



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
April 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

- A) Library Hours
Review of current public survey regarding open hours and discussion of summer schedule.
- B) Library Strategic Plan 2014-2019
Discussion on progress and priorities within the library's strategic plan
- C) Harwood Institute for Public Innovation
Report on training sessions and follow-up plan

NEW BUSINESS

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**

February 22, 2016

A meeting of the Escanaba Public Library Board of Trustees was held February 22, 2016 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

PRESENT: Elizabeth Keller, Pat Baribeau, Janice Hallett, Neil Hivala, Carolyn Stacey, Library Director.

ABSENT: Priscilla Green

ALSO PRESENT:

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: Minutes of November 23, 2015 meeting were approved as written.

APPROVAL/ADJUSTMENTS TO THE AGENDA: The agenda was accepted as written by consensus.

DIRECTOR'S REPORT

Administration:

- The library server and twelve public workstations will be upgraded On February 18, thanks to a major donation from the Friends of the Library.
- Wall paper replacement and re-painting is currently taking place in the library. To date, public open hours have not been affected.
- Planning is in progress for a staff in-service that would feature technology updates, safety training, customer service and teamwork.
- The library's annual report for FY 2015-16 has been submitted to the Library of Michigan. Statistics can be shared with the board.
- The director attended a meeting at UPCAP to explore creating a new senior networking group to share information on programs and services to seniors.
- The director will participate in the Harwood Institute for Public Innovation March 14-16 in Lansing.
- The director is registered for the Rural Libraries Conference on May 4. Stipend for attendance is provided by the Superiorland Library Cooperative.

Library Programs / Services

- A program calendar for February through April 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 will include a storytime 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 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.
- Tax assistance sessions are being provided through AARP in February and March for low income and seniors

UNFINISHED BUSINESS: None

NEW BUSINESS:

A) Library Hours Survey

A preliminary review of results of the online and paper survey on public open hours was provided. To date, 94 responses have been received. Results are inconclusive at this time and

more survey responses are needed. There will be a renewed effort to solicit responses with a goal of 400 surveys completed. New results will be reviewed next month.

B) Library Strategic Plan Review

The board received a copy of the strategic plan with progress toward goals indicated. It was suggested that additional effort to track joint programs and activities with partners would be helpful. Review will continue at future meetings.

C) Fiscal Year 2016-17 Library Budget

Budget conditions going into the upcoming fiscal year are expected to be "status quo" for the library. Additional information regarding the schedule for the library's budget hearing will be provided when it is received.

ANNOUNCEMENTS: None

ADJOURNMENT: 5:55 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
APRIL 25, 2016**

Use Measure	Feb 15	Feb 16	Mar 15	Mar 15
<i>Checkouts – Physical</i>	8043	7029	9542	8090
<i>Checkouts - Digital</i>	630	637	714	753
<i>Holds Activity</i>	996	827	1040	867
<i>New Patrons Registered</i>	48	56	77	92
<i>Network Use</i>	1101	1242	2125	1387
<i>Fines & Fees Paid</i>	\$1,077	\$885	\$1,115	\$1,037
<i>Average Daily Visits</i>	311	338	352	309
<i>Adult Program Attendance</i>	108	168	65	166
<i>Children's Program Attendance</i>	210	180	416	457

Financials:

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

Administration:

- The wallpaper removal and painting project is complete.
- New shelves have been received and installed and will extend fiction and audiobook capacity.
- Budget hearings for FY 2016-17 have concluded. No changes were proposed to library budget.

Library Programs / Services

- Planning is underway for the Children's / Teen Summer Reading Program. This year's theme is *On your Marks, Get Set, Read*. The library is partnering with the YMCA, among other organizations, to offer programs and incentives related to this fitness theme.
- Library children's staff presented information to over 280 kids/parents at the Family Fun Fest at the Delta Plaza on April 16th
- AARP tax assistance sessions have concluded for 2016. 210 seniors and low-income adults received free tax preparation.

Events for Adults

Monday, April 11, 6:30 p.m. Great Michigan Read event--Delta County's Preparedness for a Pandemic

Wednesday, April 13, 6:30 p.m. Great Michigan Read event--Community Book Discussion of *Station Eleven*, by Emily St. John Mandel. Live Q & A with the author via Skype

Thursday, April 14, 6:30 p.m. Great Michigan Read event--Food of the Apocalypse with the Great Foodini.

Tuesday, April 19, 6:30 p.m. Great Michigan Read event--Players de Noc actors perform scenes from Shakespeare. Held at the Bonifas Art Center

Wednesday, April 20, 7:00 p.m. Delta County Historical Society-Winter Lecture Series.

Friday, April 22nd, 3:00 p.m. EHS Teen Book Club

Wednesday, April 27, 6:30 p.m. Family Fun Night with the ISD

Wednesday, April 27, 6:30 p.m. Money Smart Week Event--Your Financial Reality. Presented by the U.P. State Credit Union and Peninsula Federal Credit Union.

Tuesday, May 3, 6:30 p.m. Author Talk with NMU author Rachel May who will discuss her new novel, *The Benedictions*.

Children's Calendar

Steam Team--3:00 p.m. on Tuesday, For students grades 4-6. Hands-on after-school activities focusing on Science, Technology, Engineering, Arts and Math. Program dates are March 22, April 12, April 26, May 10 and May 24. Call 906-789-7328 for more information.

Storyhour @ 1:30 p.m. on Saturday. For ages 4 and older.

Program dates: Storyhour is held every Saturday during the 2015-2016 school year.

Toddler Time @ 10:30 a.m. on Wednesday. For ages 2-4 years old.

Program dates: March 9, 16, 23 and April 6, 13 and 20.

Library Babies at 10:30 on Friday. For ages 6 months - 23 months.

Program dates: March 18 and April 8, 15, 22 and 29.

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

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
268-000-528-000	FEDERAL REVENUE GRANT	.00	.00	.00	(100.00)	.00
268-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	15,866.00	.00	.00	15,500.00	.00
268-000-569-200	STATE OF MICHIGAN - GRANT	.00	1,015.00	.00	.00	.00
268-000-569-212	SUPERIORLAND	.00	185.00	185.00	.00	.00
268-000-569-221	LIB OF MI FOUNDATION BOOK TOUR	.00	100.00	.00	.00	100.00
268-000-656-000	ORDINANCE/PENAL FINES:CO ALLO	100,000.00	98,193.88	.00	100,000.00	99,429.93
268-000-658-000	FINES AND FEES	23,000.00	12,071.78	1,228.14	18,000.00	11,376.85
268-000-665-000	INTEREST EARNINGS	1,500.00	1,376.05	369.22	1,750.00	1,683.12
268-000-675-000	CONTRIB FROM PRIVATE SOURCES	.00	7,216.66	4,415.13	.00	22.58
268-000-675-001	CONTRIBUTIONS-FRIENDS	.00	.00	.00	.00	2,393.55
268-000-675-002	CONTRIBUTIONS- COMMUNITY FUND	.00	.00	.00	.00	3,051.16
268-000-694-000	MISCELLANEOUS	.00	.00	.00	.00	295.00
268-000-699-101	CONTRIBUTION FR GENERAL FUND	371,000.00	371,000.00	.00	400,000.00	400,000.00
	TOTAL REVENUE	511,366.00	491,807.42	6,197.49	535,250.00	519,038.99
	TOTAL FUND REVENUE	511,366.00	491,807.42	6,197.49	535,250.00	519,038.99
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000	SALARIES AND WAGES	270,103.00	154,104.09	17,801.82	274,671.00	159,788.23
268-000-703-000	SICK, HOLIDAY, VACATION	.00	23,101.54	2,099.98	.00	20,925.08
268-000-712-000	OVERHEAD ON SALARIES & WAGES	67,721.00	41,642.15	5,360.97	75,047.00	50,282.49
268-000-713-000	LIFE & HOSPITAL INSURANCE	70,483.00	48,146.18	5,355.95	73,345.00	44,898.32
268-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	181.37	.00	600.00	481.95
268-000-727-000	OFFICE SUPPLIES	6,500.00	1,845.79	23.34	6,500.00	4,553.29
268-000-801-000	PROFESSIONAL SERVICES	29,597.00	16,791.44	3,872.08	29,615.00	17,081.08
268-000-850-000	TELEPHONES	3,720.00	2,257.06	105.64	2,800.00	2,166.49
268-000-860-000	TRAVEL EXPENSES, AUTO ALLOW.	500.00	98.92	.00	500.00	75.90
268-000-910-000	INSURANCE AND BONDS	225.00	174.76	.00	225.00	192.92
268-000-932-000	REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,344.00	.00	1,344.00	1,344.00
268-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00	34,664.00	4,333.00	51,996.00	34,664.00
268-000-943-000	RENTAL OF EQUIPMENT	1,000.00	459.46	27.00	1,000.00	419.00
268-000-958-000	MEMBERSHIP AND DUES	225.00	198.00	.00	233.00	205.00
268-000-960-000	EDUCATION AND TRAINING	260.00	.00	.00	200.00	40.00
268-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,000.00	3,415.13	2,716.00	1,000.00	1,681.51
268-000-979-000	BOOKS, MAGAZINES, PERIODICALS	26,000.00	17,705.65	1,400.58	40,000.00	14,370.92
	TOTAL DEPARTMENT 000	531,274.00	346,129.54	43,096.36	559,076.00	353,170.18

CITY OF ESCANABA
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

FUND 268 - LIBRARY FUND

	--- PREVIOUS YEAR ---			--- CURRENT YEAR ---		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
TOTAL FUND EXPENDITURES	531,274.00	346,129.54	43,096.36	559,076.00	353,170.18	39,001.50
NET REVENUES OVER EXPENDITURE	(19,908.00)	145,677.88	(36,898.87)	(23,826.00)	165,868.81	(37,095.48)

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 29, 2016

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	2,902.39	340.46	4,350.00	3,079.86	434.27
TOTAL REVENUE	4,600.00	2,902.39	340.46	4,350.00	3,079.86	434.27
TOTAL FUND REVENUE	<u>4,600.00</u>	<u>2,902.39</u>	<u>340.46</u>	<u>4,350.00</u>	<u>3,079.86</u>	<u>434.27</u>
<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	1,278.80	53.26	.00	2,295.14	.00
	10,000.00	1,278.80	53.26	10,000.00	2,295.14	.00
TOTAL FUND EXPENDITURES	<u>10,000.00</u>	<u>1,278.80</u>	<u>53.26</u>	<u>10,000.00</u>	<u>2,295.14</u>	<u>.00</u>
NET REVENUES OVER EXPENDITURE	<u>(5,400.00)</u>	<u>1,623.59</u>	<u>287.20</u>	<u>(5,650.00)</u>	<u>784.72</u>	<u>434.27</u>