



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

Philip Lynch, Chair
Priscilla Green, Vice Chair
Janice Hallett, Trustee
Neil Hivala, 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
May 19, 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 Funding & Delta County
Discussion of Escanaba City Council's requests to the Delta County Board of Commissioners

NEW BUSINESS

2. United for Libraries Association:
Administration will present information on the American Library Association's United for Libraries division for Library Trustees.

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
April 28, 2014

A meeting of the Escanaba Public Library Board of Trustees was held March 28, 2014 at 5:03 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

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

ABSENT: Phil Lynch, Pat Baribeau

PUBLIC COMMENT: None

ANNOUNCEMENTS: None

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

APPROVAL/ADJUSTMENTS TO THE AGENDA:

The agenda was approved as submitted by consensus.

CORRESPONDENCE: None

DIRECTOR'S REPORT

1) Monthly Statistics

Library use is up notably this month, with circulation 9% higher than last March and digital collection use up 44%. Computer network use up by 37% and program attendance up by 24%

2) Financials

3) Administration

The director is scheduled to attend the Rural Libraries Conference on Mackinac Island from April 30 – May 1st. 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. 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.

4) 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 24th, 6:30

Michigan Notable Author, Matt Bell – May 22nd, 6:30

Ice Cream Social with City Band – June 11th, 6:30

Singer/Storyteller Kitty Donohoe – June 26th, 6:30

Storyteller Pete Griffin – July 17th, 6:30

UNFINISHED BUSINESS:

1) Library Budget, Fiscal Year 2014-15

Administration reviewed revenue and expenditure lines with attention to lines that have been reduced. Expenditures for books and materials was reduced by 35% from the requested amount and funds for technology reduced by 80%. The budget for FY 2014-15 will be on the agenda for public comment at the next two City Council meetings: May 1st at 7:00 p.m. and May 15th at 7:00 p.m. The budget will be adopted on May 15th.

NEW BUSINESS:

2) County Contribution Request

The City Council's recent request to the Delta County Board of Commissioners for a \$50,000 contribution to the library is slated to appear on the County Board agenda for May 6, 2014. City administration has requested that the library director present the library's strategic plan at that meeting for Commissioner input as well. Following discussion, E. Keller made a motion to state that the board's position is that it is inappropriate to relate the strategic plan to a dollar amount and to present a plan to the County that has not yet been adopted by the City. Second by N. Hivala/unanimous.

ANNOUNCEMENTS: The next meeting of the Library Board of Trustees will be May 19, 2014 at 5:00 p.m..

ADJOURNMENT: 5:42 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, 2014

Use Measure	April 2013	April 2014
<i>Checkouts – Physical</i>	10,170	8,860
<i>Checkouts - Digital</i>	443	601
<i>Holds Placed</i>	1100	1631
<i>Items Added</i>	489	426
<i>New Patrons Registered</i>	105	93
<i>Network Use</i>	1100	1631
<i>Fines & Fees Paid</i>	\$1377	\$881
<i>Average Daily Visits</i>	322	291
<i>Children's Program Attendance</i>	301	621*
<i>Adult Program Attendance</i>	38	187

Financials:

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

Administration:

- The director attended the Rural Libraries Conference on Mackinac Island. Highlights from the conference will be provided at the May 19th board meeting.
- Library summer hours (closed Saturdays) will go into effect on May 24th.
- Library director will attend the Cornell Township board meeting on May 21st to discuss a "Little Free Library" and provide general library updates.
- Library director will meet with Superiorland Library Cooperative staff in Marquette on May 28th to discuss upcoming changes to the library's network and interactive videoconferencing options.

Library Programs / Services:

- The library display case for May features flora and fauna from the north woods, created by staff member Karen Wils. A slide show of photography and a contest accompany the exhibit.
- An e-book "reading room" for kids and teens has been added to the Great Lakes Digital Library.
- Registration for the children's summer reading program begins June 9th. This year's program theme is "Fizz, Boom, Read."
- Program review for Spring/Summer:
 Michigan Notable Author, Matt Bell – May 22nd, 6:30
 Friends of the Library Ice Cream Social with City Band – June 11th, 6:30
 Singer/Storyteller Kitty Donohoe – June 26th, 6:30
 Storyteller Pete Griffin – July 17th, 6:30
 Author Suzi Banks Baum – August 14th, 6:30

MONTHLY USE by SERVICE AREA

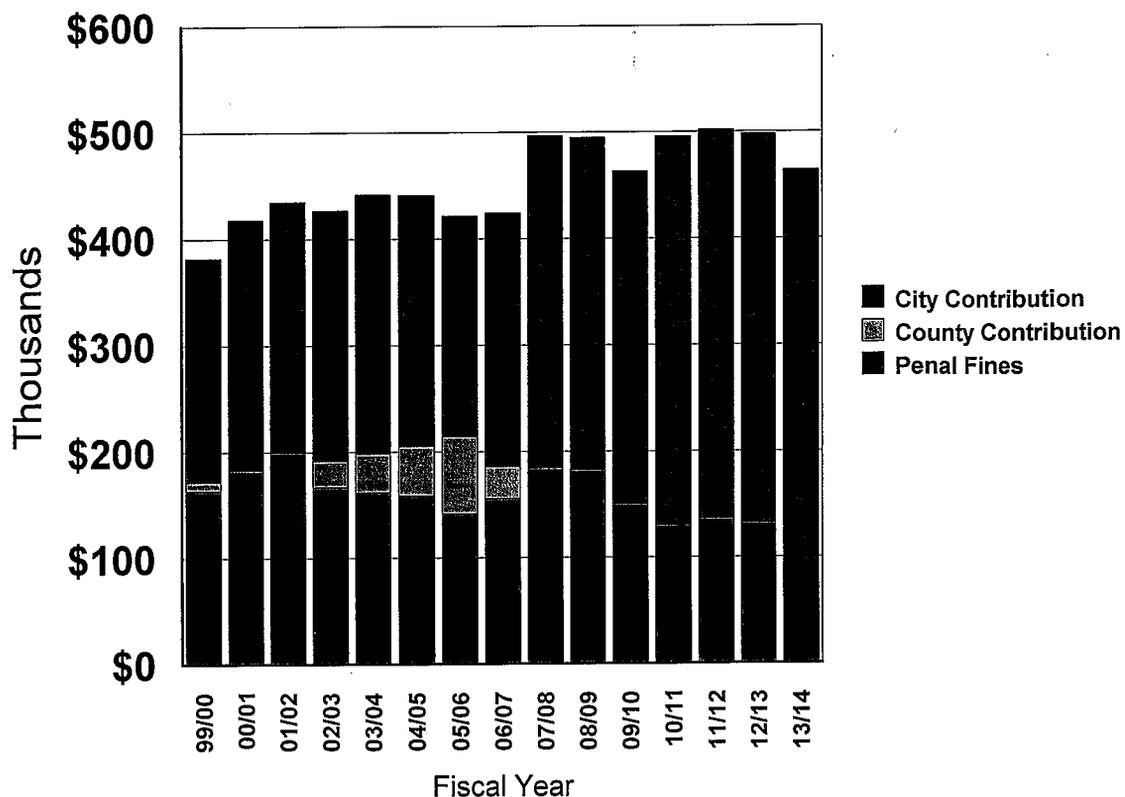
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL CIRC											
	#	#	#	#	#	#	#	#	#	#	#	#	#											
	Circ	Circ	Circ	Circ	Circ	Circ	Circ	Circ	Circ	Circ	Circ	Circ	Circ											
BALDWIN	111	179	113	140	113	94	115	106	115	108	116	77	103	173	103	154	105	114	106	158	0	0	0	1303
BARKRIVER	440	617	443	425	343	313	451	343	339	339	456	336	383	489	392	461	398	473	403	342	0	0	0	4118
BAYDENOC	84	71	85	141	85	86	87	94	88	81	88	67	79	48	79	74	79	76	79	59	0	0	0	797
BRAMPTON	19	15	20	20	20	22	20	20	20	20	20	20	18	27	18	12	18	22	18	16	0	0	0	194
CORNELL	157	175	164	137	137	164	165	137	167	110	168	74	152	143	113	113	153	176	153	149	0	0	0	1333
ENSGN	166	132	166	195	166	186	167	162	172	139	172	150	144	174	145	124	145	130	146	134	0	0	0	1528
ESCANABA	6057	5901	6094	4697	6139	4228	6191	4771	6224	4268	6258	3937	5661	4731	5707	4356	5771	4880	5641	4418	0	0	0	48068
ESCANABATW	120	167	119	215	120	241	120	190	120	161	120	120	98	104	98	162	98	251	98	230	0	0	0	1841
FAIRBANKS	20	2	21	0	19	0	21	0	22	0	22	0	19	0	20	0	20	5	20	1	0	0	0	8
FORDRIVER	593	769	598	688	604	646	609	653	616	612	617	523	551	654	553	595	556	812	565	799	0	0	0	6693
GARDEN	89	86	89	84	89	42	91	66	91	50	91	50	65	60	90	135	91	135	99	146	0	0	0	854
GLADSTONE	182	280	182	165	182	241	183	220	184	194	184	170	154	239	156	198	157	280	157	183	0	0	0	2150
MAPLERIDGE	152	237	154	183	154	106	154	142	155	144	155	187	138	201	139	148	141	177	141	123	0	0	0	1648
MASONVILLE	364	132	362	108	362	92	363	91	363	81	362	79	138	107	265	143	265	141	264	151	0	0	0	1125
NAHMA	69	109	69	63	69	77	69	81	69	90	69	95	61	101	61	63	64	98	64	98	0	0	0	875
WELLS	1396	1439	1407	1082	1408	1049	1418	1106	1425	909	1425	807	1266	1214	1271	935	1282	1239	1302	1248	0	0	0	11028
NON-COUNTY	261	457	262	416	262	411	267	431	266	395	295	400	227	431	228	298	232	319	239	329	0	0	0	3887
TOTAL	10,279	10,668	10,348	8759	10,404	7958	10,491	8613	10,550	7701	10,668	7092	9,263	8876	9,477	7971	9,573	9288	9,690	8524	0	0	0	85450

CITY OF ESCANABA

Summary of Revenues From Delta County & City Contributions

City's F/Y	Library Penal Fines	County Contribution	Total County Library Receipts	City Contribution to Library	Total City / County Funding
99/00	\$163,617	\$8,225	\$171,842	\$210,000	381,842
00/01	183,174	0	183,174	235,000	418,174
01/02	200,119	0	200,119	235,000	435,119
02/03	166,926	24,777	191,703	235,000	426,703
03/04	161,549	36,710	198,259	243,300	441,559
04/05	158,529	46,786	205,315	235,800	441,115
05/06	141,564	72,769	214,333	207,000	421,333
06/07	155,915	29,918	185,833	238,500	424,333
07/08	184,739	0	184,739	312,000	496,739
08/09	182,872	0	182,872	312,000	494,872
09/10	151,061	0	151,061	312,000	463,061
10/11	131,015	0	131,015	365,000	496,015
11/12	137,107	0	137,107	365,000	502,107
12/13	133,158	0	133,158	365,000	498,158
13/14	99,090	0	99,090	365,000	464,090

Select Library Revenues



Join United for Libraries!

**United
for Libraries**



Association of Library Trustees,
Advocates, Friends and Foundations
A division of the American Library Association

United for Libraries brings together library Trustees, advocates, Friends, and Foundations into a partnership that creates a powerful force for libraries in the 21st century. Boards of Trustees, Friends groups, and Foundations can join as group members without first joining ALA to receive United for Libraries' services and materials (but not benefits given to ALA personal members).

Here's what United for Libraries provides to its members depending on type (Friends group, Board of Trustees, or Foundation):

FREE Newsletters!

- A subscription to *The Voice for America's Libraries*, a 24-page newsletter chock full of best practices and great ideas for Trustees, Friends, and Foundations.
- Digital access to all archived issues.

FREE Toolkits!

Access to eight in-depth toolkits (value of more than \$120), including:

- How to Start a Friends Group.
- How to Sell Books on the Internet.
- Tapping into the Baby Boomer Volunteers.
- Effective Board Meetings.

FREE Access to digital publications (value of more than \$150), including:

- *Making Our Voices Heard: Citizens Speak Out for Libraries.*
- *Getting Grants in Your Community.*
- *101+ Great Ideas for Libraries and Friends.*
- *A Library Board's Practical Guide to Self-Evaluation.*

DISCOUNTS!

- Save on the Trustee Academy, a series of online courses for Trustees.
- Save \$100 on the three-part webcast series "Engaging Today's Volunteers for Libraries and Friends."
- Save \$20 on *The Complete Library Trustee Handbook*.
- Save more than \$10 on *The Book Lover's Calendar* (buy in quantities of 30 for \$3.00 each; shipping and handling included) and sell for the retail price of \$13.99 to raise money for the library.
- Save 10% on eligible purchases from the ALA Store.
- Save \$200 when designating a Literary Landmark in your community.
- Special registration opportunities to attend only United for Libraries programs at the ALA Annual Conference, a savings of more than \$200 over full conference registration.

AWARDS!

Members are eligible to apply for several United for Libraries awards, including the:

- Trustee Citation Award.
- Major Benefactor Award.
- Three \$1,000 Baker & Taylor Awards for Friends.
- Two \$250 National Friends of Libraries Week Awards.

Group memberships begin at \$50 per year; Friends groups pay \$50-\$125, depending on the number of members in the group, and Boards of Trustees and Foundations pay \$50-\$125, depending on the library's budget. ALA members can add United for Libraries membership for \$50 (in addition to their ALA membership fee). More information about specific benefits based on membership/group type is available at www.ala.org/united.

**Join today by visiting www.ala.org/united,
calling (800) 545-2433, ext. 2161, or emailing united@ala.org.**

Trustee Academy Course Information

Trustee Academy

The United for Libraries Trustee Academy is a series of online courses to help Trustees become exceptionally proficient in their roles on behalf of their libraries.

All of the online courses are taught by a professional in the field and are priced both a la carte so individual attendees can pick and choose what courses are important to them, and as a full curriculum that reflects discounted pricing per course. In addition, a board of Trustees can sign up for further discounts.

Trustee Academy Pricing

Cost per course for a la carte selection:

- \$30 per person for United for Libraries individual and group members.
- \$40 per person for non-members.
- \$100 per board for United for Libraries individual and group members.
- \$125 per board for non-members.

Cost for the series of five courses:

- \$115 per person for United for Libraries individual and group members.
- \$150 per person for non-members.
- \$225 per board for United for Libraries individual and group members.
- \$300 per board for non-members.

Course Format

All courses are recorded webcasts that allow Trustees the opportunity to complete each course at any time of day or night. United for Libraries knows Trustees are volunteers too, and the recorded format offers the most flexibility. Each course runs approximately 40 to 50 minutes.

How to Register

Courses will be available to you for six months following your registration. To register online you will need an ALA login regardless of whether you are an ALA member. Registration is open and ongoing, and available as follows:

- Register for a single course as an individual or full board.
- Register for more than one course, but not the entire series, as an individual or full board. For this

option, you will need to register for each course separately online or fill out the paper registration form and mail with payment or fax with a credit card. Follow the registration link and select the specific course title for which you want to register. If you register for one or more courses but not the full series, you may later upgrade to the full series.

- Register for the full series of six courses. This option offers the best pricing and discount. Follow this registration link and select "United for Libraries Trustee Academy: Series Webcast Purchase." Registration for individual courses or the full series is available for individual or as a full Board of Trustees. If registering a full board, one contact person will register on behalf of the board.

Trustee Academy Courses

Trustee Basics, Part I covers the role of the Trustee in the community, who speaks for the Trustees, governing vs. advisory boards, holding effective board meetings (getting consensus, open meeting laws, parliamentary procedure, etc.), and board self-assessment. This course is led by Lynn Stainbrook, director of the Brown County Library in Green Bay, Wis.



Trustee Basics, Part II covers understanding and setting policy, understanding and supporting intellectual freedom and patron privacy, meeting state standards, Trustee liability and fiduciary responsibilities, considering D&O insurance, and Trustee ethics. This course is also led by Stainbrook.

Working Effectively with the Library Director covers understanding and respecting the different roles, evaluating a library director's performance, and hiring a new library director. This course is led by Sally Gardner Reed, executive director of United for Libraries.



The Library's Budget covers learning and understanding how your library is funded, understanding how spending decisions are made and who is authorized to make them, understanding the library's financial reports, making powerful budget presentations, and developing auxiliary funding sources. This course is led by Christine Lind Hage, Public Library Association (PLA) past president and director of the Rochester Hills Public Library in the greater Detroit area.



Advocating for Your Library covers sowing the ground with excellent public awareness and great service, how to design an advocacy campaign, collaborating with stakeholders such as Friends and patrons, and implementing the campaign. This course is led by Carol Brey-Casiano, Information Resource Officer for the U.S. State Department and ALA past president.

Evaluating the Library Director covers understanding the importance of an annual evaluation of the library director, planning to evaluate, methods of evaluation, tools and other approaches, additional considerations, and avoiding common problems. After taking this course you will feel empowered to take control of the director evaluation process and tailor it to your library situation. This course is led by Sarah Ann Long, Professor of Practice and Coordinator of Continuing and Professional Education at Dominican University's Graduate School of Library and Information Science in River Forest, Ill.



If you have any questions please e-mail united@ala.org.

Library of Michigan's Loleta Fyan Small and Rural Library Conference
"Connecting the Dots: Creating a Star Board of Trustees"

Speaker: Sarah Ann Long Location: Mackinac Island
April 30-May 2, 2014

Bibliography

Christenson, John "Role of the Public Library Trustee" *Library Trends* Vol.44 No. 1 Summer, 1995., pp. 63-76 Web 5 March, 2014
https://www.ideals.illinois.edu/bitstream/handle/2142/8005/librarytrendsv44i1f_opt.pdf?sequence=1

Detroit Suburban Librarians' Roundtable Succession Planning Committee. "A Library Board's Practical Guide to Finding the Right Library Director." Spring, 2005, Web 8 March 2014
<http://www.owlweb.info/L4L/trustees/GuideToFindingTheRightLibraryDirector.pdf>

"Eight Fundraising ideas for Public Libraries" *Wild Women Fundraising*. 2013 Web 8 March, 2014
<http://wildwomanfundraising.com/8-fundraising-ideas-public-libraries/>

"Job Description for Huron Public Library Trustee" Huron (Ohio) Public Library, n.d. Web 8 March, 2014
<http://www.huronlibrary.org/files/1513/5783/2367/Job20Description20for20library20trustee.pdf>

Lankes, R. David Expect More... CreateSpace Independent Publishing Platform, 2012. PDF available
http://quartz.syr.edu/blog/?page_id=4598. Web, 19 March 2014.

"Library Bill of Rights" American Library Association, 1996. Web 6 March, 2014
<http://www.ala.org/advocacy/intfreedom/librarybill>

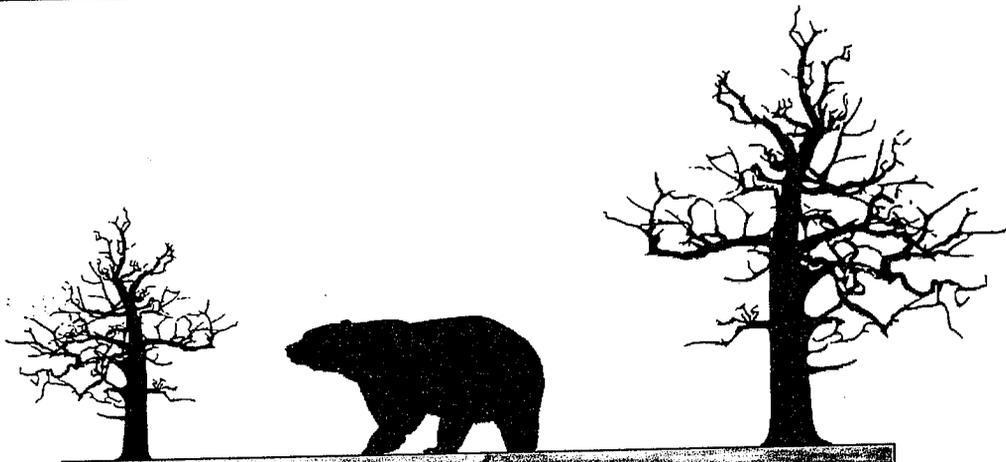
"Library Board Member Job Description" Oak Park Public Library, November, 2004, Web 5 March, 2014
<http://oppl.org/library-board-member-job-description>

"Library Board Self-Evaluation Form" Oak Park Public Library, November, 2004, Web 5 March, 2014
<http://oppl.org/library-board-self-evaluation>

Library of Michigan "Grants Funding for Libraries" Web 8 March, 2013
http://www.michigan.gov/libraryofmichigan/0,2351,7-160-18668_54901_18686---,00.html#print

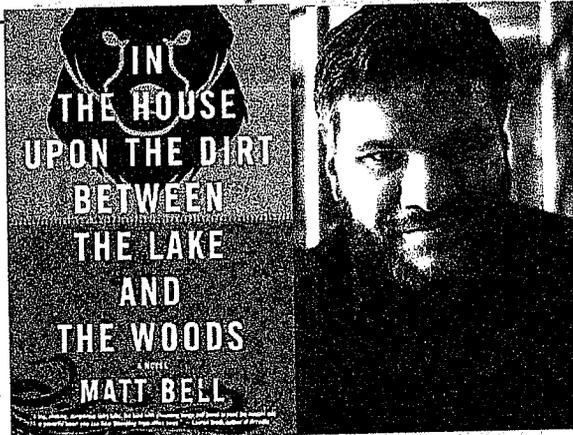
Michigan Public Library Trustees Manual, 2004 edition. Library of Michigan, 2004, Web March 5, 2014
http://michigan.gov/documents/libraryofmichigan/lm_2004_PublicLibraryTrusteeManual_427542_7.pdf

Parks, Lethene "Board and Director Roles and Responsibilities," Washington State Library, n.d. Web 5 March 2014
<http://www.secstate.wa.gov/library/libraries/libDev/downloads/trustee/02-boarddirectorroles.pdf>



**AUTHOR
TALK
WITH
MATT BELL**

**THURSDAY, MAY 22
6:30 p.m.**



FREE Event

No Registration

Everyone is invited!

"For readers weary of literary fiction that dutifully obeys the laws of nature, here's a story that stirs the Brothers Grimm and Salvador Dali with its claws.... as gorgeous as it is devastating."

—The Washington Post



For more information visit the library's website at www.escanabalibrary.org or 906-789-7323