



LIBRARY BOARD OF TRUSTEES  
**MEETING AGENDA**  
Meetings: 4<sup>th</sup> 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  
**April 28, 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. Library Budget, Fiscal Year 2014-15

NEW BUSINESS

2. County Contribution Request

Discussion of Escanaba City Council's requests to the Delta County Board of Commissioners regarding library funding.

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

**Director's Report**  
**Library Board of Trustees – Regular Meeting**  
**April 28, 2014**

| <b>Use Measure</b>                   | <b>March 2013</b> | <b>March 2014</b> |
|--------------------------------------|-------------------|-------------------|
| <i>Checkouts – Physical</i>          | 8830              | 9662              |
| <i>Checkouts – Digital</i>           | 400               | 574               |
| <i>Holds Placed</i>                  | 1,086             | 1,172             |
| <i>Items Added</i>                   | 343               | 852               |
| <i>New Patrons Registered</i>        | 97                | 92                |
| <i>Network Use</i>                   | 1059              | 1451              |
| <i>Fines &amp; Fees Paid</i>         | \$1,185           | \$1,131           |
| <i>Average Daily Visits</i>          | 329               | 307               |
| <i>Children's Program Attendance</i> | 348               | 298               |
| <i>Adult Program Attendance</i>      | 38                | 54                |

**Financials:**

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

**Administration:**

- The director is scheduled to attend the Rural Libraries Conference on Mackinac Island from April 30 – May 1<sup>st</sup>. A stipend to attend is provided by Superiorland Library Cooperative.
- The director attended a segment of an online workshop at Bay College on handling “Active Shooter” situations in public libraries.
- All full-time staff have received refresher training on CPR and First Aid through Escanaba Public Safety
- The budget for FY 2014-15 will be on the agenda for public comment at the next two City Council meetings: May 1<sup>st</sup> at 7:00 p.m. and May 15<sup>th</sup> at 7:00 p.m. The budget will be adopted on May 15<sup>th</sup>.
- Library summer hours (closed Saturdays) will go into effect on Memorial Day weekend.
- Effective May 1, Internet users will be able to extend their computing time by 15-minute increments (up to 2), provided there is at least one open computer.

**Library Programs / Services:**

- 35 people attended Jazz Appreciation Night with Phil Lynch in the library on April 15.
- 125 people attended the April Historical Society outreach lecture on April 16.
- The Friends of the Library sponsored National Library Week contests and prizes. Comments received from the “Like” the library contest are included with the board packet.
- Program review for Spring/Summer:  
 Great Michigan Read featuring Annie’s Ghosts – April 24<sup>th</sup>, 6:30  
 Michigan Notable Author, Matt Bell – May 22<sup>nd</sup>, 6:30  
 Ice Cream Social with City Band – June 11<sup>th</sup> (tentative)  
 Singer/Storyteller Kitty Donohoe – June 26<sup>th</sup>, 6:30  
 Storyteller Pete Griffin – July 17<sup>th</sup>, 6:30

**CITY OF ESCANABA  
LIBRARY BOARD OF TRUSTEES  
DRAFT MINUTES  
March 24, 2014**

A meeting of the Escanaba Public Library Board of Trustees was held March 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

**PUBLIC COMMENT:** None

**ANNOUNCEMENTS:** None

**APPROVAL/CORRECTIONS(S) TO MINUTES:** Minutes of the February 24, 2014 meeting were accepted on consensus.

**APPROVAL/ADJUSTMENTS TO THE AGENDA:**

The agenda was approved as submitted by consensus.

**CORRESPONDENCE:** A letter was received from Mike Olson indicating his displeasure with the Internet policy.

**DIRECTOR'S REPORT**

- 1) Monthly Statistics
- 2) Financials
- 3) Administration
- 4) The director will present the Strategic Plan to the City Council in a work session scheduled for 3/24/14.
- 5) Library Programs & Services

51 people attended the family presentation by author Pam Flowers on 3/15/14.  
The display case for the month of March featured items from the Delta County RICC in recognition of "Disability Awareness Month." The following programs have been scheduled for Spring/Summer:

  - Jazz Appreciation Event – April 15th, 6:30 p.m.
  - Delta County Historical Society Lecture, April 16th, 7:00 p.m.
  - Great Michigan Read featuring Annie's Ghosts – April 24<sup>th</sup>, 6:30 p.m.
  - Michigan Notable Author, Matt Bell – May 22<sup>nd</sup>, 6:30 p.m.
  - Singer/Storyteller Kitty Donohoe – June 26<sup>th</sup>, 6:30 p.m.
  - Storyteller Pete Griffin – July 17<sup>th</sup>, 6:30 p.m.

**UNFINISHED BUSINESS:**

- 1) Policy Review

The library's Unattended Child Policy and Safe Use & Conduct Policy were presented for final review and discussion. E. Keller moved approval of the Unattended Child Policy and the Safe Use & Conduct Policy, P. Lynch seconded, motion unanimous.
- 2) Internet Policy

In follow-up to last month's discussion, administration investigated options for extending user sessions and discovered that the software has capabilities that may provide a viable solution. This option will be reviewed with library staff. P. Lynch moved that library administration adjust the Internet policy to accommodate the change, pending staff review. J. Hallett seconded. Motion unanimous.

**NEW BUSINESS:**

3) Fiscal Year 2014-15 Budget

Library administration provided a review of budgetary conditions going into Fiscal Year 2014-15. Council will receive the City budget from the City Manager on March 28<sup>th</sup>. The budget hearing for the library is scheduled for April 9<sup>th</sup> at 8:30 a.m. in the City Council Chambers.

**ANNOUNCEMENTS:** The next meeting of the Library Board of Trustees will be April 28, 2014 at 5:00 p.m..

**ADJOURNMENT:** 5:34 p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Philip Lynch, Chair

## 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    |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------|----------|----------|----------|
| <b>E-book Circulation</b>  | 251         | 239         | 289         | 278         | 319         | 277         | 307         | 286         | 371         |          |          |          |          |
| <b>Audio Downloads</b>   | 126         | 130         | 133         | 152         | 71          | 81          | 133         | 97          | 117         |          |          |          |          |
| <b>Zinio Magazine Circ</b>   | 166         | 72          | 65          | 166         | 84          | 83          | 61          | 63          | 86          |          |          |          |          |
| <b>TOTAL DIGITAL CIRC</b>  | <b>543</b>  | <b>441</b>  | <b>487</b>  | <b>596</b>  | <b>474</b>  | <b>441</b>  | <b>501</b>  | <b>446</b>  | <b>574</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| <b>Ancestry.com</b>  | 964         | 1061        | 432         | 592         | 1043        | 1152        | 480         | 649         | 162         |          |          |          |          |
| (# of searches)  |             |             |             |             |             |             |             |             |             |          |          |          |          |
| <b>Bookflix</b>  | 21          | 30          | 49          | 106         | 148         | 77          | 33          | 7           | 15          |          |          |          |          |
| (# of sessions)  |             |             |             |             |             |             |             |             |             |          |          |          |          |
| <b>Digital Newspapers</b>  |             |             | 3814        | 4728        | 1123        | 1129        | 1346        | 1274        | 1683        |          |          |          |          |
| (# of visitors)  |             |             |             |             |             |             |             |             |             |          |          |          |          |
| <b>Mango Languages</b>   | 17          | 26          | 56          | 52          | 29          | 53          | 54          | 80          | 108         |          |          |          |          |
| (# of sessions)  |             |             |             |             |             |             |             |             |             |          |          |          |          |
| <b>TOTAL</b>   | <b>1545</b> | <b>1558</b> | <b>4838</b> | <b>6074</b> | <b>2817</b> | <b>2852</b> | <b>2414</b> | <b>2456</b> | <b>2542</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| <b>OTHER DIGITAL STATS</b>   |             |             |             |             |             |             |             |             |             |          |          |          |          |
| <b>E-book -new patrons</b>   | 8           | 7           | 16          | 16          | 12          | 13          | 29          | 8           | 11          |          |          |          |          |
| - unique patrons   | 90          | 92          | 97          | 100         | 98          | 87          | 115         | 99          | 109         |          |          |          |          |
| <b>Zinio -unique patrons</b>   |             |             | 14          | 18          | 13          | 14          | 10          | 9           | 11          |          |          |          |          |
| -new patrons   | 15          | 3           | 4           | 7           | 4           | 5           | 2           | 7           | 3           |          |          |          |          |
| <b>Facebook - # of likes</b>   |             | 392         | 500         | 416         | 432         | 440         | 450         | 458         | 476         |          |          |          |          |
| - # of people viewing posts  | 2681        | 599         | 997         | 1137        | 433         | 936         | 1054        | 766         | 1152        |          |          |          |          |
| <b>Twitter - # of followers</b>  |             | 72          | 76          | 83          | 84          | 87          | 87          | 88          | 93          |          |          |          |          |
| <b>Web Page - unique visitors</b>  |             |             | 648         | 1444        | 1216        | 1269        | 1433        | 1189        | 1357        |          |          |          |          |
| - # of visits  |             |             | 1253        | 2907        | 2419        | 2429        | 2846        | 2367        | 2754        |          |          |          |          |
| <b>Mango - registered users</b>  |             |             | 211         | 212         | 214         | 223         | 228         | 232         | 241         |          |          |          |          |
| <b>Newspapers - # of searches</b>  |             |             | 686         | 1,261       | 268         | 495         | 365         | 345         | 686         |          |          |          |          |
| <b>Laptop Checkout</b>   |             |             |             | 2           | 1           | 1           | 1           | 0           | 0           |          |          |          |          |
| <b>Wireless Network Use</b>  |             |             | 129         | 319         | 277         | 279         | 284         | 333         | 416         |          |          |          |          |
| (# of connections)   |             |             |             |             |             |             |             |             |             |          |          |          |          |
| <b>NOTES:</b>  |             |             |             |             |             |             |             |             |             |          |          |          |          |
| Web Page Visits recording started 9/16/13  |             |             |             |             |             |             |             |             |             |          |          |          |          |
| Wireless Network Use includes Charter connections in addition to Merit connections beginning Nov 2013. |             |             |             |             |             |             |             |             |             |          |          |          |          |



**CITY OF ESCANABA**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2014

**FUND 268 - LIBRARY FUND**

|                       | ----- PREVIOUS YEAR -----      |                   |                   | ----- CURRENT YEAR ----- |                   |                   |                  |
|-----------------------|--------------------------------|-------------------|-------------------|--------------------------|-------------------|-------------------|------------------|
|                       | AMENDED<br>BUDGET              | YTD<br>ACTUAL     | MONTH<br>ACTUAL   | AMENDED<br>BUDGET        | YTD<br>ACTUAL     | MONTH<br>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               | 1,447.74          | 675.00                   | .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         | 15,771.09         | 1,412.40                 | 23,000.00         | 12,048.29         | 1,279.84         |
| 268-000-665-000       | INTEREST EARNINGS              | 1,800.00          | 960.61            | 419.51                   | 2,200.00          | 1,503.70          | 402.20           |
| 268-000-675-000       | CONTRIB FROM PRIVATE SOURCES   | 9,000.00          | 5,541.52          | .00                      | .00               | 8,000.72          | .00              |
| 268-000-699-101       | CONTRIBUTION FR GENERAL FUND   | 365,000.00        | 365,000.00        | .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              |
|                       | <b>TOTAL REVENUE</b>           | <b>544,050.00</b> | <b>521,878.84</b> | <b>2,506.91</b>          | <b>541,725.00</b> | <b>500,245.45</b> | <b>1,682.04</b>  |
|                       | <b>TOTAL FUND REVENUE</b>      | <b>544,050.00</b> | <b>521,878.84</b> | <b>2,506.91</b>          | <b>541,725.00</b> | <b>500,245.45</b> | <b>1,682.04</b>  |
| <u>EXPENDITURES</u>   |                                |                   |                   |                          |                   |                   |                  |
| <u>DEPARTMENT 000</u> |                                |                   |                   |                          |                   |                   |                  |
| 268-000-702-000       | SALARIES AND WAGES             | 257,789.00        | 150,190.89        | 17,012.00                | 263,652.00        | 154,642.82        | 18,955.38        |
| 268-000-703-000       | SICK, HOLIDAY, VACATION        | .00               | 22,378.19         | 2,276.22                 | .00               | 21,259.13         | 1,538.82         |
| 268-000-711-000       | OVERTIME                       | .00               | .00               | .00                      | .00               | 92.21             | 92.21            |
| 268-000-712-000       | OVERHEAD ON SALARIES & WAGES   | 72,066.00         | 48,018.87         | 5,512.56                 | 60,356.00         | 39,377.54         | 4,638.53         |
| 268-000-713-000       | LIFE & HOSPITAL INSURANCE      | 65,380.00         | 41,993.49         | 4,869.14                 | 70,139.00         | 45,113.15         | 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          | 3,207.65          | 427.01                   | 7,500.00          | 3,737.94          | 465.82           |
| 268-000-801-000       | PROFESSIONAL SERVICES          | 27,182.00         | 16,633.12         | 5,434.18                 | 27,796.00         | 16,606.55         | 3,894.61         |
| 268-000-850-000       | TELEPHONES                     | 3,087.00          | 2,488.57          | 111.04                   | 4,720.00          | 2,100.72          | 9.94             |
| 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         | 27,244.00         | 3,405.50                 | 34,819.00         | 23,212.64         | 2,901.58         |
| 268-000-943-000       | RENTAL OF EQUIPMENT            | 2,150.00          | 1,224.90          | 238.20                   | 1,732.00          | 502.44            | 36.00            |
| 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            | 169.00            | 149.00                   | 260.00            | 25.00             | .00              |
| 268-000-977-000       | CAPITAL OUTLAY-EQUIPMENT       | 1,000.00          | 261.80            | 261.80                   | 1,000.00          | 927.62            | .00              |
| 268-000-979-000       | BOOKS, MAGAZINES, PERIODICALS  | 49,000.00         | 22,427.59         | 2,557.10                 | 40,000.00         | 25,952.27         | 1,868.38         |
|                       | <b>TOTAL DEPARTMENT 000</b>    | <b>532,232.00</b> | <b>338,568.93</b> | <b>42,253.75</b>         | <b>515,258.00</b> | <b>335,482.76</b> | <b>39,633.85</b> |
|                       | <b>TOTAL FUND EXPENDITURES</b> | <b>532,232.00</b> | <b>338,568.93</b> | <b>42,253.75</b>         | <b>515,258.00</b> | <b>335,482.76</b> | <b>39,633.85</b> |

**CITY OF ESCANABA**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2014

**FUND 268 - LIBRARY FUND**

|                               | ----- PREVIOUS YEAR ----- |                   |                     | ----- CURRENT YEAR ----- |                   |                     |
|-------------------------------|---------------------------|-------------------|---------------------|--------------------------|-------------------|---------------------|
|                               | AMENDED<br>BUDGET         | YTD<br>ACTUAL     | MONTH<br>ACTUAL     | AMENDED<br>BUDGET        | YTD<br>ACTUAL     | MONTH<br>ACTUAL     |
| NET REVENUES OVER EXPENDITURE | <u>11,818.00</u>          | <u>183,309.91</u> | <u>( 39,746.84)</u> | <u>26,467.00</u>         | <u>164,762.69</u> | <u>( 37,951.81)</u> |

**CITY OF ESCANABA**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2014

**FUND 703 - BEZOLD TRUST FUND**

|                     |                               | ----- PREVIOUS YEAR ----- |               |                 | ----- CURRENT YEAR ----- |               |                 |
|---------------------|-------------------------------|---------------------------|---------------|-----------------|--------------------------|---------------|-----------------|
|                     |                               | AMENDED<br>BUDGET         | YTD<br>ACTUAL | MONTH<br>ACTUAL | AMENDED<br>BUDGET        | YTD<br>ACTUAL | MONTH<br>ACTUAL |
| <u>REVENUE</u>      |                               |                           |               |                 |                          |               |                 |
| 703-000-665-000     | INTEREST EARNINGS             | 4,000.00                  | 3,030.07      | 355.81          | 4,200.00                 | 3,125.76      | 346.85          |
|                     | TOTAL REVENUE                 | 4,000.00                  | 3,030.07      | 355.81          | 4,200.00                 | 3,125.76      | 346.85          |
|                     | TOTAL FUND REVENUE            | 4,000.00                  | 3,030.07      | 355.81          | 4,200.00                 | 3,125.76      | 346.85          |
| <u>EXPENDITURES</u> |                               |                           |               |                 |                          |               |                 |
| 703-000-979-000     | BOOKS, MAGAZINES, PERIODICALS | 10,000.00                 | 7,512.64      | 1,210.69        | 10,000.00                | 2,838.70      | 96.96           |
|                     |                               | 10,000.00                 | 7,512.64      | 1,210.69        | 10,000.00                | 2,838.70      | 96.96           |
|                     | TOTAL FUND EXPENDITURES       | 10,000.00                 | 7,512.64      | 1,210.69        | 10,000.00                | 2,838.70      | 96.96           |
|                     | NET REVENUES OVER EXPENDITURE | ( 6,000.00)               | ( 4,482.57)   | ( 854.88)       | ( 5,800.00)              | 287.06        | 249.89          |

# There's more than books in the library

**By Carolyn Stacey**

*Escanaba Public Library*

ESCANABA — On Tuesday evening, a group of local jazz musicians volunteered their time to perform at the Escanaba Public Library in celebration of National Library Week and Jazz Appreciation Month. In between performances of swing standards and classic jazz, the audience learned the origins of scat singing, how Take the A Train was composed, and the best way to handle a 72 rpm record. Soft snowflakes drifted lazily outside the reading room windows. Toes were tapping and faces smiling in recognition of familiar tunes. People chatted between numbers and stayed after to drink hot coffee and eat chocolate chip cookies. It was an all-around pleasant evening at the library.

National Library Week is a good time to take a moment to reflect on what libraries mean in our world today. In conversations about public libraries, the topic often turns towards relevance. What is the role of the public library in an increasingly digital world? When it's possible to download an e-book instantly from Amazon, stream a movie from Netflix or ask the phone in your pocket which direction to turn, how do libraries still matter?

Most people associate public libraries with print books. Yes,

books are a big part of what libraries do, but public libraries have powerful missions and impacts that go beyond simply collecting and storing materials. U.P. libraries especially, serve as community hubs, providing a critical link between people and technology, offering cultural and life-long learning opportunities for all ages, and supporting children and families with free programs and resources.

Not everyone has a smartphone in their pocket. Many people don't have computers or high speed Internet connections. As part of our mission, the library supplies computers, a fast connection, and technical assistance for first-time users. These services can be transformational for people — like the Navy veteran who finished the essay for his college application with the help of library staff, a recently released inmate who found a job online using library computers, a grandmother who learned to use Facebook to keep up with her grandkids on the West Coast.

For the tech-savvy patron, the library offers opportunities to enhance their experiences with apps for searching library catalogs, language learning, and downloadable e-books, digital magazines and audiobooks. Personalized assistance with e-readers is available, as well as equipment and space to support inter-active videoconferencing.

One of my favorite times to work at the front counter of the library is on Friday mornings when families arrive for the baby story time. Moms and Dads stream in, rosy-cheeked toddlers in tow making a bee line for the children's room, shedding layers like molting skin. Soon, a happy din of little voices in song, the sounds of clapping and laughter drift from the story room. Adults sit talking in child sized chairs or amassing stacks of picture books to take home.

Public libraries have a proud tradition of supporting children and families. At the Escanaba Library, year-round children's programs centering on early literacy boost language development in children and set the stage for school readiness. The children's library also serves an important social component, opening up opportunities for interaction for both adults and kids.

Later in the day on Friday, with story time long over, regulars will sit reading by the windows, newspapers rustling. Laptop users will click away at keyboards. At the computer workstations, someone with a Kindle will learn how to download e-books. Soon, there will be a rush of people coming to get their movie selections for the weekend — spinning the racks of musicals, independent films, TV series, and documentaries to nab the new Downton Abbey or the

first season of the Rockford Files. Drivers headed downstate will grab audiobooks to listen to in the car.

How does the library matter in our community? Is it the year-round children's programs, the killer movie collection, free ebooks and magazines, the chance to get some assistance with a perplexing electronic device, to get a leg up on the job search — or simply to sit quietly in a chair?

Striking the balance between traditional services and emerging technologies will continue to be a foremost challenge for libraries. In changing times, through trends and technological advancements, a constant is the opportunity for connection that exists with public libraries; connection with information, ideas, inspiration — each other. It is this connection that makes Moms bundle up babies and take them out into the cold, that brings people in on a rare spring evening — that makes libraries still matter.

During National Library Week, the library is sponsoring a contest on our Facebook page and in the library for people to tell us what they "like" about the library. You've heard what a librarian thinks, now let's hear what you think. How does the library matter to you?

— — —  
*Carolyn Stacey is the director of the Escanaba Public Library*

# Escanaba Public Library Patron Comments

## National Library Week, April 13-19, 2014

---

"So many things: ALL the books and choices!!! Access to Internet and so many books on audio and you keep bringing in more. The copy and printing services are amazing and cheap!!! Oh—and the smiling librarians who are so kind and helpful—always time to chat with us. And you can get us any book we need from other libraries!!!! It's free and it's open all the time!! The there's the whole children's side of the library—it's amazing the effort and time to make that available to all kids. And the history on the art you put up for us. See—there's so much to like here. ☺"

"I love the peaceful quiet and super friendly staff."

"Beautiful atmosphere, peaceful, friendly"

"The diversity of subject matter for a small library. The library is the most important building in the community. Thank you for being here!"

"I like having the ability to access such a wide range of information in our community."

"Escanaba Public Library is organized, neat, and the staff is always there to help when you need it!!"

"The staff!!"

"The variety of books and new releases."

"Reading"

"I like to find new books and to read them."

"Books, riding the dinosaur, story hour"

"Computer"

"I like the Kid's Room sailboat and the computers. (I like cookies too!)"

"Friendly librarians, great book selection, many Internet services, MelCat. Did I mention the librarians?"

"Staff is always helpful and friendly. Also, I like the calm, quiet atmosphere and the dim lights."

"I like how friendly and helpful all of the librarians are!"

"The people who work here are so very helpful, courteous and kind."

"I love the library to come for the music outside in the summer, the books, movies, and the friendships I have made with all the librarians. They are like an extended family. We ♥you."

"I like the library because not only you can get great books and movies but they have an awesome program for kids. We also liked the jazz music. Great for something to do in the winter."

"I like all the different areas of the library and how the timers work for the computers."

"Huge selection of books, great movies, beautiful artwork, computer games, mind-boggling puzzles, great service, easy drop-in, live animals, quiet as a mouse. Thank you for this amazing library!"

"Everything...books, movies, and the staff."

"Lovely artwork, live birds, quiet, puzzles, excellent books, great service, classic movies"

"It has lots of books and good movies."

"Nice selection, great service."

"It's awesome variety in all media—books, movies, magazines, papers, and audiobooks"

"It is a great place to learn and explore new things."

"I love the books you have! Nice size library. Cool birds!!"

"Kendra loves story hour. She gets very upset if she misses. Also love the books can read!"

"I like that they have such a big selection of books to check out and read."

"I like the computer area. It's nice for looking up information"

"The people who work and help here."

"I like to read! It's nice and clean! I love Story Hour!"

"I love everything at the library! I like books! My preschool came here! We made a picture!"

"Simple access, easy-to-use, very helpful workers."

"I enjoy bringing my grandkids. They love to be read to! It's always clean! It's one of the nicest library's I've been to."

"The children's library is what first drew us to the Escanaba Public Library 14 years ago. Thank you, Mrs. Fittante, for encouraging our children to read. The quality and quantity of books in the EPL stacks continue to bring us back."

"There are a lot of books and I like the books that are for sale in the back."

"I like the nice variety of History and historical fiction, the space, and the free Internet."

"All the people that work here; their helpfulness and courtesy."

"I enjoy coming to use the computers. I love the back room books for sale. It's nice to see a nice selection of new books, whether large print or not on popular authors."

"I like the way the library can special order my deep appetite for all types of literature!"

"Everything! Everyone! It's a wonderful library. Being new to town, everyone was great to us. Thank you Escanaba Public Library."

"Love to come to Story Hour and I love the froggy book I can check out."

"The beauty of our library inside and out! Peacefulness and good selections. I like the DVDs too."

"The layout—how open it is, the sections divided. Accepts volunteers. Nice people."

"The always pleasant children's librarian."

"Mel and interlibrary loan, computers, good books and magazines, great staff, study rom, good view of special events, good cookies and tea!"

"Friendly staff! Great environment for kids, awesome resources, easy access."

"The diversity of offerings from CDs, books, media to book sales. The staff is always friendly and helpful."

"Love story hour for my grandson. He looks forward to it on Saturdays. Thanks."

"I just love being able to go and be surrounded by books, ones I have already or haven't yet read. It's calming; you can just concentrate and think."

"Our library is a marvelous place to visit. While there, browse new books, CDs, and DVDs as well as shelved stock. Be sure to talk to a librarian even if you don't have a question because you couldn't find smarter, sweeter, or librarily masterful women anywhere."

**CITY OF ESCANABA**  
**2014-2015 Library Fund Budget Request Workpaper**  
**Fund Number 268**  
**LIBRARY FUND-ESTIMATED REVENUES AND FUND BALANCE**

| Account Number  | Revenue Source                             | Actual         |                | Estimate       | Budget         |                 | \$ Change       | % Change        |  |
|---|--|----------------|----------------|----------------|----------------|-----------------|-----------------|-----------------|--|
|   |  | 2011-12        | 2012-13        |                | 2013-14        | 2014-15         |                 |                 |  |
| 268-000-528-000                                       | Grants                                     | 11,327         | 1,848          | 750            | 0              | 0               | 0               | 0.00%           |  |
| 268-000-566-000                                       | State of Michigan Library Funding          | 12,334         | 13,756         | 13,750         | 12,874         | 15,866          | 2,992           | 23.24%          |  |
| 268-000-600-100                                       | County Contribution                        | 0              | 0              | 0              | 0              | 0               | 0               | 0.00%           |  |
| 268-000-656-000                                       | Penal Fines                                | 0              | 0              | 0              | 0              | 0               | 0               | 0.00%           |  |
| 268-000-658-000                                       | Fines and Fees                             | 137,382        | 133,158        | 99,100         | 124,758        | 100,000         | (24,758)        | -19.84%         |  |
| 268-000-665-000                                       | Interest Earnings                          | 23,699         | 21,481         | 20,000         | 23,000         | 23,000          | 0               | 0.00%           |  |
| 268-000-675-000                                       | Private Donations                          | 2,592          | 2,159          | 2,500          | 2,200          | 1,500           | (700)           | -31.82%         |  |
| 268-000-694-000                                       | Miscellaneous Income                       | 9,980          | 10,553         | 10,000         | 0              | 0               | 0               | 0.00%           |  |
| 268-000-698-000                                       | Gain/(Loss) on Sale of Investments         | 0              | 0              | 0              | 0              | 0               | 0               | 0.00%           |  |
| 268-000-699-101                                       | Transfer From General Fund                 | 902            | (1,904)        | 0              | 0              | 0               | 0               | 0.00%           |  |
| 268-000-699-701                                       | Transfer From Health/Dental Insurance Fund | 365,000        | 365,000        | 365,000        | 365,000        | 371,000         | 6,000           | 1.64%           |  |
|   |  | 0              | 0              | 13,900         | 13,893         | 0               | (13,893)        | -100.00%        |  |
| <b>TOTAL REVENUES</b>                                 |  | <b>563,216</b> | <b>546,051</b> | <b>525,000</b> | <b>541,725</b> | <b>511,366</b>  | <b>(30,359)</b> | <b>-5.60%</b>   |  |
| <b>TOTAL EXPENDITURES</b>                             |  | <b>549,057</b> | <b>528,492</b> | <b>518,325</b> | <b>532,435</b> | <b>531,274</b>  | <b>(1,161)</b>  | <b>-0.22%</b>   |  |
| <b>EXCESS/(DEFICIT) OF REVENUES OVER EXPENDITURES</b> |  | <b>14,159</b>  | <b>17,559</b>  | <b>6,675</b>   | <b>9,290</b>   | <b>(19,908)</b> | <b>(29,198)</b> | <b>-314.29%</b> |  |
| <b>FUND BALANCE</b>                                   |  |                |                |                |                |                 |                 |                 |  |
| <b>BEGINNING FUND BALANCE</b>                         |  | <b>80,937</b>  | <b>95,096</b>  | <b>112,655</b> | <b>112,655</b> | <b>121,945</b>  | <b>9,290</b>    | <b>8.25%</b>    |  |
| <b>EXCESS/(DEFICIT) OF REVENUES OVER EXPENDITURES</b> |  | <b>14,159</b>  | <b>17,559</b>  | <b>6,675</b>   | <b>9,290</b>   | <b>(19,908)</b> | <b>(29,198)</b> | <b>-314.29%</b> |  |
| <b>ENDING FUND BALANCE</b>                            |  | <b>95,096</b>  | <b>112,655</b> | <b>119,330</b> | <b>121,945</b> | <b>102,037</b>  | <b>(19,908)</b> | <b>-16.33%</b>  |  |

# CITY OF ESCANABA

## 2014-2015 Library Fund Budget Request Workpaper

Fund Number 268

Activity Number 000

| Description of Request                         | Actual  | Actual  | Estimated | Budget   | Request  | Recommended | Final    | \$ Change    | % Change     |
|--|---------|---------|-----------|----------|----------|-------------|----------|--------------|--------------|
|  | 2011-12 | 2012-13 | 2013-14   | 2013-14  | 2014-15  | 2014-15     | 2014-15  | Col 7- Col 4 | Col 7- Col 4 |
| Head Librarian                                 |         |         |           | 61,415   | 62,882   | 62,882      | 62,882   | 1,467        | 2.39%        |
| Children's Librarian                           |         |         |           | 37,093   | 37,967   | 37,967      | 37,967   | 874          | 2.36%        |
| Reference Librarian                            |         |         |           | 41,416   | 42,607   | 42,607      | 42,607   | 1,191        | 2.89%        |
| 2 Library Assistants                           |         |         |           | 65,039   | 66,580   | 66,580      | 66,580   | 1,541        | 2.37%        |
| 2 Part-Time Library Assistants II              |         |         |           | 29,333   | 30,029   | 30,029      | 30,029   | 696          | 2.37%        |
| 2 Part-Time Library Assistants I               |         |         |           | 22,323   | 22,846   | 22,846      | 22,846   | 523          | 2.34%        |
| 2 Pages/Co-ops                                 |         |         |           | 7,033    | 7,192    | 7,192       | 7,192    | 159          | 2.26%        |
| Salaries and Wages                             | 253,546 | 258,312 | 263,650   | 263,652  | 270,103  | 270,103     | 270,103  | 6,451        | 2.45%        |
| Overtime Wages                                 | 0       | 0       | 0         | 0        | 0        | 0           | 0        | 0            | 0.00%        |
| Pension, Social Security & W/C                 |         |         |           | 60,356   | 67,721   | 67,721      | 67,721   | 7,365        | 12.20%       |
| Overhead on Salaries and Wages                 | 70,127  | 72,189  | 60,350    | 60,356   | 67,721   | 67,721      | 67,721   | 7,365        | 12.20%       |
| Health/Rx/Dental/Vision/Life                   |         |         |           | 84,939   | 85,866   | 85,866      | 85,866   | 927          | 1.09%        |
| Co-Pay   |         |         |           | (14,800) | (15,383) | (15,383)    | (15,383) | (583)        | 3.94%        |
| Life & Hospital Insurance                      | 71,355  | 65,355  | 70,150    | 70,139   | 70,483   | 70,483      | 70,483   | 344          | 0.49%        |
| Supplies(Misc)                                 | 243     | 342     | 600       | 600      | 600      | 600         | 600      | 0            | 0.00%        |
| Book Processing Materials                      |         |         |           | 6,500    | 6,500    | 5,500       | 5,500    | (1,000)      | -15.39%      |
| Postage  |         |         |           | 1,000    | 1,000    | 1,000       | 1,000    | 0            | 0.00%        |
| Office Supplies                                | 9,052   | 8,149   | 7,500     | 7,500    | 7,500    | 6,500       | 6,500    | (1,000)      | -13.33%      |
| Delivery Service (Michigan Library Consortium) |         |         |           | 2,062    | 2,166    | 2,166       | 2,166    | 104          | 5.04%        |
| UPRLC (Dyrix)                                  |         |         |           | 17,547   | 18,073   | 18,073      | 18,073   | 526          | 3.00%        |
| Superiorland Co-op                             |         |         |           | 6,437    | 7,608    | 7,608       | 7,608    | 1,171        | 18.19%       |
| Collection Agency                              |         |         |           | 1,300    | 1,300    | 1,300       | 1,300    | 0            | 0.00%        |
| Audit  |         |         |           | 450      | 450      | 450         | 450      | 0            | 0.00%        |
| Professional Services                          | 29,261  | 28,832  | 28,300    | 27,796   | 29,597   | 29,597      | 29,597   | 1,801        | 6.48%        |
| Regular  |         |         |           | 1,300    | 1,300    | 1,300       | 1,300    | 0            | 0.00%        |
| Internet Connection (U of M/Merit)             | 3,130   | 3,016   | 2,675     | 3,420    | 2,420    | 2,420       | 2,420    | (1,000)      | -29.24%      |
| Telephones                                     |         |         |           | 4,720    | 3,720    | 3,720       | 3,720    | (1,000)      | -21.19%      |
| Travel Expenses, Auto Allow                    | 1,196   | 272     | 500       | 500      | 500      | 500         | 500      | 0            | 0.00%        |

CITY OF ESCANABA  
2014-2015 Library Fund Budget Request Workpaper  
Fund Number 268

Activity Number 000

|                        | Actual  | Actual  | Estimated | Budget  | Request | Recommended | Final   | \$ Change   | % Change    |
|------------------------|---------|---------|-----------|---------|---------|-------------|---------|-------------|-------------|
|                        | 2011-12 | 2012-13 | 2013-14   | 2013-14 | 2014-15 | 2014-15     | 2014-15 | Col 7-Col 4 | Col 7-Col 4 |
| 885                    | 0       | 0       | 0         | 0       | 0       | 0           | 0       | 0           | 0.00%       |
| 900                    | 359     | 0       | 0         | 0       | 0       | 0           | 0       | 0           | 0.00%       |
| 910                    | 496     | 420     | 225       | 450     | 225     | 225         | 225     | (225)       | -50.00%     |
| 931                    | 0       | 0       | 0         | 0       | 0       | 0           | 0       | 0           | 0.00%       |
| 932                    | 1,344   | 1,344   | 1,550     | 1,344   | 1,344   | 1,344       | 1,344   | 0           | 0.00%       |
| 942                    | 45,936  | 40,866  | 34,825    | 51,996  | 51,996  | 51,996      | 51,996  | 0           | 0.00%       |
| 943                    | 2,284   | 2,019   | 1,000     | 1,732   | 1,000   | 1,000       | 1,000   | (732)       | -42.26%     |
| 958                    | 678     | 185     | 225       | 390     | 225     | 225         | 225     | (165)       | -42.31%     |
| 960                    | 0       | 228     | 250       | 260     | 260     | 260         | 260     | 0           | 0.00%       |
| 976                    | 0       | 0       | 0         | 0       | 0       | 0           | 0       | 0           | 0.00%       |
| 977                    | 9,779   | 2,460   | 925       | 1,000   | 3,500   | 1,000       | 1,000   | 0           | 0.00%       |
| 979                    | 50,271  | 44,503  | 45,600    | 40,000  | 40,000  | 20,000      | 26,000  | (14,000)    | -35.00%     |
| TOTAL ACTIVITY REQUEST | 549,057 | 528,492 | 518,325   | 532,435 | 548,774 | 525,274     | 531,274 | (1,161)     | -0.22%      |

April 2, 2014

Tom Elegeert, Chairman  
Delta County Board of Commissioners  
310 Ludington Street  
Escanaba, MI 49829

RE: City of Escanaba Library Funding and Penal Fines

Dear Tom Elegeert:

Please be advised, that a special City Council Study Session was held on March 24, 2014. After discussion, the following motions were made:

"Blasier moved, Beauchamp seconded, to request from the Delta County Commissioners worksheets and other calculations of penal fines paid to the Escanaba City Library.

Upon a call of the roll, the vote was as follows:

Ayes: Blasier, Beauchamp, Baribeau, Tall  
Nays: None

**MOTION CARRIED."**

"Baribeau moved, Beauchamp seconded, to request from the Delta County Commissioners a \$50,000 allocation to the City of Escanaba for Library Services on behalf of the Townships they serve.

Upon a call of the roll, the vote was as follows:

Ayes: Baribeau, Beauchamp, Tall  
Nays: Blasier

**MOTION CARRIED."**

The City of Escanaba is requesting to be put on the April 15, 2014, County Commission Agenda to discuss these two items. Mayor Marc Tall, and City Manager Jim O'Toole will be in attendance.

Robert S. Richards, CMC  
Escanaba City Clerk