



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

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

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

Library Board of Trustees
May 18, 2015 - 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) Township Joint Meeting

Trustees will welcome township officials for open discussion on summer library programs and general input on library services.

B) Policy Manual Review

Updates will be proposed for the Internet Use policy. Trustees will provide feedback on remaining policies requiring revision.

NEW BUSINESS

A) Library Summer Hours

Discussion and review of survey results on library summer open hours.

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**

April 27, 2015

A meeting of the Escanaba Public Library Board of Trustees was held April 27, 2015 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

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

PUBLIC COMMENT: None

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

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

DIRECTOR'S REPORT

Monthly statistics and use measures were provided. Financial summaries for the library and Bezold Trust were reviewed. The Director provided updates on the following:

- o The library accepted Merit's bid for Internet service for 2015-16 and entered into a one year contract for a 25Mbps connection. Application has been made to the Universal Service Fund for discounts on this service.
- o Staff performance reviews are scheduled for April 27, 28, 30.
- o Revised comment/suggestion forms and a brief customer service exit survey are in production.
- o A major overhaul to the library's catalog is in progress and will be released by Superiorland Library Cooperative in early May.
- o National Library Week Activities concluded April 18.
- o The final Delta County Historical Society winter outreach lecture is scheduled for April 22nd at 7:00 p.m. in the Council Chambers.
- o A Great Start Family Fun Night is scheduled for April 29th at the library.
- o Michigan Notable Author Monica McFawn is scheduled to present a reading on June 4th.
- o The Friends of the Library Ice Cream Social is scheduled for Wednesday, June 10th at 6:30 p.m.
- o A writing workshop and handmade journal exhibit featuring Suzy Banks Baum is being planned in collaboration with the Bonifas for August 14th.
- o Summer hours (closed Saturdays) go into effect Memorial Day weekend.

UNFINISHED BUSINESS:

A) Township Joint Meeting Proposal

Library director proposed inviting township officials to the regular board meeting on May 18th, 2015. Prior to the meeting, library staff would be available to demonstrate popular online resources of potential interest to township residents, as well as details on upcoming summer programs for children and families. Townships officials may then attend the regular board meeting and provide general input on library services. Light refreshments could be served. *N. Hivala moved that the Board invited the Townships in the library's service area to the May 18 library board meeting, P. Green seconded. Motion approved.*

NEW BUSINESS:

A) Policy Manual Review

In preparation for bringing the library policy manual to the City Council for adoption, the library director provided trustees with a current manual, noting the policies most recently updated and those that need review. Policies will be a standing agenda item until the manual is complete.

ANNOUNCEMENTS: None

ADJOURNMENT: 5:43 p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Philip Lynch, Chair

Director's Report
Library Board of Trustees – Regular Meeting
May 19, 2015

Use Measure	April 14	April 15	% change
<i>Checkouts – Physical</i>	8860	8466	-4
<i>Checkouts - Digital</i>	601	673	12%
<i>Holds Placed</i>	1129	927	-18%
<i>Items Added</i>	426	421	-1%
<i>New Patrons Registered</i>	93	68	-27%
<i>Network Use</i>	1631	2181	34%
<i>Fines & Fees Paid</i>	\$881	\$918	4%
<i>Average Daily Visits</i>	291	282	

Financials:

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

Administration:

- The library's recent grant application to the Community Foundation was successful. \$2,000 will be granted to purchase two iPads and apps targeted to a teen audience.
- Library administration is surveying regional libraries regarding summer schedules.
- The Friends of the Library recently held their annual meeting. A list of the services and activities sponsored by the Friends during 2014-15 is included with this packet.

Library Programs / Services:

- The library will participate in the Michigan Activity Pass (MAP) program this summer. Through MAP, patrons can use their library card to check out a free pass to regional museums, parks and other attractions.
- Michigan Notable Author Monica McFawn is scheduled to present a reading on June 4th.
- The Friends of the Library Ice Cream Social is scheduled for Wednesday, June 10th at 6:30 p.m.
- A series of book related crafting programs is in the planning stages for July.
- A writing workshop and handmade journal exhibit featuring Suzy Banks Baum is being planned in collaboration with the Bonifas for August 14th.
- "Every Hero Has a Story" is the theme for the summer reading program taking place from June 8th – July 24th. Weekly Wednesday programs, contests and clubs for all ages will be offered, as well as a reading incentive program. Sponsored by the Friends of the Library.

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 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	251.88	.00	.00	649.05	.00
268-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	12,874.00	.00	.00	15,866.00	.00	.00
268-000-569-200	STATE OF MICHIGAN - GRANT	.00	.00	.00	.00	1,015.00	.00
268-000-569-211	GRANTS	.00	75.00	.00	.00	.00	.00
268-000-569-212	SUPERIORLAND	.00	382.49	.00	.00	185.00	.00
268-000-569-221	LIB OF MI FOUNDATION BOOK TOUR	.00	.00	.00	.00	100.00	.00
268-000-656-000	ORDINANCE/PENAL FINES-CO ALLO	124,758.00	99,090.37	.00	100,000.00	98,193.88	.00
268-000-658-000	FINES AND FEES	23,000.00	13,653.99	1,605.70	23,000.00	13,579.53	1,507.75
268-000-665-000	INTEREST EARNINGS	2,200.00	1,896.27	392.57	1,500.00	1,376.05	.00
268-000-675-000	CONTRIB FROM PRIVATE SOURCES	.00	8,000.72	.00	.00	7,216.66	.00
268-000-699-101	CONTRIBUTION FR GENERAL FUND	365,000.00	365,000.00	.00	371,000.00	371,000.00	.00
268-000-699-701	CONTRIBUTION FROM HEALTH/DENT	13,893.00	13,893.00	.00	.00	.00	.00
TOTAL REVENUE		541,725.00	502,243.72	1,998.27	511,366.00	493,315.17	1,507.75
TOTAL FUND REVENUE		541,725.00	502,243.72	1,998.27	511,366.00	493,315.17	1,507.75
<u>EXPENDITURES</u>							
<u>DEPARTMENT 000</u>							
268-000-702-000	SALARIES AND WAGES	263,652.00	174,728.37	20,085.55	270,103.00	174,444.53	20,340.44
268-000-703-000	SICK, HOLIDAY, VACATION	.00	22,083.53	824.40	.00	24,608.14	1,506.60
268-000-711-000	OVERTIME	.00	92.21	.00	.00	.00	.00
268-000-712-000	OVERHEAD ON SALARIES & WAGES	60,356.00	44,260.22	4,882.68	67,721.00	47,300.63	5,658.48
268-000-713-000	LIFE & HOSPITAL INSURANCE	70,139.00	51,944.48	6,831.33	70,483.00	53,041.49	4,895.31
268-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	65.27	36.30	600.00	210.47	29.10
268-000-727-000	OFFICE SUPPLIES	7,500.00	4,156.35	418.41	6,500.00	1,930.59	84.80
268-000-801-000	PROFESSIONAL SERVICES	27,796.00	16,606.55	.00	29,597.00	16,845.14	53.70
268-000-850-000	TELEPHONES	4,720.00	2,304.93	204.21	3,720.00	2,265.21	8.15
268-000-860-000	TRAVEL EXPENSES, AUTO ALLOW.	500.00	.00	.00	500.00	98.92	.00
268-000-910-000	INSURANCE AND BONDS	450.00	219.77	.00	225.00	174.76	.00
268-000-932-000	REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,581.49	87.50	1,344.00	1,469.00	125.00
268-000-942-000	RENTAL OF BUILDING OR OFFICES	34,819.00	26,114.22	2,901.58	51,996.00	38,997.00	4,333.00
268-000-943-000	RENTAL OF EQUIPMENT	1,732.00	538.44	36.00	1,000.00	486.46	27.00
268-000-958-000	MEMBERSHIP AND DUES	390.00	190.00	.00	225.00	198.00	.00
268-000-960-000	EDUCATION AND TRAINING	260.00	25.00	.00	260.00	.00	.00
268-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,000.00	927.62	.00	1,000.00	3,415.13	.00
268-000-979-000	BOOKS, MAGAZINES, PERIODICALS	40,000.00	28,263.57	2,311.30	26,000.00	18,961.33	1,255.68
TOTAL DEPARTMENT 000		515,258.00	374,102.02	38,619.26	531,274.00	384,446.80	38,317.26

CITY OF ESCANABA
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2015

FUND 268 - LIBRARY FUND

	--- PREVIOUS YEAR ---			--- CURRENT YEAR ---		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
TOTAL FUND EXPENDITURES	515,258.00	374,102.02	38,619.26	531,274.00	384,446.80	38,317.26
NET REVENUES OVER EXPENDITURE	26,467.00	128,141.70	(36,620.99)	(19,908.00)	108,868.37	(36,809.51)

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CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 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	4,200.00	3,511.24	385.48	4,600.00	2,902.39	.00
	TOTAL REVENUE	4,200.00	3,511.24	385.48	4,600.00	2,902.39	.00
	TOTAL FUND REVENUE	4,200.00	3,511.24	385.48	4,600.00	2,902.39	.00
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	3,400.68	561.98	10,000.00	2,156.43	877.63
		10,000.00	3,400.68	561.98	10,000.00	2,156.43	877.63
	TOTAL FUND EXPENDITURES	10,000.00	3,400.68	561.98	10,000.00	2,156.43	877.63
	NET REVENUES OVER EXPENDITURE	(5,800.00)	110.56	(176.50)	(5,400.00)	745.96	(877.63)



Sample -
Sent to all
townships in
service area.

May 4, 2015

William Farley, Supervisor
6436 N. 8th Street, P.O. Box 188
Wells, MI 49894

Dear Mr. Farley,

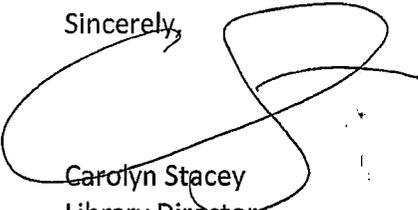
On behalf of the Escanaba Public Library Board of Trustees, I am writing to invite you and all the members of your Township Board to the Library Board's next scheduled meeting on Monday, May 18th at 5:00 p.m.

The purpose of the meeting is to provide information on programs and services that the library will be offering this summer that may be of interest to residents of your township, and to give you the opportunity to provide input on services offered through the Escanaba Public Library.

Prior to the meeting, library staff will be on hand to demonstrate popular online resources such as downloadable e-books, digital audiobooks, Mango Languages and more. Information will also be available on the library's summer reading program for children and tours of the library will be offered.

Please join us for this informal opportunity to learn more about the library and pass along your ideas about library services to the library board. Demonstrations and tours will begin at 4:00 p.m. in the library, followed by the Library Board meeting in Room 102 of City Hall at 5:00 p.m. Please respond with your availability to Carolyn Stacey at cstacey@escanabalibrary.org or 789-7332.

Sincerely,



Carolyn Stacey
Library Director

cc: Gloria Johnson, Township Clerk

400 Ludington Street Escanaba, Michigan 49829 (906) 789-7323

www.escanabalibrary.org



**Friends of the Library Annual Meeting
May 12, 2015**

Friends Sponsored Programs and Services during 2014-15

Advertising:

- Daily Press Back to School Supplement Advertisement
- Chamber Directory Ad
- Newsletter

Author Talks & Special Events:

- Michigan Notable Author Matt Bell (May 2014)
- Storyteller Pete Griffin (June 2014)
- Musician Kitty Donohue (July 2014)
- Author Suzi Banks Baum (August 2014)
- U.P. Poet Laureate Reading (March 2015)
- Evening of Irish Music with Bay Brass (March 2015)
- Delta County Historical Society Winter Lecture Series

Collections:

- Quarterly book sale profit – supporting large type collection
- Support for e-book purchasing
- Standing Order Bestsellers
- Bookpage subscription

Community Outreach:

- Ice Cream Social (June 2014)
- Sidewalk Sales book sale (July 2014)
- Little Free Library – Cornell Township

Online Subscriptions:

- Mango Languages
- Ancestry Library

Promotions:

- National Library Week (April)
- Library Card Sign-Up Month (September)
- Teen Read Week

Reading Incentive Programs

- Hot Reads for Cold Nights – Winter reading for adults
- Great Michigan Read (April 2014)
- Children's Summer Reading Program – special performers, incentives, supplies

Technology

- Staff color printer
- Staff workstation upgrade
- (4) children's iPads

Other:

- Logo Design
- Legal Consultations re: Library Foundations
- Volunteer Appreciation
- Santa gifts for Children's Storyhour (book certificates)
- Quarterly allowance for Children's Room Supplies
- Maintenance of library garden

Upcoming Library Activities & Projects

Summer Programming for Children and Adults

- Michigan Notable Author – June 4th
- Series of Book Art programs – in progress
- Writing workshop with Bonifas – August 20th

Great Michigan Read – 2015 w/ Michigan Humanities Council

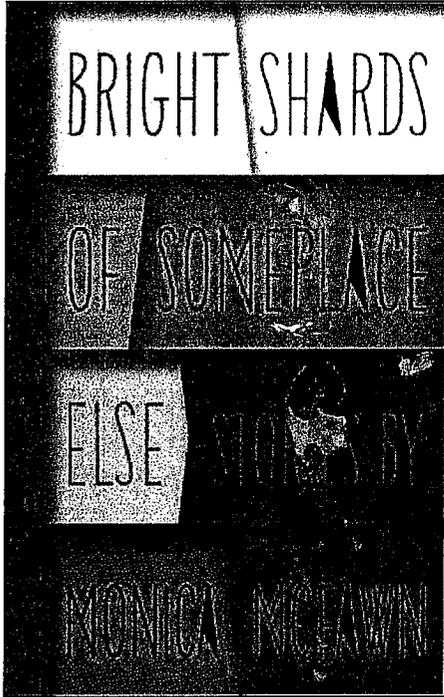
- Featuring *Station Eleven* by Emily St. John Mandel

Library Refurbishments

- Painting and wallpaper removal
- New seating



Join us for an evening with
Michigan Notable Author 2015 Monica McFawn



Thursday, June 4
6:30 p.m.

Spend an informal evening of author readings, book discussion and signings

Copies of her book will be available for purchase at the event.

In the eleven kaleidoscopic stories that make up *Bright Shards of Someplace Else*, Monica McFawn traces the combusive, hilarious, and profound effects that occur when people misread the minds of others. A young boy reduces his nanny's phone bill with a call, then convinces her he can solve her other problems. A man who works at a butterfly-release business becomes dangerously obsessed with solving a famous mathematical proof. A poetry professor finds himself entangled in the investigation of a murdered student. In the final story, an aging lyricist reconnects with a renowned singer to write an album in the Appalachian Mountains, only to be interrupted by the appearance of his drug-addicted son and a mythical story of recovery.



This event is also sponsored by the Friends of the Escanaba Public Library

Monica McFawn lives in Michigan and will beginning a new position as an Assistant professor at Northern Michigan University starting in Fall 2015 . Her fiction has appeared in the *Georgia Review*; *Gettysburg Review*; *Web Conjunctions*; *Missouri Review* and others. Her collection of short stories, *Bright Shards of Someplace Else*, won the Flannery O'Connor Award for Short Fiction. She is also the author of a hybrid chapbook, *A Catalogue of Rare Movements* and her plays and screenplays have had readings in Chicago and New York.

For more information contact the library @ 906-789-7323 / www.escanabalibrary.org / Located in downtown Escanaba

