WARREN PUBLIC LIBRARY COMMISSION

One City Square, Warren MI 48093

AGENDA – REGULAR MEETING

September 17, 2015
7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Approval of Agenda**

4. **Approval of Minutes – Regular Meeting of May 14, 2015**

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

6. **Director's Report**
   a. **Statistics/Output Measures**
      - Unique Management report

   b. **Current Projects**
      - Update on the renovation/demolition projects of Busch Library.
      - Open Forum Discussion will be held on Thursday, October 1 at 6:30 pm in the Media Center of Fitzgerald High School.

   c. **Services**
      - Received a check from SLC in the amount of $952.57 for ProPay credit card transactions from 5/26-26/2015.
      - Received a check from SLC in the amount of $1,950.56 for ProPay credit card transactions from 5/27-7/7/2015.
      - Received a check from SLC in the amount of $1,148.42 for ProPay credit card transactions from 7/8 – 8/4/2015.

d. Staffing Issues

- Update on R. DeLiso
- S. Heydel returned on 9/1/2015 from S&A. Will return on S&A on 11/19/2015 due to surgery. She has 17 vacation and floating holidays to use prior to this date.
- K. Czewski resigned from her position as Library Technician on July 21.
- C. Corsi was promoted to Library Maintenance Specialist on August 17.
- Alicia LaDuke accepted the position as a Library Technician (Vee Jay Hedges position) and has begun her training at Civic Center on 9/14/15.
- Lisa Martin was promoted to Branch Librarian on 8/21/2015.
- We are still interviewing for two vacant Library Technician positions.
- Therese Bulszewicz, LT Sub, began training on 6/17/2015.
- Julia Conn, LT Sub, began training on 6/18/2015.
- Vicki Bernieri, LT Sub, began training on 6/27/2015.
- Deborah Smith, Branch Librarian Sub, began training on 9/10/2015.
- Relocation of Branch Librarian Supervisors
- Staff list attached

e. Marketing/Outreach

- eNewsletter update
- Upcoming Events
- Lisa Martin assisted in a fund raiser at Barnes and Noble which generated $531.31 for the Friends. They will hold another event on December 11, 2015.

f. Discussion items

- Received 2015 Penal Fines totaling $126,842.03 on July 17
- WPL term expires on September 24 for SLC Board. A representative from Troy will begin October 29
- O. Urban, J. Robertson, L. Bieszka, A. Nelson, M. Kroening-Coppens, and P. Konkolesky will be attending the MLA Conference held in Novi from 10/28 – 10/30/15
- Lighting issues at Civic Center
- James Tsakos, Jr. Internet pornography issues
- Lobby window at Miller Library was replaced on 6/10/15 costing $783.00
- Courtyard window at Miller Library is on order and will be replaced within the next couple weeks costing $650.00.

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**
   - Closure of Busch Branch
   - Customer Service policy

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

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

11. **Commissioner's Comments**

12. **Next Meeting Date – November 19, 2015**

13. **Adjournment**

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

May 14, 2015

1. Call to Order:
The regular meeting was called to order at 7:08 PM by Frank Pasternak.

2. Roll Call:
Commissioners Present: Frank Pasternak, Chris Doebler, Annette Coach, Don McIntosh, Carolyn Moceri, and Zosia Ladak.

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

Coach moved to excuse Palmer, supported by McIntosh; motion carried.

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

4. Approval of Minutes—Regular Meeting of March 19, 2015:
Moceri moved to approve the Minutes of the Meeting of March 19, 2015, supported by McIntosh; motion carried.

5. Reports:
a) Monthly Line Item Budget Report: The Monthly Line Item Budget Reports for 5/01/2015 was reviewed. It was noted that there was 47.62% remaining in the budget as of 5/01/2015 while there is only two months left in the budget year ending 6/30/2015. Indications were that there are a significant number of invoices currently being processed. Also, the supervisor position at the Miller branch is not currently being filled and will result in a budget savings of approximately $85,000.

b) Suburban Library Allocation Account: As of April 30, 2015 the Allocation Account was $38,142.86

c) Branch Income Report: The 2015 Fiscal Year Revenue Report was reviewed showing the various sources of income to the libraries. A discussion was held on children's library cards and who is responsible for the borrowed library material. It was concluded that the child can not be responsible, thus making the parent responsible. The child's card must be attached to the parent's card, which is the way it is currently done.

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

6. Director's Report:

a. Statistics/Output Measures:

- Unique Management Report: The Unique Management Services Report, including accumulative totals, was reviewed. From April, 2009 through April, 2015 cash and material recovered totaled $168,014.35. The total cumulative expenditures paid out were $62,404.00.

b. Current Projects:

- An update on the renovation/demolition projects of the Busch and Burnette Branches was presented. It was indicated that Mary Michaels, City Attorney, will write the final draft of the contract for the construction of the Busch Branch Library project with Partners In Architecture. It is planned that the RFP panel and the Library Commission will review the contract before it goes to the May 26, 2015 City Council Meeting.

c. Services:

- Received a check from SLC for $1,872.78 for ProPay credit card transactions from 2/25/2015 through 3/25/2015.
- One employee from each branch is being recruited to become a Notary as a service to the library patrons. Doebler recommended that each branch have two notaries for backup proposes. The cost would be $20 per person.

d. Staffing Issues:

- R. DeLise and S Heydel are due back 8/1/2015.
- Kathy Faba will be retiring.
- Jennifer Lund has accepted the position of Library Technician and will begin 5/18/2015.

e. Marketing/Outreach:

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

f. Discussion Items:

- State Aid of $39,091.52 was electronically transferred on 3/30/2015 to the allocation account bringing the account total to approximately $77,000. The funds will be used for the purchase of new computers.
- As of 5/8/2015, MelCat items will be charged daily overdue fines. The fine is $20, plus the cost of the book (if it is not returned) and $5.00 processing fee. The Commission expressed agreement to the charges.

Coach moved to receive and file the Director's Report, supported by Moceri; motion carried.

7. **Audience Participation:**

None

8. Action Items:

- Doebler made a motion to approve the purchase of 60 computers (24 for the Burnette Branch, 32 for the Civic Center Branch, and 4 for the Miller Branch), supported by McIntosh; motion carried.
- Doebler made a motion to approve the 2016 Library "Closed" dates, supported by Moceri; motion carried.

9. Friends of the Warren Library:

Urban stated that the Friends of the Warren Library purchased software that would provide pricing information on books in order to obtain better pricing of our books.

10. S.L.C. Report—Frank Pasternak

Nothing to report.

11. **Commissioner's Comments:**

Urban indicated that the staff has been writing grants. Lisa Grant has received two $1,000 grants.

12. Next Meeting Date—September 17, 2015 at 7:00 PM

13. Adjournment:

Coach moved to adjourn the meeting at 8:28 PM, supported by Moceri; motion carried.

Donald J. McIntosh, Secretary

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

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

as of 9/01/2015

			BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	APPOINTED OFFICIAL	94,949.00	94,949.00	13,408.65		81,540.35	85.88%
9271	70600	PERMANENT EMPLOYEES	1,222,984.00	1,222,984.00	130,040.45		1,092,943.55	89.37%
9271	70714	PERM. PART-TIME	324,900.00	324,900.00	39,311.56		285,588.44	87.90%
9271	70900	OVERTIME	22,150.00	22,150.00	3,824.70		18,325.30	82.73%
9271	71000	SHIFT PREMIUM	11,650.00	11,650.00	28.88		11,621.12	99.75%
9271	71302	EDUCATION ALLOWANCE	7,600.00	7,600.00	7,300.00		300.00	3.95%
9271	71500	SOCIAL SECURITY	131,013.00	131,013.00	15,228.99		115,784.01	88.38%
9271	71900	EMPLOYEE INS.	386,398.00	386,398.00	27,892.16		358,505.84	92.78%
9271	71904	RETIREE HEALTH INS.	353,893.00	353,893.00	345,680.00		8,213.00	2.32%
9271	71905	H.S.A. EXPENSE			705.32		(705.32)	
9271	71906	SUPPL LIFE INSURANCE EXP			147.16		(147.16)	
9271	71907	HEALTH INSURANCE CO-PAY						
9271	72100	LONGEVITY	28,348.00	28,348.00	7,105.05		21,242.95	74.94%
9271	72200	RETIREMENT	522,018.00	522,018.00	411,204.00		110,814.00	21.23%
9271	72201	DEFINED CONTRIBUTION EXP			12,258.42		(12,258.42)	
9271	72700	OFFICE SUPPLIES	72,916.00	72,916.00	5,357.65	9,507.96	58,050.39	79.61%
9271	72702	COPY MACHINE EXP.	15,000.00	15,000.00	113.94	3,822.06	11,064.00	73.76%
9271	80100	CONTRACTUAL SERVICES	87,820.00	87,820.00	6,884.90	48,405.10	32,530.00	37.04%
9271	80117	COOPERATIVE SERVICES	170,000.00	170,000.00	30,375.00		139,625.00	82.13%
9271	80130	CO-OP SERVICES-INDIR AID	39,600.00	39,600.00	-		39,600.00	100.00%
9271	80200	POSTAGE	2,000.00	2,000.00	-	500.00	1,500.00	75.00%
9271	80301	UNEMPLOYMENT COSTS			-			
9271	82201	DIGITAL VIDEO DISCS	7,000.00	7,000.00	306.27		6,693.73	95.62%
9271	82202	LIBRARY CIRCULATING MAT	41,000.00	41,000.00	2,414.41		38,585.59	94.11%
9271	82207	PERIODICALS	17,000.00	17,000.00	55.33		16,944.67	99.67%
9271	85300	TELEPHONE	10,000.00	10,000.00	835.20		9,164.80	91.65%
9271	86100	MILEAGE	2,000.00	2,000.00	9.87		1,990.13	99.51%
9271	86300	AUTO EXPENSE	3,000.00	3,000.00	-			0.00%
9271	86400	CONFERENCES-WRKSHOP	8,000.00	8,000.00	2,043.00		5,957.00	74.46%
9271	90200	BOOK BINDING	100.00	100.00	-		100.00	100.00%
9271	91000	INSURANCE/BONDS	35,900.00	35,900.00	35,900.00		-	0.00%
9271	92000	PUBLIC UTILITIES	220,000.00	220,000.00	14,131.04		205,868.96	93.58%
9271	93000	REPAIRS & MAINTENANCE	36,000.00	36,000.00	465.24	5,077.71	30,457.05	84.60%
9271	95000	ADMINISTRATIVE COSTS	219,100.00	219,100.00	219,100.00		-	0.00%
9271	96401	REF TAX PD UND PROTEST			-			
9271	96470	BUILDING AUTHORITY BONDS	122,250.00	122,250.00			122,250.00	100.00%
9271	96850	ACCUMULATED SICK LEAVE						
9271	96855	ACCUMULATED COMP TIME						
9271	97400	CAPITAL IMPROVEMENTS						
9271	97700	PROPERTY ACQUISITION						
9271	98000	OFFICE EQUIPMENT	72,100.00	72,100.00	-		72,100.00	100.00%
9271	98200	BOOKS	317,000.00	317,000.00	11,775.86	184.85	305,039.29	96.23%
9271	99000	EST UNCOL TAXES					-	
		TOTAL	**4,603,689.00**	**4,603,689.00**	**1,343,903.05**	**67,497.68**	**3,189,288.27**	**69.28%**

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

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

as of 7/01/2015

			BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	APPOINTED OFFICIAL	93,423.00	93,423.00	97,726.36		(4,303.36)	-4.61%
9271	70600	PERMANENT EMPLOYEES	1,115,914.00	1,115,914.00	954,163.07		161,750.93	14.49%
9271	70602	CLERICAL						
9271	70700	TEMPORARY EMPLOYEES						
9271	70714	PERM. PART-TIME	324,900.00	324,900.00	278,376.19		46,523.81	14.32%
9271	70900	OVERTIME	25,250.00	25,250.00	8,313.34		16,936.66	67.08%
9271	71000	SHIFT PREMIUM	11,700.00	11,700.00	7,068.14		4,631.86	39.59%
9271	71302	EDUCATION ALLOWANCE	7,600.00	7,600.00	8,759.23		(1,159.23)	-15.25%
9271	71500	SOCIAL SECURITY	122,661.00	122,661.00	105,217.24		17,443.76	14.22%
9271	71900	EMPLOYEE INS.	315,849.00	315,849.00	201,158.03		114,690.97	36.31%
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			5,379.97		(5,379.97)	0.00%
9271	71906	SUPPL LIFE INSURANCE EXP			813.96		(813.96)	0.00%
9271	71907	HEALTH INSURANCE CO-PAY					-	
9271	72100	LONGEVITY	24,668.00	24,668.00	25,801.45		(1,133.45)	-4.59%
9271	72200	RETIREMENT	513,737.00	513,737.00	414,786.00		98,951.00	19.26%
9271	72201	DEFINED CONTRIBUTION EXP			81,270.86		(81,270.86)	0.00%
9271	72700	OFFICE SUPPLIES	61,724.00	61,724.00	45,142.32		16,581.68	26.86%
9271	72702	COPY MACHINE EXP.	14,000.00	14,000.00	11,370.97		2,629.03	18.78%
9271	80100	CONTRACTUAL SERVICES	85,300.00	85,300.00	87,617.22		(2,317.22)	-2.72%
9271	80117	COOPERATIVE SERVICES	170,000.00	170,000.00	126,766.70		43,233.30	25.43%
9271	80130	CO-OP SERVICES-INDIR AID	30,000.00	30,000.00	39,468.62		(9,468.62)	-31.56%
9271	80200	POSTAGE	2,000.00	2,000.00	840.88		1,159.12	57.96%
9271	80301	UNEMPLOYMENT COSTS					-	
9271	82201	VIDEO CASS & TAPES	9,000.00	9,000.00	6,301.03		2,698.97	29.99%
9271	82202	LIBRARY CIRCULATING MAT	38,000.00	38,000.00	34,841.80		3,158.20	8.31%
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	6,144.01		3,855.99	38.56%
9271	86100	MILEAGE	2,000.00	2,000.00	667.46		1,332.54	66.63%
9271	86300	AUTO EXPENSE	2,000.00	2,000.00	605.16		1,394.84	69.74%
9271	86400	CONFERENCES-WRKSHOP	8,000.00	8,000.00	442.00		7,558.00	94.48%
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	182,100.88		32,899.12	15.30%
9271	93000	REPAIRS & MAINTENANCE	34,000.00	34,000.00	17,210.25		16,789.75	49.38%
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	121,478.48		13,021.52	9.68%
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		44,729.20	98.13%
9271	98200	BOOKS	311,470.00	311,470.00	239,739.54		71,730.46	23.03%
9271	99000	EST UNCOL TAXES					-	
		TOTAL	**6,385,834.00**	**6,385,834.00**	**3,834,360.84**	**-**	**2,551,473.16**	**39.96%**

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

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

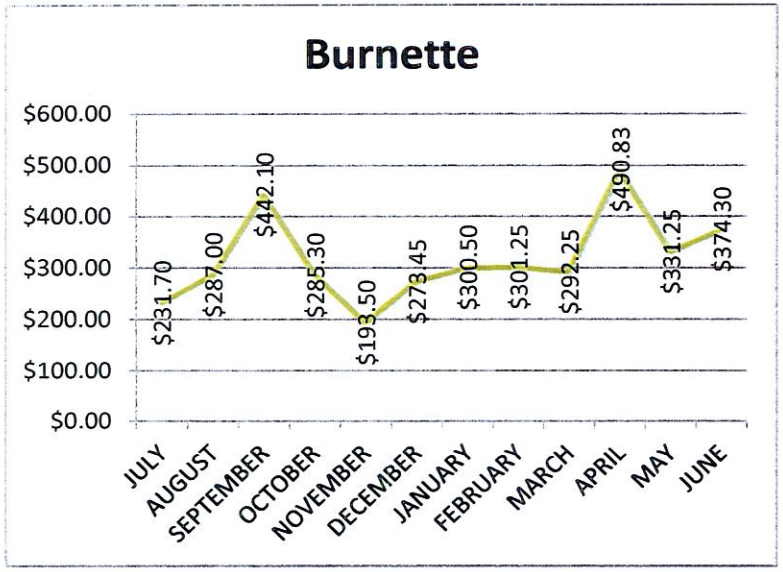
as of 6/01/2015

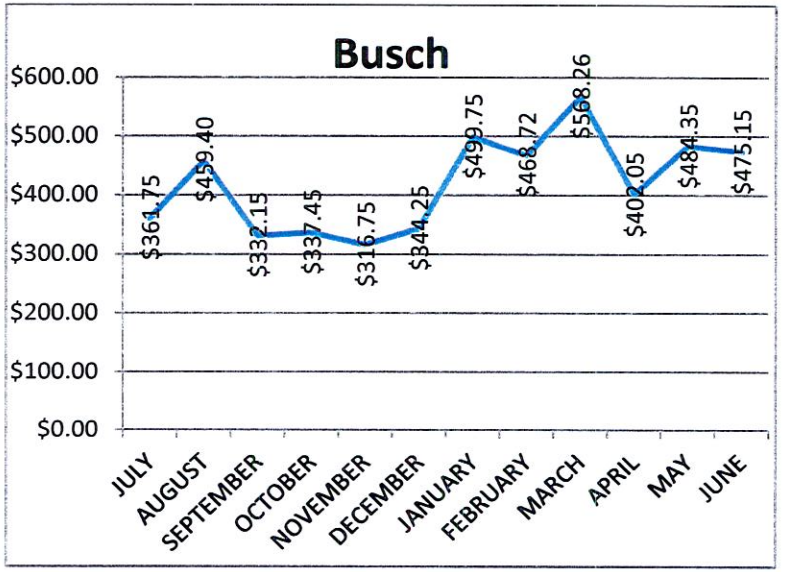
			BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	APPOINTED OFFICIAL	93,423.00	93,423.00	89,480.71		3,942.29	4.22%
9271	70600	PERMANENT EMPLOYEES	1,115,914.00	1,115,914.00	872,305.69		243,608.31	21.83%
9271	70602	CLERICAL						
9271	70700	TEMPORARY EMPLOYEES						
9271	70714	PERM. PART-TIME	324,900.00	324,900.00	249,300.43		75,599.57	23.27%
9271	70900	OVERTIME	25,250.00	25,250.00	8,313.34		16,936.66	67.08%
9271	71000	SHIFT PREMIUM	11,700.00	11,700.00	5,205.94		6,494.06	55.50%
9271	71302	EDUCATION ALLOWANCE	7,600.00	7,600.00	8,759.23		(1,159.23)	-15.25%
9271	71500	SOCIAL SECURITY	122,661.00	122,661.00	95,783.17		26,877.83	21.91%
9271	71900	EMPLOYEE INS.	315,849.00	315,849.00	143,199.79		172,649.21	54.66%
9271	71904	RETIREE HEALTH INS.	321,158.00	321,158.00	285,823.86		35,334.14	11.00%
9271	71905	H.S.A. EXPENSE			4,894.78		(4,894.78)	0.00%
9271	71906	SUPPL LIFE INSURANCE EXP			740.38		(740.38)	0.00%
9271	71907	HEALTH INSURANCE CO-PAY					-	
9271	72100	LONGEVITY	24,668.00	24,668.00	22,401.45		2,266.55	9.19%
9271	72200	RETIREMENT	513,737.00	513,737.00	380,215.00		133,522.00	25.99%
9271	72201	DEFINED CONTRIBUTION EXP			74,101.35		(74,101.35)	0.00%
9271	72700	OFFICE SUPPLIES	61,724.00	61,724.00	36,933.15	6,778.07	18,012.78	29.18%
9271	72702	COPY MACHINE EXP.	14,000.00	14,000.00	7,836.62	4,058.38	2,105.00	15.04%
9271	80100	CONTRACTUAL SERVICES	85,300.00	85,300.00	77,924.77	10,508.90	(3,133.67)	-3.67%
9271	80117	COOPERATIVE SERVICES	170,000.00	170,000.00	126,766.70		43,233.30	25.43%
9271	80130	CO-OP SERVICES-INDIR AID	30,000.00	30,000.00	19,545.76		10,454.24	34.85%
9271	80200	POSTAGE	2,000.00	2,000.00	762.95	172.36	1,064.69	53.23%
9271	80301	UNEMPLOYMENT COSTS					-	
9271	82201	VIDEO CASS & TAPES	9,000.00	9,000.00	5,797.16		3,202.84	35.59%
9271	82202	LIBRARY CIRCULATING MAT	38,000.00	38,000.00	23,441.18		14,558.82	38.31%
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	5,564.00		4,436.00	44.36%
9271	86100	MILEAGE	2,000.00	2,000.00	458.77		1,541.23	77.06%
9271	86300	AUTO EXPENSE	2,000.00	2,000.00	537.45		1,462.55	73.13%
9271	86400	CONFERENCES-WRKSHOP	8,000.00	8,000.00	442.00		7,558.00	94.48%
9271	90200	BOOK BINDING	100.00	100.00	-	-	100.00	100.00%
9271	91000	INSURANCE/BONDS	34,500.00	34,500.00	31,625.00		2,875.00	8.33%
9271	92000	PUBLIC UTILITIES	215,000.00	215,000.00	151,013.53		63,986.47	29.76%
9271	93000	REPAIRS & MAINTENANCE	34,000.00	34,000.00	13,953.20	3,369.37	16,677.43	49.05%
9271	95000	ADMINISTRATIVE COSTS	312,800.00	312,800.00	286,737.00		26,063.00	8.33%
9271	96401	REF TAX PD UND PROTEST					-	
9271	96470	BUILDING AUTHORITY BONDS	134,500.00	134,500.00	121,478.48		13,021.52	9.68%
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	180,730.49		130,739.51	41.97%
9271	99000	EST UNCOL TAXES					-	
		TOTAL	**6,385,834.00**	**6,385,834.00**	**3,397,564.15**	**26,962.08**	**2,961,307.77**	**46.37%**

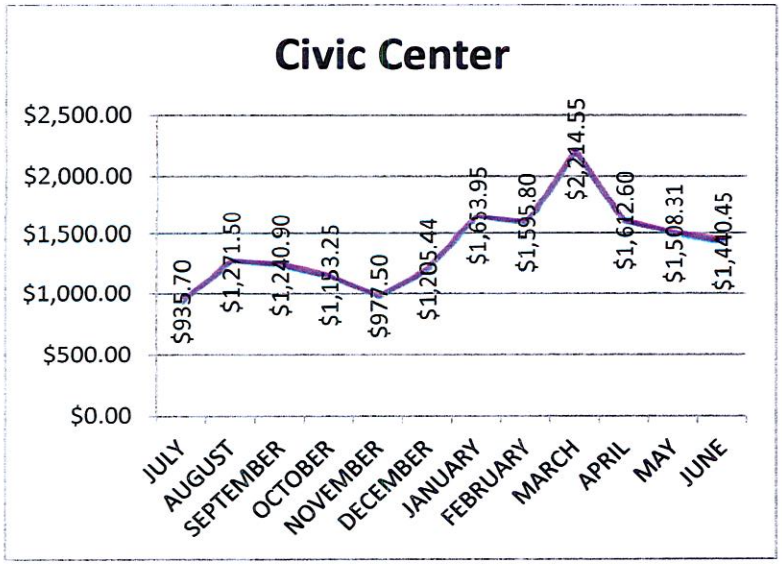
SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE REPORT
(10/1/2014 – 08/31/2015)

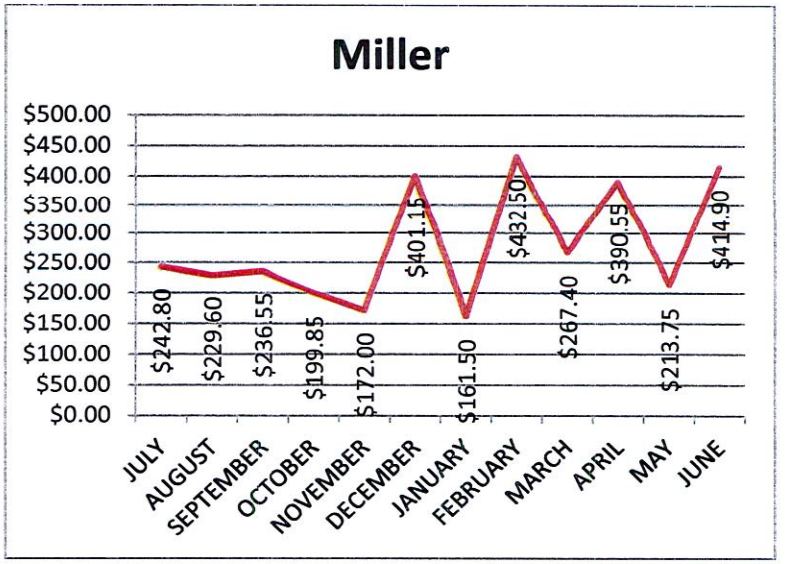
Beginning Balance	11,186.35
2014/15 Allocation	25,337.02
SLC Computer Purchase	18,684.86
Deposit – Sale of Used Computers	735.00
Deposit – Sale of Used Computers	920.00
Ending Balance	19,493.51

Copy Machine Revenue 2014-15 Fiscal Year

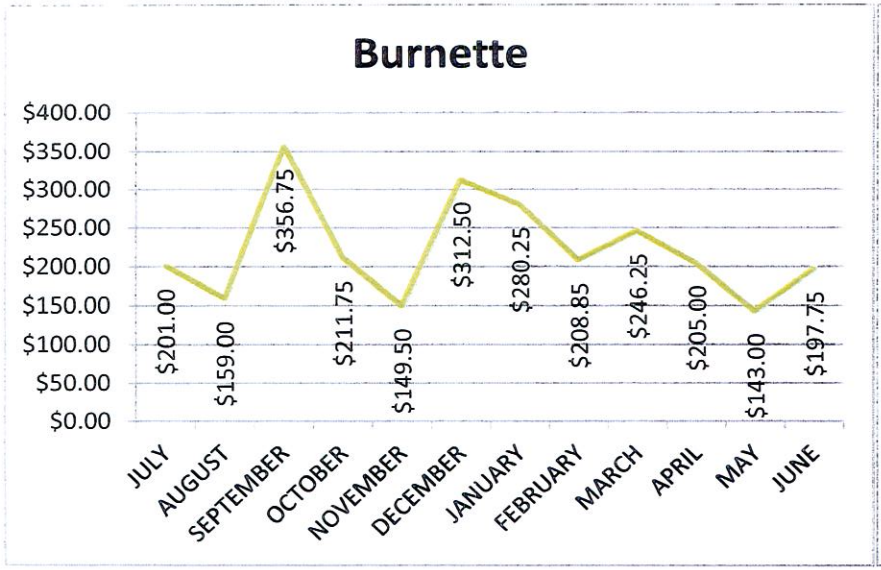


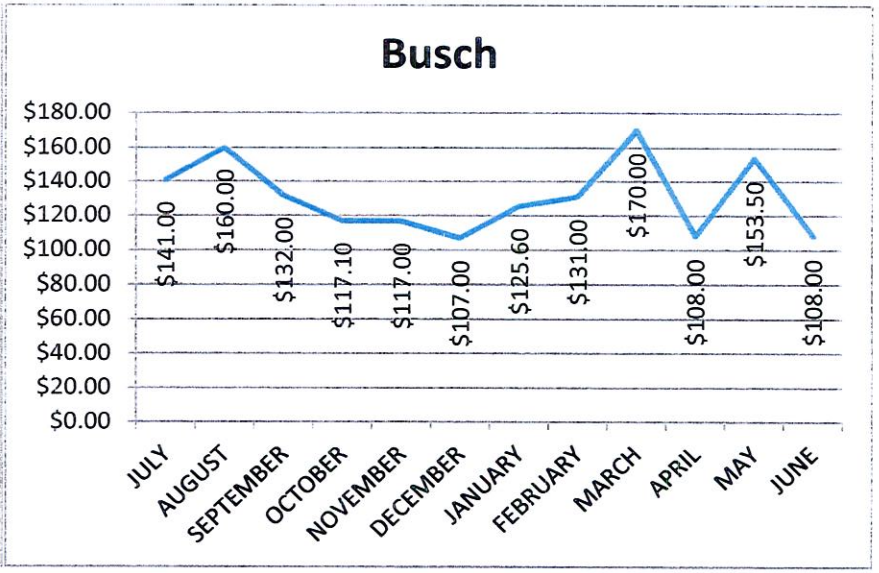


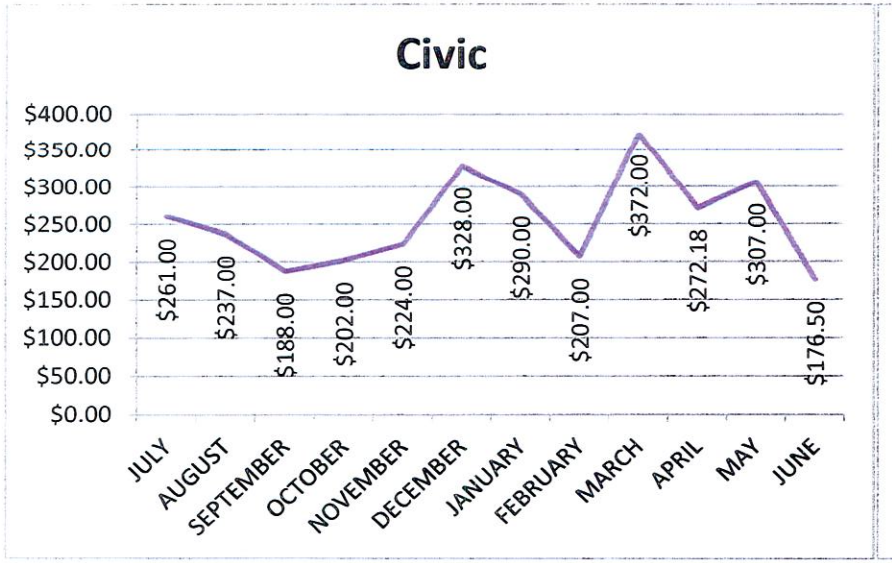


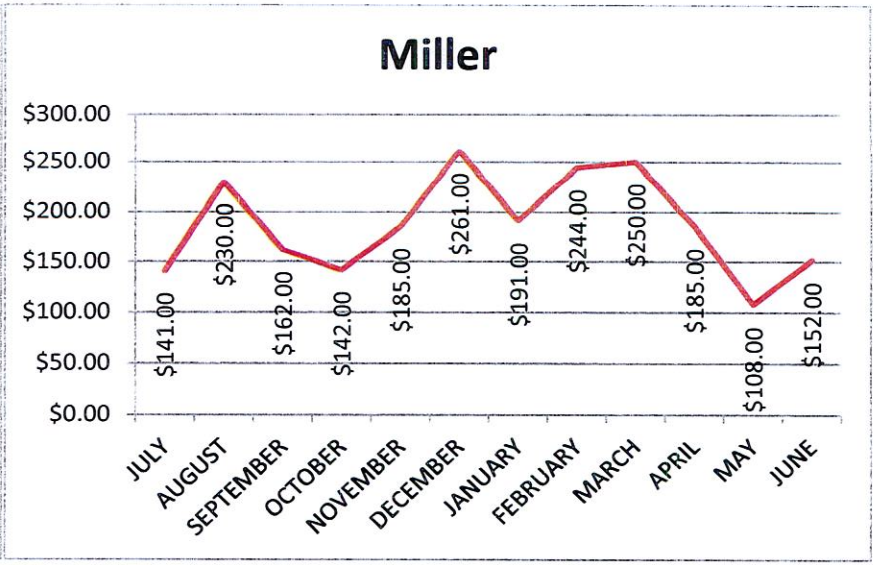


DVD Revenue 2014-15 Fiscal Year

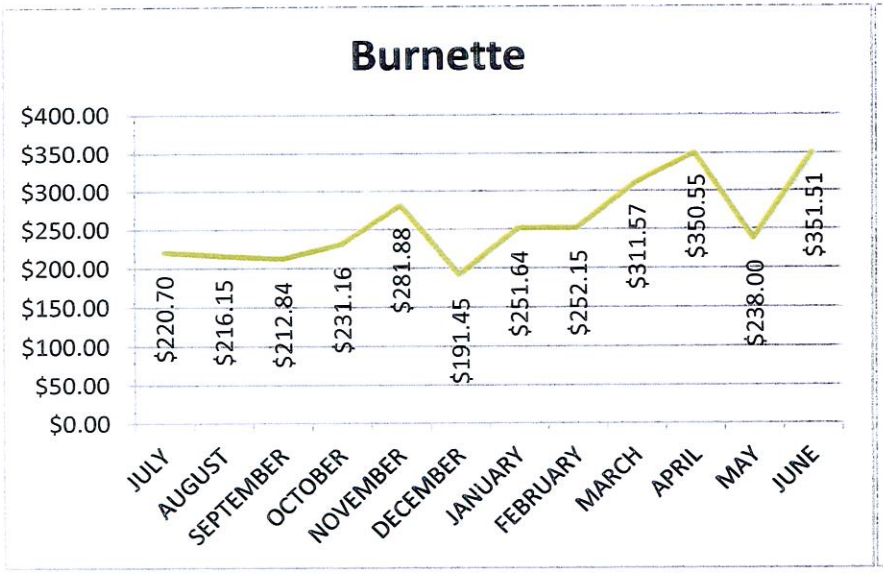


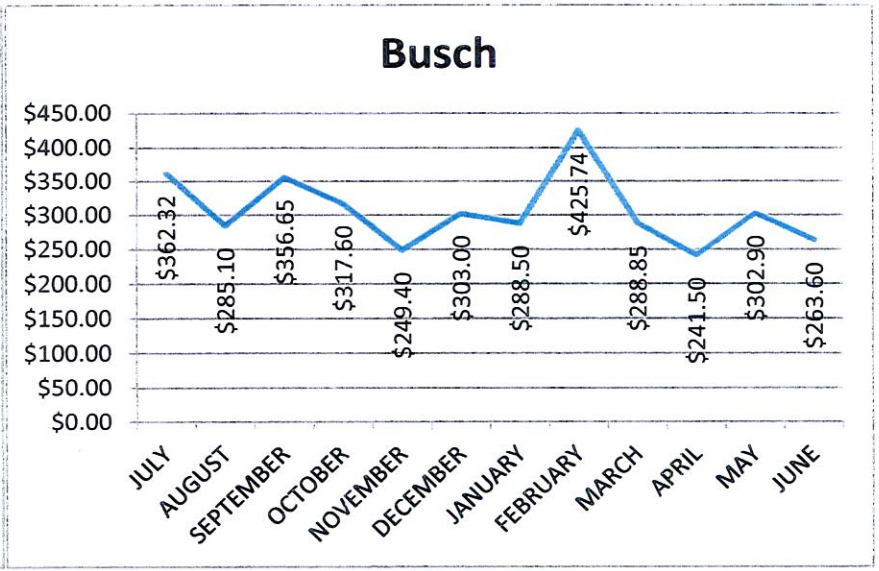


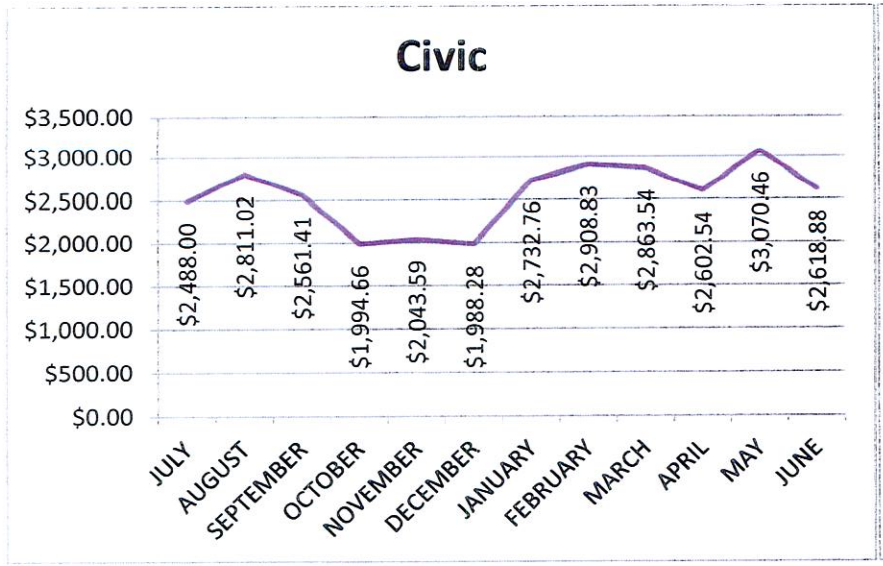


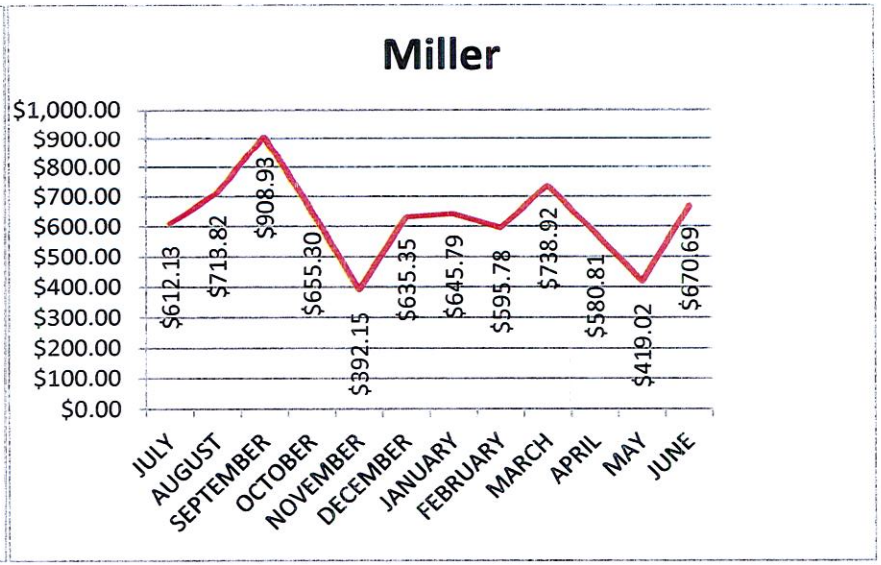


Fines Revenue 2014-15 Fiscal Year

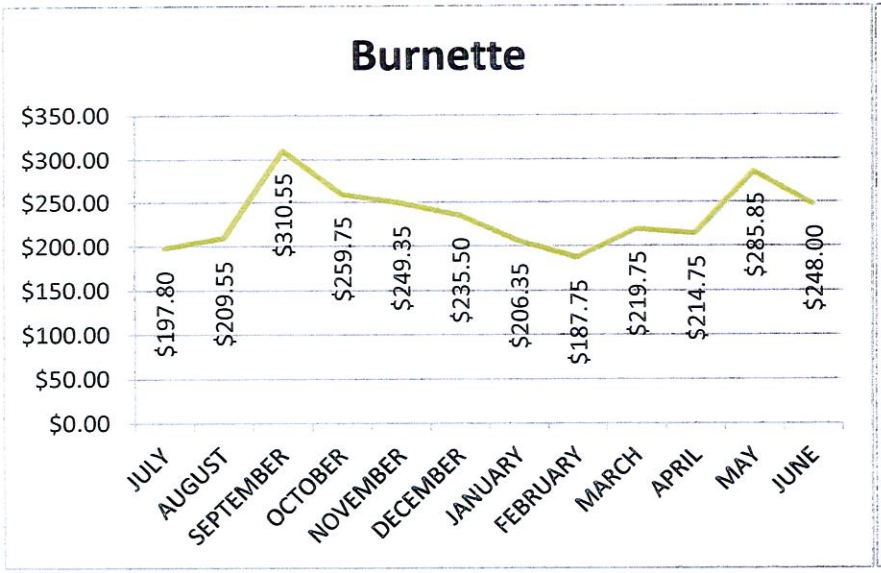


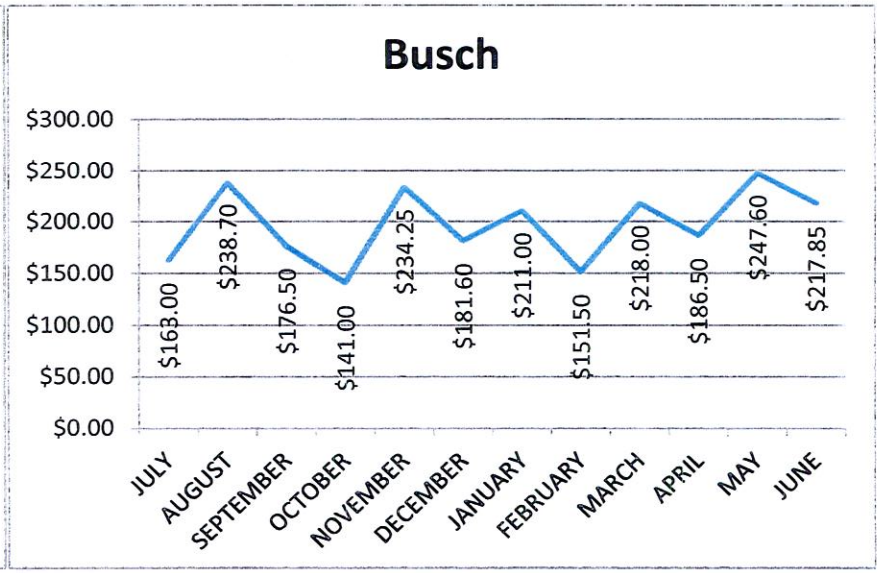


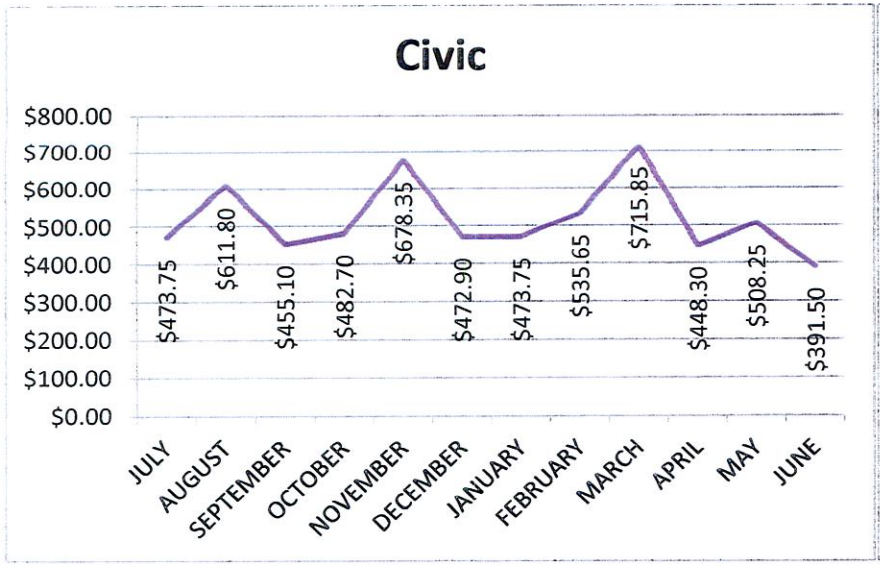


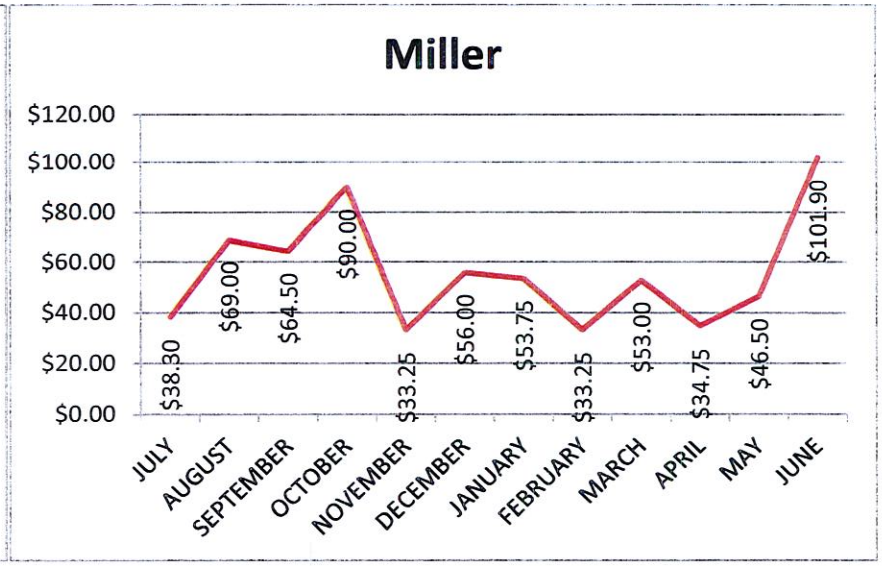


Miscellaneous Revenue 2014-15 Fiscal Year

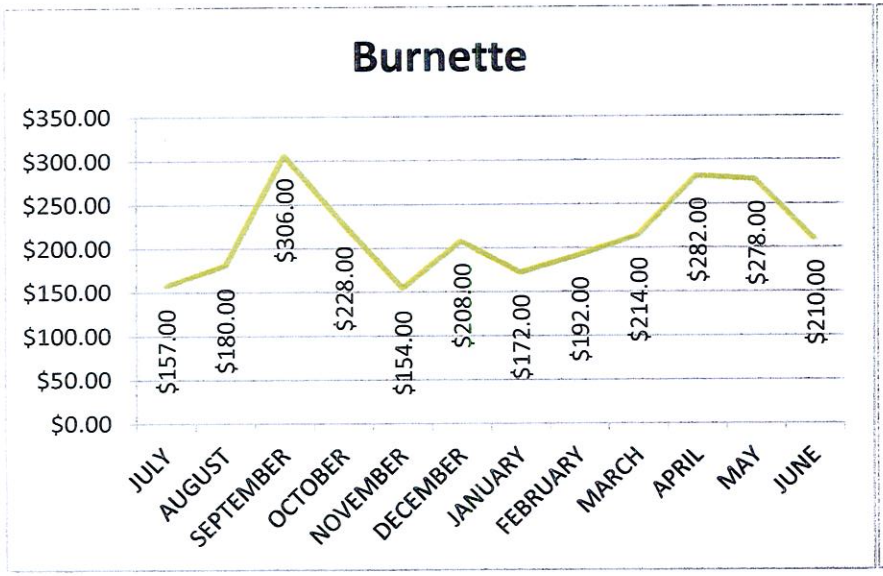


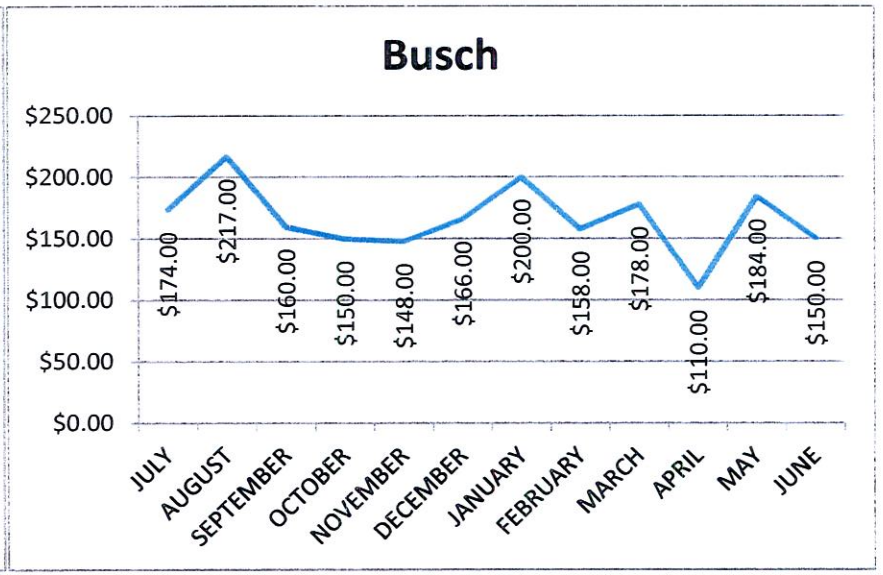


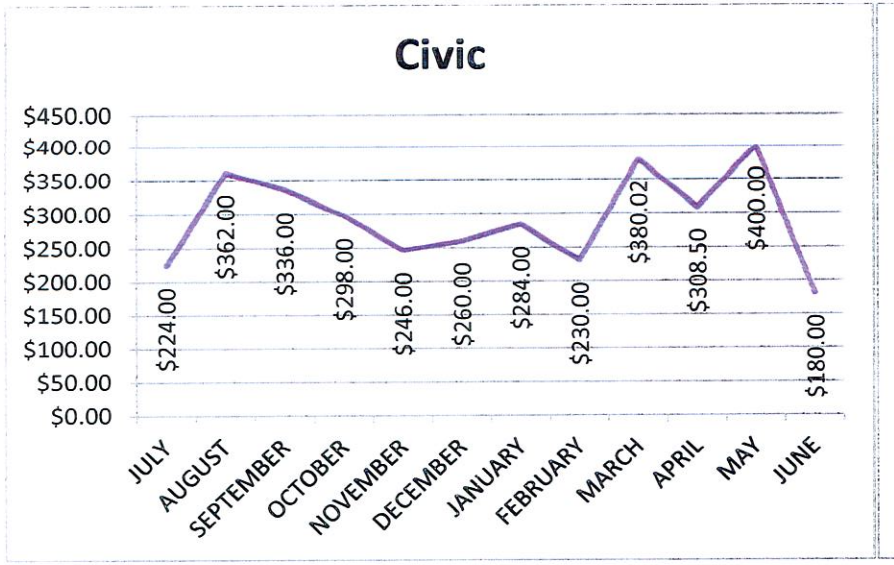


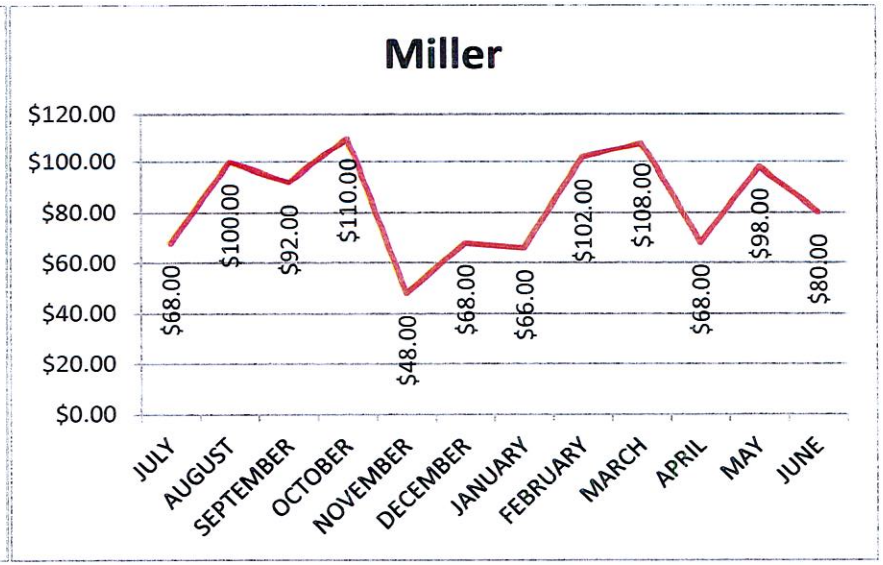


Non-Resident Revenue 2014-15 Fiscal Year









WARREN PUBLIC LIBRARY

Customer Service Policy

Excellent patron service is top priority for the library. All library patrons will be addressed promptly and respectfully by friendly and courteous staff without discrimination to age, race, ethnicity, gender, disability and social and economic status.

1. Patron service takes precedence over the library's internal paperwork and communications.

2. Library patrons will be served on a first come, first served basis without impeding the service needs of other patrons.

3. Staff will answer the phone by identifying themselves by name, branch name, and the service desk that they are stationed at. All staff members will wear their badges so that patrons can recognize them as library employees.

4. Staff members are responsible for assisting patrons with utilizing library resources and equipment. In cases where the library's resources are insufficient to fulfill the patron's needs, staff will offer interlibrary loan service or refer patrons to other member libraries. Staff member will call the owning agency to insure that the materials, equipment, or information needed are available.

5. Patron complaints are to be referred to the senior staff member on duty or the library director. Senior staff member and library director's business cards are available at all service desks.

6. Staff will be mindful of patron safety. In case of incident /accident, the staff will call police or EMS and fill out all necessary paperwork (Report of Personal Injury #117 or Incident Report).

CITY CONTROLLER'S OFFICE
One City Square, Suite 425
Warren, MI 48093-5289
(586) 574-4600
Fax (586) 574-4614
www.cityofwarren.org

To: All Commissions

From: Rob Maleszyk, Controller

It has come to my attention that there have been some inconsistencies as it relates to costs being incurred by some of the commissions. This memo will clarify these issues.

1. The recording of minutes for meetings should be performed by a member of the commission. The City will not pay for an outside vendor to record minutes. If you believe there may be an agenda item that could relate to a legal issue, contact the Attorney's office for the appropriate direction.

2. Portraits of commission members should not be taken by an outside vendor.

3. Business cards for a commission should be of a generic nature only. The information on the card should be related to the commission and not individuals.

We want to make sure that you don't encumber the City without proper approval. If you have any further questions on this issue, please contact me at 586-574-4588.