



LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
Meetings: 4th Monday of the month

Elizabeth Keller, Chair
Neil Hivala, Vice-Chair
Priscilla Green, Trustee
Janice Hallett, Trustee
Patricia Baribeau, Council Liaison
Carolyn Stacey, Library Director

City Hall 400 Ludington, Rm. 101 - Escanaba, MI 49829

Library Board of Trustees
January 25, 2016 - 5:00 p.m.

CALL TO ORDER
ROLL CALL
PUBLIC COMMENT
APPROVAL/CORRECTION(S) TO MINUTES
APPROVAL/ADJUSTMENTS TO THE AGENDA

DIRECTOR'S REPORT

The director updates the Board on monthly use measures, financials, administration projects, library services and activities.

CORRESPONDENCE

UNFINISHED BUSINESS

NEW BUSINESS

- A) Harwood Institute for Public Innovation – Library Participation
- B) Library Strategic Plan 2014-2019
The Board will conduct a review of the progress and status of items in the library's strategic plan.
- C) Fiscal Year 2016-2017 Library Budget
The Board will receive an overview of conditions going into FY 16-17 and review the City budget calendar.

ANNOUNCEMENTS

ADJOURNMENT

The City of Escanaba will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling at (906) 786-9402.

Respectfully Submitted,

Carolyn Stacey, Library Director

**CITY OF ESCANABA
LIBRARY BOARD OF TRUSTEES
MINUTES**

November 23, 2015

A meeting of the Escanaba Public Library Board of Trustees was held November 23, 2015 at 5:10 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

PRESENT: Elizabeth Keller, Pat Baribeau, Priscilla Green, Neil Hivala, Carolyn Stacey, Library Director

ABSENT: Janice Hallett

ALSO PRESENT: Member of the public

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: Minutes of August 24, 2015 meeting were approved as written.

APPROVAL/ADJUSTMENTS TO THE AGENDA. The agenda was accepted on consensus.

DIRECTOR'S REPORT

Financials: A comparison report was provided for the library budget and the Bezold fund.

Use Measures: Statistics comparing October 2014 and October 2015 were provided. N. Hivala requested that the director's report include statistics from several years.

Administration: Three painters returned bids for the wallpaper removal and painting project. Bid closing was November 12th. The successful contract will be approved at the December 3, 2015 City Council meeting. The library's main server will be replaced in December, funded by the Friends of the Library. Three additional shelving units will be added to the audiobook section and additional shelves installed within existing units to accommodate more books in the fiction section. The shelves will be funded by the Friends of the Library. The library's web site is being re-designed in cooperation with Superiorland Library Cooperative. The Friends of the Library have established a fund with the Community Foundation of Delta County. The Board expressed appreciation for the Friends of the Library and requested that the Director send a letter to the Friends thanking them for their support. It was also suggested that the President of the Friends visit a Board meeting to answer questions and provide information on Friends activities.

Library Programs / Services: A selection of cross-stitch Santas will be featured in the display case for December. 32 people registered for the library's "Altered Book Art Ornament" workshops scheduled for Nov. 17 and 19. Programs in the planning stage include an author talk with Marquette-based John Fortunato, the "Hot Reads for Cold Nights" reading program, "Money-Smart Week" and the Great Michigan Read. The Friends will hold a book sale in conjunction with the annual Santa Story hour on Saturday, December 19th from 1:00 – 3:00 in the City Hall foyer. The Children's Department is planning participation in the City's Annual Christmas Parade on December 4th at 7:00 p.m.

UNFINISHED BUSINESS:

City of Escanaba – Public Participation & Master Plan Revision. An update was provided on the City's planning process. The plan will be a priority in the upcoming year. There will be more opportunity for Board and citizen input.

NEW BUSINESS:

2016 Schedule Library Board of Trustees. The calendar for the Library Board of Trustees for 2016 was approved on motion of P. Green, second of E. Keller, unanimous.

Membership in United for Libraries. A technical glitch prohibited the director from demonstrating the new online training provided by the Library of Michigan. Log-in details will be emailed to the Board so that Trustees can explore the resource on their own time.

ANNOUNCEMENTS

ADJOURNMENT: 5:45 p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair

**Director's Report
Escanaba Public Library
Board of Trustees – Regular Meeting
January 25, 2016**

Use Measures:

An Excel spreadsheet showing use measures over a span of years has been included with this packet.

Financials:

A comparison report has been provided for the library budget and the Bezold fund. All lines are current through November.

Administration:

- The library's server and twelve public workstations will be upgraded in February, thanks to a major donation from the Friends of the Library.
- Wallpaper replacement is expected to begin in the library in February. Some limitations to public hours may be necessary depending on how the project progresses.
- The director is planning a staff-in-service day to coincide with any downtime related to painting and wallpaper removal. Topics may include technology updates, safety training, customer service and teamwork.
- An annual report is due to the Library of Michigan on February 1st to comply with State aid requirements. Statistics can be shared with the Board.

Library Programs / Services:

- A program calendar for January through May is included with the board packet.
- Programs in development include after-school STEM activities for grade school children and Friends sponsored student book clubs.
- Great Michigan Read programs still in the planning stages include Shakespearean scenes performed by actors from Players de Noc, a public talk on preparing for a pandemic and an author Q&A with Emily St. John Mandel via Skype.
- Financial literacy activities are being developed in cooperation with area credit unions for Money Smart Week in February and may include a story time for young children about money and some "virtual reality" classes for teens on spending choices. The Library of Michigan is co-sponsoring the week and will supply free picture books for preschoolers.
- An application to participate in the annual Michigan Notable Author program will be submitted and planning is in progress for a collaborative program with the Bonifas featuring writer and artist Suzi Banks Baum.

	Dec 04	Dec 05	Dec 06	Dec 07	Dec 08	Dec 09	Dec 10	Dec 11	Dec 12	Dec 13	Dec 14	Dec 15	
Checkouts--Physical	8,509	7,696	6,619	7,816	9,723	8,807	8,164	7,900	7,642	7,442	7,975	6,724	-16%
Checkouts--Digital						52	177	274	272	441	581	552	-5%
Network Use			933	1,233	1,337	1,466	1,395	1,330	959	1,131	2,052	1,215	-41%
Holds Activity	518	545	568	682	897	1,074	938	1,025	793	822	859	638	-26%
Items Added			576	668	451	747	490	454	323	444	316	420	33%
New Patrons	83	69	59	45	68	48	56	62	59	45	39	58	49%
Fines & Fees	\$1,217	\$1,041	\$1,278	\$1,073	\$1,396	\$1,397	\$1,267	\$1,148	\$929	\$791	\$1,256	\$1,003	-20%
Avg. Daily Visits	296	290	296	259	282	291	281	261	275	246	252	261	4%
Reference Questions				456									
Prog Att - Children's				188	185	162	170	141	196	137	190	240	26%
Prog Att - Adult				12		28	0	19	0	12	4		-100%
Gate Count	7,386	6,949	7,248	6,487	7,321	7,278	7,015	6,743	6,593	6,157	6,559	6,777	3%
Days Open		24	23	25	26	25	25	24	24	25	26	24	
Hours Open				209	220	212	228	199	199	204	214	217	
Checkouts--Physical	10,528	10,705	10,225	10,764	10,503	10,106	8,952	10,081	9,860	9,300	8,652		-100%
Checkouts--Digital						72	196	313	395	501	662		-100%
Network Use			1,176	1,360	1,639	1,707	1,696	1,412	1,194	1,261	1,748		-100%
Holds Activity	678	894	935	1,145	1,215	1,197	1,192	1,240	1,079	984	1,193		-100%
Items Added			585	695	613	503	471	514	462	446	332		-100%
New Patrons	126	143	130	109	134	142	93	117	82	71	81		-100%
Fines & Fees	\$1,687	\$1,489	\$1,593	\$1,606	\$1,799	\$1,662	\$1,413	\$1,522	\$1,558	\$1,005	\$1,289.96		-100%
Avg. Daily Visits	375	376	363	330	350	347	343	325	312	283	279		-100%
Reference Questions				442									
Prog Att - Children's				175	170	130	270	337	211	254	288		-100%
Prog Att - Adult				0		11	87	74	62	54	3		-100%
Gate Count	9,009	9,406	9,171	8,573	8,756	8,675	7,895	8,119	8,122	7,358	7,247		-100%
Days Open		25	27	26	25	25	23	25	26	26	26		
Hours Open				236	223	223	209	214	208	225	220		

Annual Summary of Library Usage

	2005-2006	2006-2007	2007-2008	2008-2009	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	% Change
Patrons											
Total Patrons	11,926	11,187	11,239	10,355	10,137	10,045	10,210	10,182	9,942	9,347	-6%
Resident Patrons	11,252	10,589	10,638	9,778	9,536	9,428	9,561	9,236	9,164	8,703	-5%
Nonresident Patrons	674	598	601	577	601	617	620	946	778	644	-21%
New Patrons	1,617	1,257	1,194	1,287	1,267	1,177	1,148	1,107	976	881	-11%
Avg. Daily Visits	365	364	353	365	377	374	341	339	315	334	6%
Total Annual Visits*	103,855	103,536	100,294	103,521	107,791	105,033	97,443	96,667	90,058	92,165	2%
Items											
Checkouts--Physical	114,482	114,113	123,248	127,657	124,413	122,328	120,508	115,141	109,094	105,876	-3%
Checkouts--Digital					1,134	2,418	3,462	4,097	6,207	7,281	15%
Items Added	7,312	7,095	7,401	7,611	7,538	7,372	6,589	6,553	6,803	1,852	4%
Total Volumes**	69,422	72,364	74,689	77,080	79,712	81,683	83,942	85,548	85,877	78,639	-9%
Network Use***	11,500	13,537	16,125	19,411	21,597	20,991	17,584	14,575	15,922	20,034	21%
Fines & Fees	\$16,240.89	\$16,972.38	\$17,252.32	\$18,109.30	\$18,067.17	\$17,731.98	\$16,155	\$15,806	\$13,443	\$13,356	-1%
Days Open	287	286	267	286	288	285	288	285	289	289	1%
Total Annual Hours	2,388	2,388	2,664	2,597	2,603	2,595	2,506	2,504	2,543	2,532	0%
Holds											
Pill Loaned	2,163	2,577	3,769	4,600	4,597	4,075	3,716	3,313	3,456	3,891	11%
Pill Borrowed	3,368	3,493	3,924	4,569	4,568	4,536	4,671	4,761	3,984	4,232	6%
MeiCat Loaned****	156	275	611	748	833	779	838	589	625	852	27%
MeiCat Borrowed****	183	595	656	668	823	1,035	1,085	738	538	458	-17%
Total Loaned	2,319	2,852	4,380	5,348	5,430	4,854	4,554	3,902	4,081	4,743	14%
Total Borrowed	3,551	4,088	4,580	5,237	5,391	5,571	5,756	5,499	4,522	4,690	4%
In-house Holds	1,939	2,069	2,803	2,761	3,257	3,345	3,474	2,793	2,779	2,419	-15%
Total Hold Activity	7,809	9,009	11,763	13,346	14,078	13,770	13,784	12,194	11,382	11,852	4%

*Total Annual Visits: Gate Counter not working from Dec. 2006 - June 2007. Those months were averaged based on past years' data.

**Total Volumes = SIRSI "Escanaba Count" by Location" report

***Network Use: Computer upgrade in May/June 2013 caused some data loss.

****MeiCat service began February 2006

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2015

FUND 268 - LIBRARY FUND

	----- PREVIOUS YEAR -----			----- CURRENT YEAR -----		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
<u>REVENUE</u>						
268-000-437-002 RENAISSANCE ZONE REIMBURSEME	.00	649.05	.00	.00	786.80	.00
268-000-528-000 FEDERAL REVENUE GRANT	.00	.00	.00	.00	(100.00)	.00
268-000-566-100 ST OF MICHIGAN LIBRARY FUNDING	15,866.00	.00	.00	15,500.00	.00	.00
268-000-569-221 LIB OF MI FOUNDATION BOOK TOUR	.00	100.00	.00	.00	100.00	.00
268-000-656-000 ORDINANCE/PENAL FINES-CO ALLO	100,000.00	98,193.88	.00	100,000.00	99,429.93	.00
268-000-658-000 FINES AND FEES	23,000.00	8,056.32	1,426.67	18,000.00	7,229.26	1,579.72
268-000-665-000 INTEREST EARNINGS	1,500.00	544.45	51.47	1,750.00	581.91	99.59
268-000-675-001 CONTRIBUTIONS-FRIENDS	.00	.00	.00	.00	2,393.55	957.08
268-000-675-002 CONTRIBUTIONS- COMMUNITY FUND	.00	.00	.00	.00	3,051.16	1,949.51
268-000-699-101 CONTRIBUTION FR GENERAL FUND	371,000.00	.00	.00	400,000.00	.00	.00
TOTAL REVENUE	511,366.00	107,543.70	1,478.14	535,250.00	113,472.61	4,585.90
TOTAL FUND REVENUE	511,366.00	107,543.70	1,478.14	535,250.00	113,472.61	4,585.90
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000 SALARIES AND WAGES	270,103.00	96,761.46	17,547.64	274,671.00	100,910.75	18,534.39
268-000-703-000 SICK, HOLIDAY, VACATION	.00	15,272.14	5,985.82	.00	13,153.23	5,879.84
268-000-712-000 OVERHEAD ON SALARIES & WAGES	67,721.00	25,276.60	5,807.99	75,047.00	31,931.70	6,480.35
268-000-713-000 LIFE & HOSPITAL INSURANCE	70,483.00	30,443.42	6,990.86	73,345.00	28,113.66	5,102.55
268-000-726-000 SUPPLIES-MISCELLANEOUS	600.00	181.37	.00	600.00	441.50	.00
268-000-727-000 OFFICE SUPPLIES	6,500.00	949.72	154.00	6,500.00	2,414.00	171.45
268-000-801-000 PROFESSIONAL SERVICES	29,597.00	10,769.83	.00	29,615.00	12,148.61	1,065.74
268-000-850-000 TELEPHONES	3,720.00	422.98	8.13	2,800.00	547.48	9.33
268-000-860-000 TRAVEL EXPENSES, AUTO ALLOW.	500.00	98.92	.00	500.00	75.90	.00
268-000-910-000 INSURANCE AND BONDS	225.00	174.76	.00	225.00	192.92	.00
268-000-932-000 REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,344.00	.00	1,344.00	1,344.00	.00
268-000-942-000 RENTAL OF BUILDING OR OFFICES	51,996.00	21,665.00	4,333.00	51,996.00	21,665.00	4,333.00
268-000-943-000 RENTAL OF EQUIPMENT	1,000.00	259.11	27.00	1,000.00	97.52	97.52
268-000-958-000 MEMBERSHIP AND DUES	225.00	198.00	.00	233.00	205.00	.00
268-000-960-000 EDUCATION AND TRAINING	260.00	.00	.00	200.00	40.00	.00
268-000-977-000 CAPITAL OUTLAY-EQUIPMENT	1,000.00	.00	.00	1,000.00	1,681.51	.00
268-000-979-000 BOOKS, MAGAZINES, PERIODICALS	26,000.00	8,517.01	1,007.65	40,000.00	12,237.83	6,179.29
TOTAL DEPARTMENT 000	531,274.00	212,334.32	41,862.09	559,076.00	227,200.61	47,853.46
TOTAL FUND EXPENDITURES	531,274.00	212,334.32	41,862.09	559,076.00	227,200.61	47,853.46
NET REVENUES OVER EXPENDITURE	(19,908.00)	(104,790.62)	(40,383.95)	(23,826.00)	(113,728.00)	(43,267.56)

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2015
FUND 703 - BEZOLD TRUST FUND

		--- PREVIOUS YEAR ---			--- CURRENT YEAR ---		
		AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
<u>REVENUE</u>							
703-000-665-000	INTEREST EARNINGS	4,600.00	1,808.74	357.11	4,350.00	1,719.13	394.27
	TOTAL REVENUE	4,600.00	1,808.74	357.11	4,350.00	1,719.13	394.27
	TOTAL FUND REVENUE	4,600.00	1,808.74	357.11	4,350.00	1,719.13	394.27
<u>EXPENDITURES</u>							
703-000-801-000	PROFESSIONAL SERVICES	.00	.00	.00	10,000.00	.00	.00
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	566.95	94.97	.00	2,229.78	215.70
		10,000.00	566.95	94.97	10,000.00	2,229.78	215.70
	TOTAL FUND EXPENDITURES	10,000.00	566.95	94.97	10,000.00	2,229.78	215.70
	NET REVENUES OVER EXPENDITURE	(5,400.00)	1,241.79	262.14	(5,650.00)	(510.65)	178.57

Escanaba Public Library Events Calendar

JANUARY 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 Library Babies 10:30 a.m. Story Room	9 Story Hour 1:30 p.m. Story Room
10	11	12	13 Friends of the Library 6:00 p.m. Room C101	14	15 Library Babies 10:30 a.m. Story Room	16 Story Hour 1:30 p.m. Story Room
17	18	19	20	21	22 Library Babies 10:30 a.m. Story Room	23 Story Hour 1:30 p.m. Story Room
24	25 Library Board Meeting 5:00 p.m. Room C101	26	27	28 Altered Book Art 6:00 p.m. Council Chambers	29	30 Story Hour 1:30 p.m. Story Room
31	<p>Notes: Promotion: Hot Reads for Cold Nights January 11 - February 27th Display Case - Pokemon Collectibles (Monique)</p>					

Escanaba Public Library Events Calendar

FEBRUARY 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Toddler Time 10:30 a.m. Story Room	4	5 Library Babies 10:30 a.m. Story Room	6
7	8	9	10 Toddler Time 10:30 a.m. Story Room	11	12 Library Babies 10:30 a.m. Story Room	13
14	15	16	17 Historical Society Lecture - 7pm Council Chambers	18	19 Library Babies 10:30 a.m. Story Room	20
21	22 Library Board Meeting 5:00 p.m. Room C101	23 Altered Book Art 6:00 p.m. Council Chambers	24	25	26	27
28	29					
<p>Notes: Promotions: Black History Month WALLPAPER AND PAINTING PROJECT THIS MONTH IN LIBRARY</p>						

Escanaba Public Library Events Calendar

MARCH 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9 Friends of the Library 6:00 p.m. Room C101	10 Altered Book Art 6:00 p.m. City Hall Conference Room	11 Library Babies 10:30 a.m. Story Room	12
13	14	15	16 Historical Society Lecture 7pm Council Chambers	17	18 Library Babies 10:30 a.m. Story Room	19
20	21	22	23	24	25	26
27	28 Library Board Meeting 5:00 p.m. Room C101	29	30	31		
<p>Notes: Promotions: Teen Tech Week - March 6-12, 2016: http://teentechweek.ning.com Women's History Month © 2013 Vertex42 LLC. Free to Print. Academic Calendar Template by Vertex42.com</p>						

Escanaba Public Library Events Calendar

APRIL 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8 Library Babes 10:30 a.m. Story Room	9
10 Volunteer Appreciation National Library Week	11	12	13 Toddler Time 10:30 a.m. Story Room	14 Food of the Apocalypse with the Great Foodini 6:30 p.m.	15 Library Babes 10:30 a.m. Story Room	16
17	18	19	20 Toddler Time 10:30 a.m. Story Room Historical Society Lecture - 7pm	21 Tenative Station Eleven Book Discussion Event	22 Library Babes 10:30 a.m. Story Room	23
24	25 Library Board Meeting 5:00 p.m. Room C101	26 Tenative Money Smart Program	27	28 Tenative Money Smart Program	29 Library Babes 10:30 Story Room	30 Money Smart Storyhour 1:30 p.m.
<p>Notes: National Library Week - April 10-16, 2016: http://www.ala.org/nlw - The 2016 theme is Libraries Transform. Money Smart Week® - April 23-30, 2016: http://www.ala.org/offices/money-smart-week National Poetry Month © 2013 Vertex42 LLC. Free to Print. Academic Calendar Template by Vertex42.com</p>						

Escanaba Public Library Events Calendar

MAY 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Library Board Meeting 5:00 p.m. Room C101	24	25	26	27	28
29	30	31				
<p>Notes: Joint workshop with Bonifas and Suzi Banks - tentative Michigan Notable Author Tour - Tentative</p>						

Carolyn Stacey

From: michlib-l-bounces@mcls.org on behalf of David <vottad@mcls.org>
Sent: Friday, January 15, 2016 11:58 AM
To: mi-ala-news@mcls.org; michlib-l@mcls.org; mclsinfo@mcls.org
Subject: [Michlib-l] MI Harwood Cohort Selected!
Attachments: Untitled attachment 00178.txt

33 Michigan Libraries Selected by the Library of Michigan and MCLS to Participate in Harwood Public Innovation Training.

In partnership with the Harwood Institute for Public Innovation and the Library of Michigan, the Midwest Collaborative for Library Services (MCLS) announced today that 50 individuals from 33 Michigan libraries were selected to undergo a 10-month public innovation training regimen.

The program kickoffs with a 1.5-day workshop led by Harwood Institute certified coaches, March 15-16, 2016. That training will be followed up by nine months of coaching calls from Harwood and guidance and support from Harwood trained Library of Michigan and MCLS staff.

The Harwood Public Innovators Workshop is a 1.5-day experience designed to help individuals and organizations learn what it means to Turn Outward — to use the community, not the conference room, as a reference point for choices and action. A goal of this initiative is to help libraries strengthen their role as core community leaders and change-agents.

The selected libraries represent a spectrum of library types, sizes and geographic locations in Michigan, all with a common goal to engage more deeply in their communities.

The following libraries were selected:

- Grand Ledge District Library
- East Lansing Public Library
- Houghton Lake Public Library
- Roscommon Area District Library
- Public Libraries of Saginaw
- Lapeer District Library
- Bay County Public Library
- Salem-South Lyon District Library
- Cromaine Library
- Orion Township Public Library
- Clarkston Independence District Library
- Ypsilanti District Library
- Hudson Public Library
- North Adams Community Memorial Library
- University of Michigan-Dearborn Mardigian Library (In collaboration with the Office of Metropolitan Impact)
- Wayne State University Purdy Kresge Library
- Walter P. Reuther Library, Archives of Labor and Urban Affairs and University Archives (Wayne State University)
- Oakland University Kresge Library

- Southfield Public Library
- Saugatuck-Douglas District Library
- Allegan District Library
- Niles Public Library (In collaboration with the Niles History Center)
- Loutit District Library
- White Pigeon Township Library
- Fremont Area District Library
- Superiorland Library Cooperative
- Ironwood Carnegie Library
- Peter White Public Library
- Superior District Library
- Tahquamenon Area Library
- Escanaba Public Library
- Bay de Noc Community College Library
- Portage Lake District Library

This project is supported by the Library of Michigan with federal funds from the Institute of Museum and Library Services.



Thank you,

David

David Votta
Community Engagement Librarian
Midwest Collaborative for Library Services (MCLS)
Lansing, MI & Indianapolis, IN
Phone: (800) 530-9019 ext 122
Phone: (517) 492-3822
Fax: (517) 492-3886
vottad@mcls.org

"If you're not confused, you're not paying attention."

-Tom Peters

LETTER OF ACCEPTANCE & COMMITMENT

Each individual that has been accepted as part of the 2016 Michigan Harwood Cohort must return a signed copy of this acceptance and commitment. Please e-mail (vottad@mcls.org), fax (517-492-3886), or mail the signed form to the attention of David Votta at: **MCLS Harwood Michigan Cohort Project, 1407 Rensen St. Suite 1, Lansing, MI 48910, by January 15, 2016.**

Carolyn Stacey (Individual Participant Name) accepts the invitation to participate in the MCLS Harwood Michigan Cohort Project.

The individual named above agrees to participate in the project by:

- Attending a 1.5 day Harwood Public Innovator Workshop hosted by MCLS March 14-16, 2016 in East Lansing.
- Attending 9 coaching calls held for the Harwood Project Cohort through the end of 2016.
- Creating an Action Plan for their organization to use the tools.
- Implementing the program or project in the Action Plan.
- Turning in a final report on the library's program or project by the end of 2016.

MCLS will provide:

- Travel stipends based on the participating institutions distance from East Lansing. The stipends are intended to additionally cover two nights lodging at the Kellogg Hotel and Conference Center for the Harwood lab in East Lansing in March, and dinner/dine-around on Tuesday, March 15, 2016.
- Starting with dinner on March 14, 2016, meals are included and will be onsite, except for dinner/dine-around on Tuesday, March 15, 2016.
- An online presence accessible to participants to enhance and enable the cohort to share outcomes of their work and maintain and foster relationships with other members.

Please sign to indicate your acceptance of this invitation and agreement to the above commitments.

[Signature] 1/12/15 [Signature] 1/12/16
Participant Date Authorized Signature Date



MIDWEST COLLABORATIVE
for LIBRARY SERVICES
Building better libraries

**ESCANABA PUBLIC LIBRARY
STRATEGIC PLAN 2014 – 2019
SUMMARY**

MISSION

- The Escanaba Public Library connects people through information, opportunities and ideas to inspire lifelong enrichment and enjoyment.

STRATEGIC ISSUE: COMMUNITY AWARENESS & CONNECTION

Goal: Increase public awareness of library programs and services and promote the library as a civic focal point

1. Develop comprehensive marketing plan
2. Increase use and effectiveness of social media marketing tools
3. Contract the design of an updated library logo
4. Revise and re-design library informational brochures
5. Plan and implement an annual open house in conjunction with Friends of the Library
6. Strengthen alliances with school, governmental agencies and community organizations
7. Increase the library's presence at community events and outreach locations

Goal: Increase opportunities for citizen involvement and strengthen connections with local government jurisdictions

1. Formalize volunteer recruitment, training and retention program
2. Support the City of Escanaba's strategic initiatives
3. Make annual presentations to governing boards within library service area
4. Investigate establishment of a township advisory board

STRATEGIC ISSUE: QUALITY

Goal: Develop quality collections that meet evolving community needs

1. Increase funding for new books and materials to peer library standard
2. Adopt annual calendar for collection evaluation and maintenance
3. Identify and phase out underutilized or outdated print and media formats
4. Increase the quantity of library materials in new and emerging formats
5. Prioritize and process local history document scanning and digitization

Goal: Maximize Staff Potential

1. Create and support an environment where staff is encouraged to continually learn and grow
2. Develop and implement an annual performance appraisal process and regular coaching sessions
3. Design staff technology competencies and corresponding training plan
4. Increase the number of staff members who are cross-trained
5. Pursue technological solutions that limit the need for staff to carry out routine tasks
6. Develop plan for continual assessment and improvement in customer service practices and strategies
7. Create new opportunities for strengthening work relationships and staff morale

STRATEGIC ISSUE: ACCESS

Goal: Adapt spaces to be more inviting, accessible and responsive to use

1. Assess and improve space utilization in staff work areas
2. Facilitate library inclusion in the City of Escanaba's Capital Improvement Plan and the Escanaba Building Authority budget.
3. Develop and implement a routine maintenance calendar in conjunction with City staff
4. Reconfigure mobile reference shelves to accommodate other public uses, including more comfortable seating
5. Refinish original Carnegie tables in reading area
6. Identify alternative space to designate for teen services
7. Fund the creation of a Facility Master Plan for long-term building needs and improvements

Goal: Explore avenues for taking library services to people

1. Coordinate volunteer effort to deliver books to nursing homes and assisted living facilities
2. Investigate mechanisms for delivery and pick up of materials to outlying locations in service area
3. Evaluate feasibility of "Books by Mail" prototype through Upper Peninsula Region of Library Cooperation

Goal: Improve public access to library services by increasing open hours to meet community demand.

1. Evaluate survey and forum responses to develop schedule of additional hours
2. Develop a staffing plan to support proposed additional hours

STRATEGIC ISSUE: OPPORTUNITY

Goal: Support current and emerging technologies to increase access to information, improve efficiency and enhance patron use of the library.

1. Evaluate current technology services and identify areas for improvement using national benchmarks
2. Adopt the strategies and activities outlined in the library's Technology Plan for 2014-2019 in conjunction with regional libraries
3. Create opportunities for intergenerational connections through technology
4. Increase availability and reach of computer instructional classes
5. Adopt "Book a Librarian" model for scheduling individual assistance with technology and technological devices
6. Evaluate model programs for circulating e-reader devices
7. Investigate services that can be provided to/with mobile devices

Goal: Offer a unique and engaging calendar of cultural and educational opportunities for adults

1. Create and maintain programming plan that includes an annual events calendar
2. Collaborate with a variety of community partners to enhance programs and displays
3. Seek grant opportunities that support cultural programs for adults
4. Provide web-based program opportunities, such as author talks, lectures, concerts and other cultural events through interactive videoconferencing
5. Initiate rotating art displays

STRATEGIC ISSUE: SUSTAINABILITY

Goal: Explore and develop sustainable funding strategies

1. Evaluate alternative structure and governance models for public libraries
2. Explore supplemental means of securing revenue (grants, fundraising, etc...)
3. Work with the Friends of the Library to establish a Library Foundation
4. Re-negotiate contracts for library services in cooperation with township boards.

Goal: Strengthen Organizational Capacity of Library and Support Organizations

1. Implement board development training for the Library Board of Trustees
2. Ensure the library is included in the City of Escanaba's Master Plan revision for 2014
3. Provide orientation to advocacy skills for Board of Trustees and Friends
4. Improve connections between library and other City departments
5. Collect and distribute data that demonstrates measurable impact of online library services and remote use of electronic resources
6. Review and adjust goals and strategies contained in Strategic Plan annually with the Library Board of Trustees

CITY OF ESCANABA
2016-17 Budget Calendar

- December 31st (Thur)-** Budget papers to department heads; operating budgets due 1/22/16.
- January 8th (Fri)-** Publish notice of first Public Hearing for the 2016-17 City budgets at the 1/21/16 regular Council meeting.
- January 21st (Thur)-** (Regular Council Meeting) First Public Hearing for citizen input into the 2016-17 City budgets.
- January 22rd (Fri)-** Departmental operating budgets due.
- January 27th (Wed)-** City Council Budget Work Session
- February 12th (Fri)-** Publish notice of second Public Hearing for the 2016-17 City budgets at the 2/18/16 regular Council meeting.
- February 15th (Mon)-** First draft of budget requests to City Manager.
- February 18th (Thur)-** (Regular Council Meeting) Second Public Hearing for citizen input into the 2016-17 City budgets.
- March 11th (Fri)-** Publish notice of third Public Hearing for the 2016-17 City budgets at the 3/17/16 regular Council meeting.
- March 17th (Thur)-** (Regular Council Meeting) Third Public Hearing for citizen input into the 2016-17 City budgets.
- March 25th (Fri)-** Council receives tentative copy of the City budgets.
- April 11th (Mon)-** Budget work session open to the public.
- April 12th (Tues)-** Budget work session open to the public.
- April 13th (Weds)-** Budget work session, if required, open to the public.
- April 21th (Thur)-** (Regular Council Meeting) Council passes resolution to set May 5th as the fourth Public Hearing on the 2016-17 City budgets.
- April 22nd (Fri)-** Budgets are revised, based on the work sessions, and are made available to the public.
- April 25th (Mon)-** Publish notice of Public Hearings on budgets.
- May 5th (Thur)-** (Regular Council Meeting) Public Hearing on 2016-17 City budgets.

May 9th (Mon)-

§ 74
Publish notice of final hearing and adoption of 2016-17 City budgets. This notice must be at least 6 days prior to the budget adoption and must contain language to the effect that the tax rate will be a subject at this meeting, assuming that the City does **not** intend to roll back the millage by the bae tax reduction fraction.

May 19st (Thur)-

Public Hearing and adoption of City budgets. First reading of the Appropriations Ordinance, including the millage rate, and first reading of the Tax Levy Ordinance, with second reading and adoption set for the May 26th special meeting. First reading of Utility Ordinances, with second reading and adoption set for the Monday, June 6th special meeting.

May 26th (Thur)-

(Special Council Meeting) Second reading and adoption of the Tax Levy Ordinance and the Appropriations Ordinance.

June 6th (Mon)-

(Spécial Council Meeting) Second reading and adoption of the Utility Ordinances.