



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

Philip Lynch, Chair
Priscilla Green, Vice Chair
Janice Hallett, Trustee
Elizabeth Keller, Trustee
Patricia Baribeau, Council Liaison
Carolyn Stacey, Library Director

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

Library Board of Trustees
March 24, 2014 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

1. Policy Review
The following draft policy updates will be presented for final approval:
 - Safe Use & Conduct
 - Unattended Children
2. Internet Policy
Review of existing policy in response to patron request.

NEW BUSINESS

1. Fiscal Year 2014-2015 Budget
Review of projected library budget for Fiscal Year 2014-2015

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
DRAFT
MINUTES
February 24, 2014**

A meeting of the Escanaba Public Library Board of Trustees was held February 24, 2014 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

PRESENT: Philip Lynch, Janice Hallett, Elizabeth Keller, Neil Hivala, Patricia Baribeau, Carolyn Stacey, Library Director.

ABSENT: Priscilla Green

ALSO PRESENT: Member of the public

PUBLIC COMMENT: Mike Olson presented board members with a copy of a recommendation regarding management of the library's public Internet stations. Mr. Olson would like to remove time limits on public computers.

ANNOUNCEMENTS: None

APPROVAL/CORRECTIONS(S) TO MINUTES: Minutes of the November 25, 2013 meeting were accepted on consensus.

APPROVAL/ADJUSTMENTS TO THE AGENDA:

The agenda was approved as submitted by consensus.

CORRESPONDENCE: Mike Olson's letter dated January 28, 2014 was entered into record.

DIRECTOR'S REPORT

1) Monthly Statistics

2) Financials

3) Administration – Activities

The budget process for Fiscal Year 2014-2015 is currently underway. A schedule of hearings was provided with the January board packet. The library's State Aid Report for Fiscal Year 2013-2014 has been submitted. The library director is taking a six-week free course on public speaking through EDx online and a six week course entitled, "Library Advocacy Unhushed."

The Children's Librarian recently attended a Summer Reading Workshop sponsored by the Brown County (WI) Library System. The library will collaborate with Superior Land Library Cooperative and the Friends of the Library in purchasing Interactive Videoconferencing equipment to be used for remote programming opportunities as outlined in the strategic plan.

4) Library Programs & Services

AARP Tax Assistance appointments are underway. Over 120 sessions are currently scheduled. The library will co-sponsor the Delta County Historical Society's winter outreach series for the months of February, March and April. A Great Michigan Read book discussion event is planned for April 24th, 2014. The featured title is *Annie's Ghosts: A Journey into a Family Secret*, by Steve Luxenberg. 35 people attended the "unveiling" of the Nahant painting in January. Four paintings from the Bonifas permanent collection are on temporary display in the book sale room.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Policy Review

Revisions to the library's Unattended Child policy, Safe Use & Conduct Policy and Small Study Room policy were reviewed. Library staff will provide input on the policies at the next scheduled staff meeting in March and the policies will return to the board for approval in March. A sign indicating the room is in use is recommended for the small study room. E. Keller moved approval of the Small Study Room Policy, seconded by P. Lynch, unanimous.

Internet Use Policy & Statistics

Graphs charting public use of the library's Internet stations by month, day and time of day were presented. A decline in use opens the discussion of allowing more time per person, per day. Library director will consult with I.T. staff to determine software capabilities for managing time limits, as well as poll other libraries in the region on the question time management on public Internet stations. Discussion centered on the need to manage public computer time through the use of technology, as opposed to manual staff tracking and intervention (i.e., no waiting lists or staff monitoring) as well as the library's legal obligations in complying with State and Federal laws on filtering for minors.

Presentation of Strategic Plan

The Board agreed that the strategic plan should be a stand-alone agenda item, presented to the City Council prior to budget adoption. The director will identify a date for Council adoption and notify the Board.

ANNOUNCEMENTS: The next meeting of the Library Board of Trustees will be March 24, 2014 at 5:00 p.m..

ADJOURNMENT: 6:02 p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Philip Lynch, Chair

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2014

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	.00	.00	.00	251.88	.00
268-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	12,000.00	.00	.00	12,874.00	.00	.00
268-000-569-211	GRANTS	.00	772.74	.00	.00	75.00	.00
268-000-569-212	SUPERIORLAND	.00	.00	.00	.00	382.49	.00
268-000-656-000	ORDINANCE/PENAL FINES-CO ALLO	135,000.00	133,157.88	.00	124,758.00	99,090.37	.00
268-000-658-000	FINES AND FEES	21,250.00	14,358.69	1,819.60	23,000.00	10,768.45	1,256.56
268-000-665-000	INTEREST EARNINGS	1,800.00	541.10	.00	2,200.00	1,101.50	510.09
268-000-675-000	CONTRIB FROM PRIVATE SOURCES	9,000.00	5,541.52	2,259.91	.00	8,000.72	350.00
268-000-699-101	CONTRIBUTION FR GENERAL FUND	365,000.00	365,000.00	365,000.00	365,000.00	365,000.00	.00
268-000-699-701	CONTRIBUTION FROM HEALTH/DENT	.00	.00	.00	13,893.00	13,893.00	.00
	TOTAL REVENUE	544,050.00	519,371.93	369,079.51	541,725.00	498,563.41	2,116.65
	TOTAL FUND REVENUE	544,050.00	519,371.93	369,079.51	541,725.00	498,563.41	2,116.65
<u>EXPENDITURES</u>							
<u>DEPARTMENT 000</u>							
268-000-702-000	SALARIES AND WAGES	257,789.00	133,178.89	20,223.32	263,652.00	135,687.44	20,565.87
268-000-703-000	SICK, HOLIDAY, VACATION	.00	20,101.97	2,006.39	.00	19,720.31	2,013.91
268-000-712-000	OVERHEAD ON SALARIES & WAGES	72,066.00	42,506.31	6,054.20	60,356.00	34,739.01	4,868.89
268-000-713-000	LIFE & HOSPITAL INSURANCE	65,380.00	37,124.35	4,869.14	70,139.00	39,880.57	5,232.58
268-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	252.23	.00	600.00	28.97	.00
268-000-727-000	OFFICE SUPPLIES	9,250.00	2,780.64	1,027.12	7,500.00	3,272.12	164.56
268-000-801-000	PROFESSIONAL SERVICES	27,182.00	11,198.94	521.60	27,796.00	12,711.94	530.55
268-000-850-000	TELEPHONES	3,087.00	2,377.53	110.94	4,720.00	2,090.78	197.20
268-000-860-000	TRAVEL EXPENSES, AUTO ALLOW.	500.00	129.88	.00	500.00	.00	.00
268-000-910-000	INSURANCE AND BONDS	450.00	419.75	.00	450.00	219.77	.00
268-000-932-000	REPAIRS/MAINT TO EQUIPMENT	1,974.00	1,344.00	.00	1,344.00	1,493.99	.00
268-000-942-000	RENTAL OF BUILDING OR OFFICES	40,866.00	23,838.50	3,405.50	34,819.00	20,311.06	2,901.58
268-000-943-000	RENTAL OF EQUIPMENT	2,150.00	986.70	128.00	1,732.00	466.44	150.43
268-000-958-000	MEMBERSHIP AND DUES	678.00	185.00	.00	390.00	190.00	.00
268-000-960-000	EDUCATION AND TRAINING	260.00	20.00	.00	260.00	25.00	.00
268-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,000.00	.00	.00	1,000.00	927.62	.00
268-000-979-000	BOOKS, MAGAZINES, PERIODICALS	49,000.00	19,870.49	6,456.92	40,000.00	24,083.89	3,600.59
	TOTAL DEPARTMENT 000	532,232.00	296,315.18	44,803.13	515,258.00	295,848.91	40,226.16
	TOTAL FUND EXPENDITURES	532,232.00	296,315.18	44,803.13	515,258.00	295,848.91	40,226.16
	NET REVENUES OVER EXPENDITURE	11,818.00	223,056.75	324,276.38	26,467.00	202,714.50	(38,109.51)

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2014

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	4,000.00	2,674.26	402.75	4,200.00	2,778.91	390.57
	TOTAL REVENUE	4,000.00	2,674.26	402.75	4,200.00	2,778.91	390.57
	TOTAL FUND REVENUE	<u>4,000.00</u>	<u>2,674.26</u>	<u>402.75</u>	<u>4,200.00</u>	<u>2,778.91</u>	<u>390.57</u>
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	6,301.95	1,842.60	10,000.00	2,741.74	1,135.37
		10,000.00	6,301.95	1,842.60	10,000.00	2,741.74	1,135.37
	TOTAL FUND EXPENDITURES	<u>10,000.00</u>	<u>6,301.95</u>	<u>1,842.60</u>	<u>10,000.00</u>	<u>2,741.74</u>	<u>1,135.37</u>
	NET REVENUES OVER EXPENDITURE	<u>(6,000.00)</u>	<u>(3,627.69)</u>	<u>(1,439.85)</u>	<u>(5,800.00)</u>	<u>37.17</u>	<u>(744.80)</u>

2013-14 Digital Collection Use

	JUL 13	AUG 13	SEP 13	OCT 13	NOV 13	DEC 13	JAN 14	FEB 14	MAR 14	APR 14	MAY 14	JUN 14	TOTAL
E-book Circulation	251	239	289	278	319	277	307	286					
Audio Downloads	126	130	133	152	71	81	133	97					
Zinio Magazine Circ	166	72	65	166	84	83	61	63					
TOTAL DIGITAL CIRC	543	441	487	596	474	441	501	446	0	0	0	0	0
Ancestry.com (# of searches)	964	1061	432	592	1043	1152	480	649					
Bookflix (# of sessions)	21	30	49	106	148	77	33	7					
Digital Newspapers (# of visitors)			3814	4728	1123	1129							
Mango Languages (# of sessions)	17	26	56	52	29	53	54	80					
TOTAL	1545	1558	4838	6074	2817	2852	1068	1182	0	0	0	0	0
OTHER DIGITAL STATS													
E-book - new patrons	8	7	16	16	12	13	29	8					
- unique patrons	90	92	97	100	98	87	115	99					
Zinio - unique patrons			14	18	13	14	10	9					
- new patrons	15	3	4	7	4	5	2	7					
Facebook - # of likes		392	500	416	432	440	450	458					
- # of people viewing posts	2681	599	997	1137	433	936	1054	766					
Twitter - # of followers		72	76	83	84	87	87	88					
Web Page - unique visitors			648	1444	1216	1269	1433	1189					
- # of visits			1253	2907	2419	2429	2846	2367					
Mango - registered users			211	212	214	223	228	232					
Newspapers - # of searches			686	1,261	268	495							
Laptop Checkout				2	1	1	1	0					
Wireless Network Use (# of connections)			129	319	277	279	284	333					
NOTES:													
Web Page Visits recording started 9/16/13													
Wireless Network Use includes Charter connections in addition to Merit connections beginning Nov 2013.													

**Library – Departmental Budget Summary
FY 2014-2015**

Background:

A recently released national study by the Pew Research Center found that Americans are still reading books and using libraries. At a time when more and more information is moving online and into digital formats, people continue to value free access to books and media, assistance from librarians, a safe and welcoming public space, and a range of resources and programs.

Circumstances are very similar in Escanaba and Delta County. Although the library is beginning to see a shift in use and an emphasis on digital technologies, there is still strong support for traditional services such as children's literacy programs, print and media collections, cultural events for adults and the library as a community anchor.

The projects and priorities for the library over the next five years (2014-2019) will be driven by the recently completed Library Strategic Plan and Library Technology Plan. The library will continue to strive to find the right balance between traditional services and emerging technologies that is most responsive to our community.

Revenues:

Ongoing budgetary challenges for the library include declining penal fines, instable State Aid, lack of new revenues and the disparity in financial support between City and contracted service areas. Most notable impact on revenues going into FY 2014-15:

- ✓ 27% drop in penal fines for FY 2013-14

State aid is expected to continue at the current rate for 2014-15. Additionally, the library will seek to establish a Foundation for long-term funding needs in cooperation with the Friends of the Library. Other opportunities for exploring new revenues will be explored as outlined in the strategic plan.

Expenditures:

Technology:

Keeping up the technological infrastructure to enable high speed bandwidth for public Internet access, wireless networks, online data and video streaming and digital collections requires financial commitment. The FY 2014-15 budget reflects the following:

- ✓ Slight increase in capital funds for equipment to replace a printer and two computers
- ✓ Anticipated increase to cover higher bandwidth costs
- ✓ Slight increase in books and materials costs in response to demand for e-books

Other expenditure lines are cut as close as possible. Lines that are perennially underfunded include funds for travel and professional development, as well as staffing.