385,834.00**	**6,385,834.00**	**2,616,601.61**	**45,742.16**	**3,723,490.23**	**58.31%**

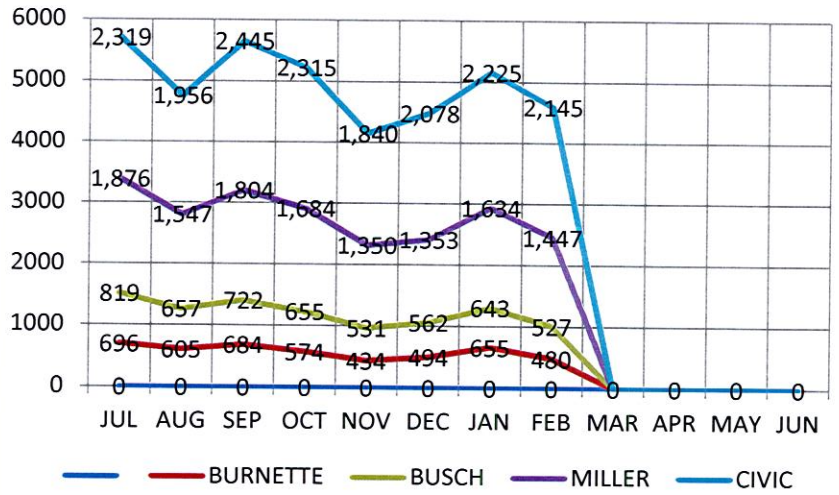
SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE REPORT
(10/1/2014 – 02/28/2015)

Beginning Balance	**38,176.84**
Oksana Urban meeting reimbursement	6.99
Ending Balance	**38,169.85**

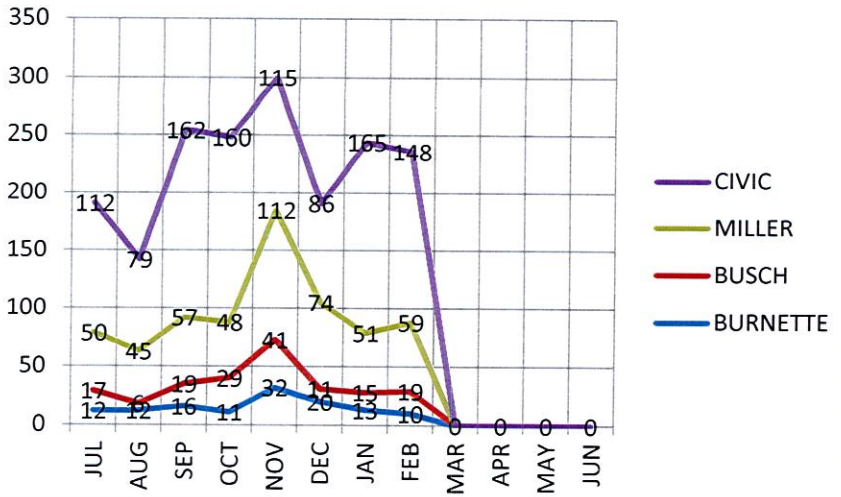
Items Received from SLC 2014-2015



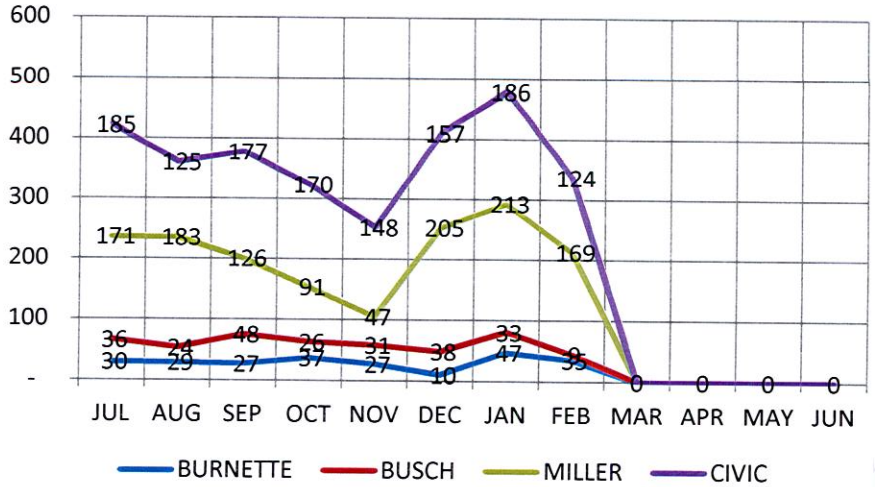
Items Loaned to SLC 2014-2015



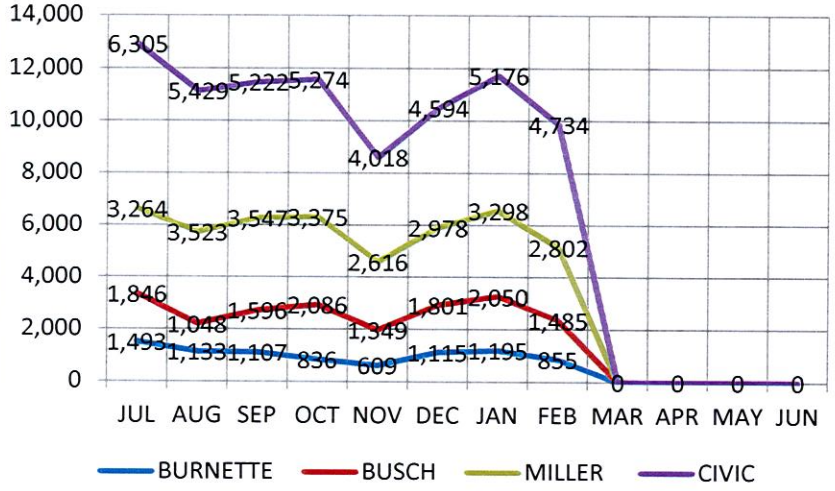
MeL Received 2014-2015



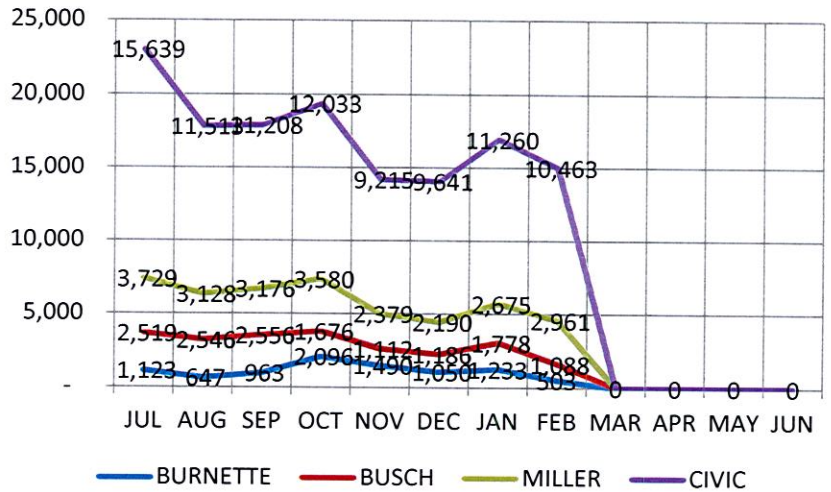
MeL Sent 2014-2015



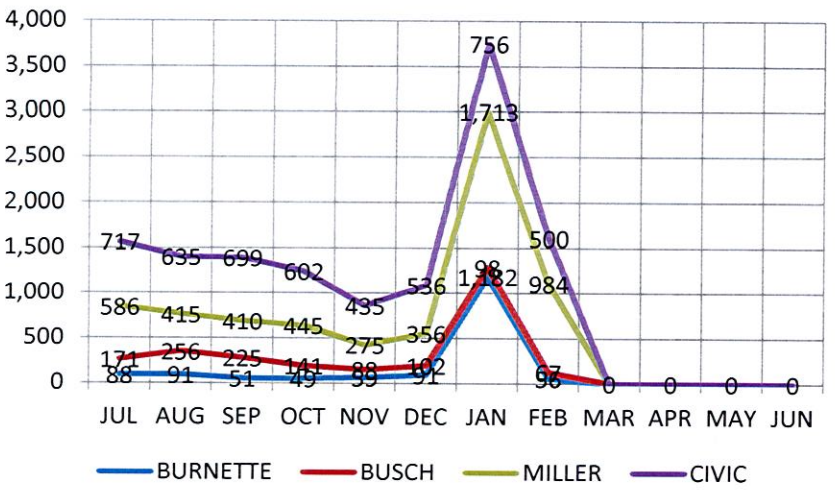
Adult Books Circulated 2014-2015



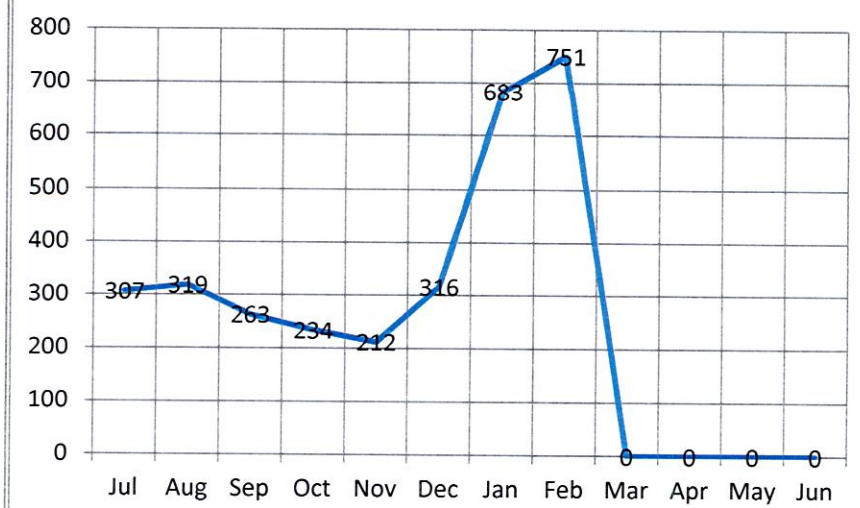
Juvenile Books Circulated 2014-2015



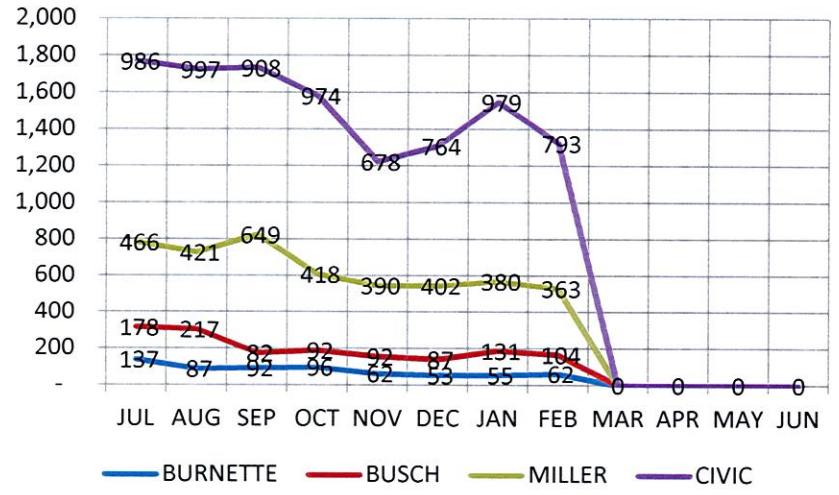
Periodicals Circulated 2014-2015



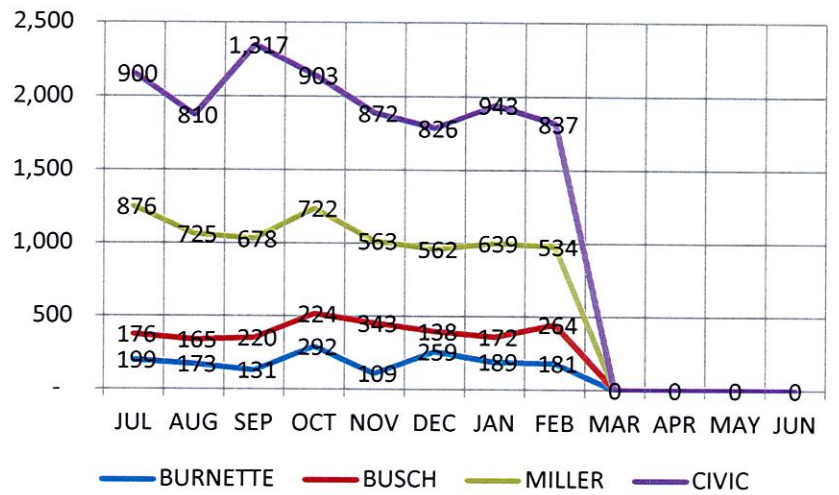
Zinio 2014-2015



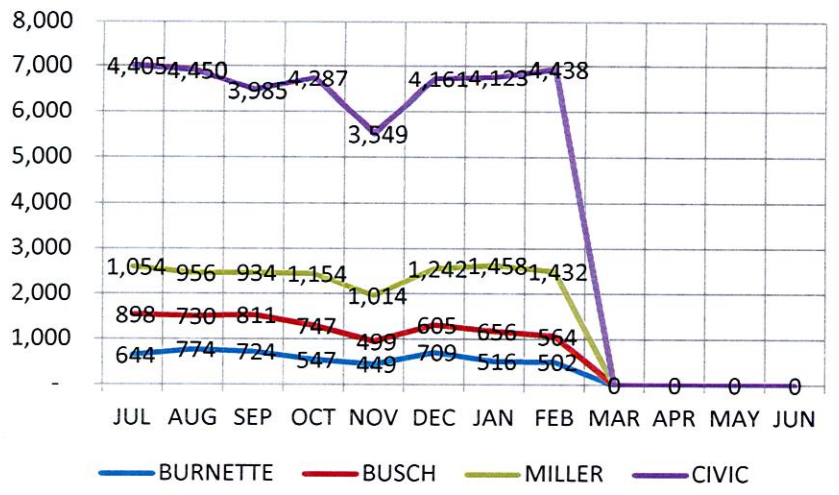
Audiocassettes Circulated 2014-2015



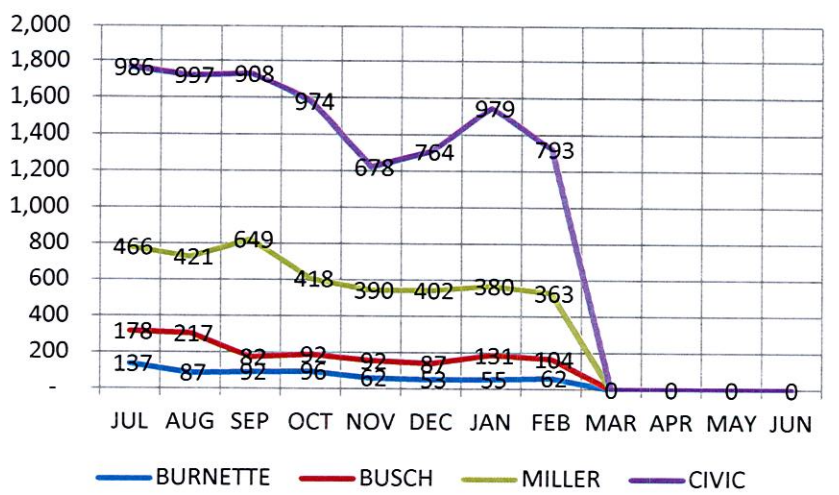
CDs Circulated 2014-2015



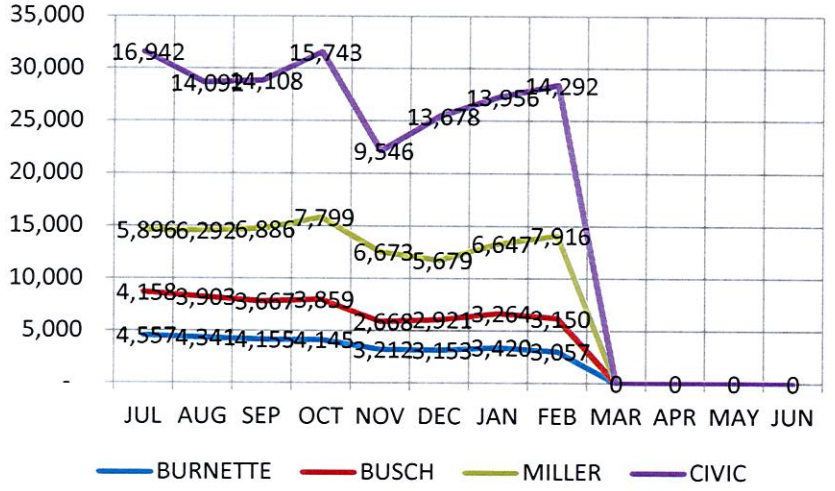
DVDs Circulated 2014-2015



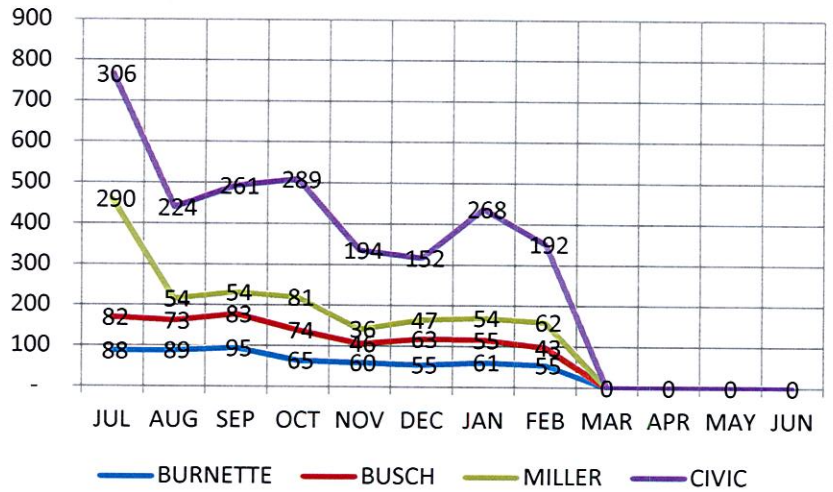
Videocassettess Circulated 2014-2015



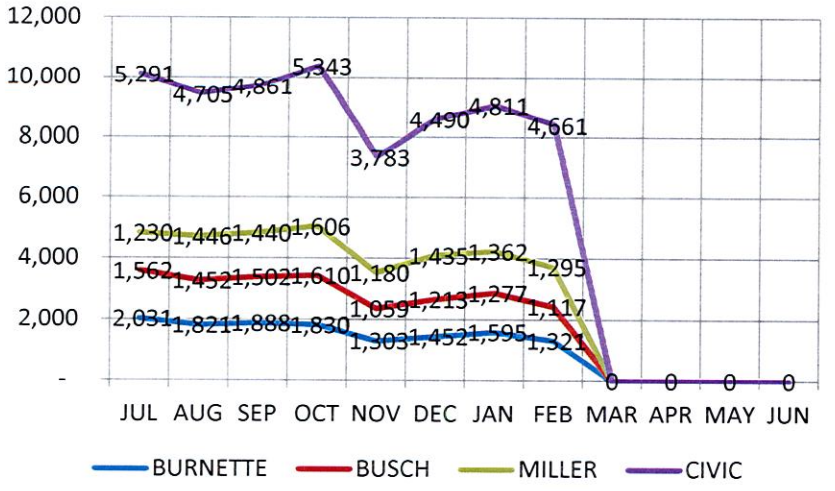
Patron Counter 2014-2015



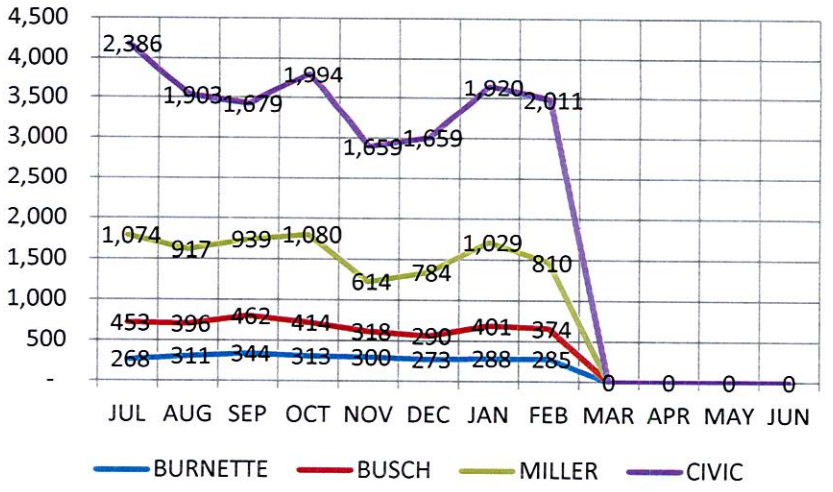
Patrons Registered 2014-2015



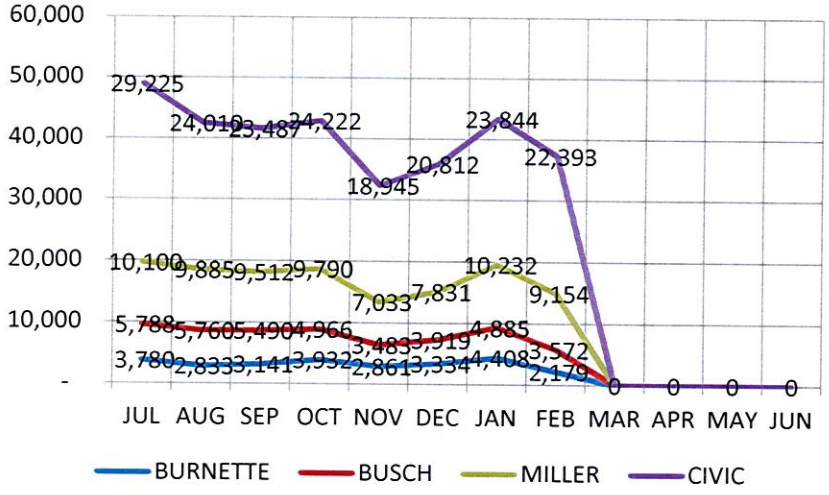
Computer Usage 2014-2015



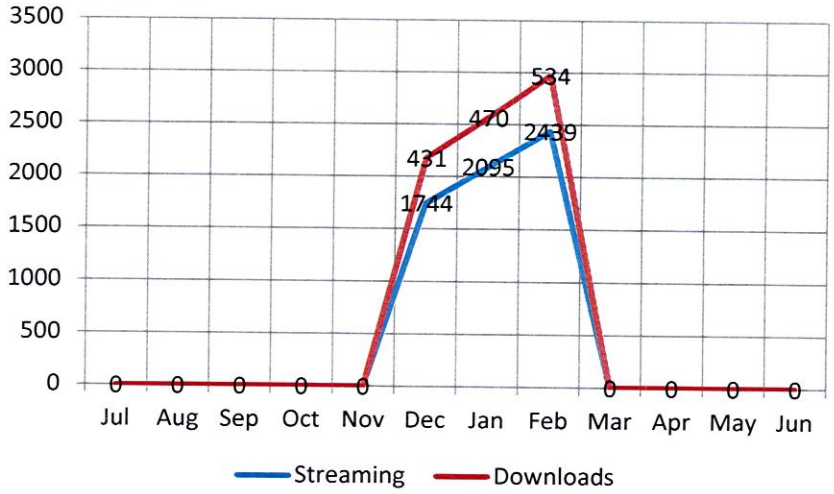
Reference Questions 2014-2015



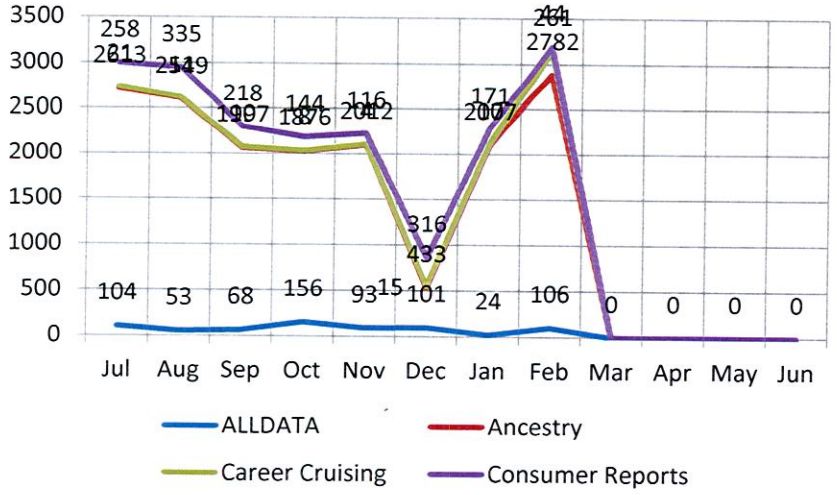
Circulation 2014-2015



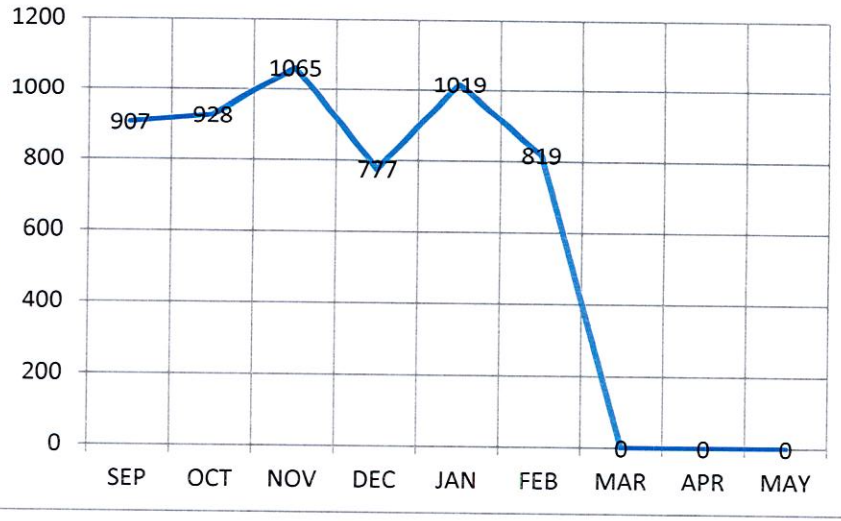
Freegal 2014-2015



Database Usage 2014-2015



Sunday Circulation 2014-2015



Re: Johnson controls

Kris Battle

Tue 3/3/2015 9:41 AM

Inbox

To:

Cc:

Denise

That expense was removed from 9271-93000 and placed/covered by the general fund.

Thanks.

Kris Battle, Accounting Supervisor
City of Warren Controller's Office
One City Square, Suite 425
Warren, MI 48093-5288
Phone: 586-574-4593
Fax:586-574-4614
Email: kbattle@cityofwarren.org

From: Denise Rose
Sent: Monday, March 2, 2015 12:03 PM
To: Kris Battle
Subject: Re: Johnson controls

Hi Kris,

Has a decision been made as to who will be responsible for paying this bill so I can include it for the March Library Commission meeting?

Thanks,
Denise

From: Kris Battle
Sent: Friday, February 27, 2015 5:25 PM
To: Denise Rose
Cc: Rob Maleszyk
Subject: Johnson controls

Denise

I am getting caught up with some journals and wanted to let you know that I credited Library's building maint account (9271-93000) for the Johnson control's $773.88 charge from the 1/28lob check 551063

Sorry it took so long.

thanks.

Kris Battle, Accounting Supervisor
City of Warren Controller's Office
One City Square, Suite 425
Warren, MI 48093-5288
Phone: 586-574-4593
Fax:586-574-4614
Email: kbattle@cityofwarren.org

From: warren48093@gmail.com <warren48093@gmail.com>
Sent: Friday, February 27, 2015 5:16 PM
To: Kris Battle
Subject:

This E-mail was sent from "RNP1E4CB9" (Aficio MP 5001).

Scan Date: 02.27.2015 17:16:15 (-0500)
Queries to: warren48093@gmail.com

551063

1/28/15

1-16434460876	HVAC MAINTENANCE	702280	516.39
1-16855017344	HVAC MAINTENANCE	702279	3,527.40
1-17150925567	HVAC MAINTENANCE	702278	773.88

TOTAL $ 4,817.67

551063

NON-NEGOTIABLE

1/28/15 Four Thousand Eight Hundred Seventeen Dollars and Sixty-Seven Cents********** $******4,817.67**

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NON-NEGOTIABLE

JOHNSON CONTROLS INC
PO BOX 905240
CHARLOTTE, NC 28290-5240

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 disc & MP3 CD
Auto Repair Manuals
CD-ROM Programs
Cliff's Notes
Compact Discs
Consumer Guides
Detroit News (microfilm) 1972-Jan 15, 2011
Digital Devices for Children
DVDs and Blu-ray DVDs
eBooks eAudiobooks, Digital Magazines
English as a Second Language Collection
Exam Books
Financial Publications
Freegal (downloadable music)
Government Documents, US & MI
International Language Collection
(18 languages)
IRS Forms
Large Print Books
Law Reference
Macomb Daily (microfilm) 1954-present
Magazines/Newspapers
Online Detroit News and Detroit Free Press
Pamphlets
Reference Materials

Author Visits
Book Clubs
Book Reserve Lockers
Computer Lab/Classes
Conference Room (16 person)
Drive-up Drop Box (books & audiovisual)
Early Learning Stations
ESL (English as a Second Language)
Program
Exam Proctoring
Faxing/Scanning Service
Genealogy Services
High Speed Wireless Internet
Interlibrary Loans
Internet Guest Passes
Kurzweil Reader for Visually Impaired
Laminating
Low Vision Adaptive Devices
Magnifying Devices
Microfilm/Microfiche Reader/Printer
MILibraryCard Program
Mobile Printing
Notary Service
Obituary Services
Online Credit/Debit Card Payments

Retired Judge Binkowski MI Historical Collection
Sheet Music
Videos
Videogames (Wii, Xbox, PS3, Nintendo DS)
Warren City Council Meeting Collection (DVD)
Optelec (CCTV) Clearview Magnifying Machine
Outreach Services for Senior Residences
Photocopy Machines B/W and Color
Reference Telephone Services
Summer Reading Club (Kids, Teens, Adults)
Study Rooms (3)
Sunday Hours (1-5 pm) at Civic Center

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