



LIBRARY BOARD OF TRUSTEES  
**MEETING AGENDA**  
Meetings: 4<sup>th</sup> 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  
June 27, 2016

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) Saturday Hours and Summer Program Review

NEW BUSINESS

A) Officer Elections

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 25, 2016**

A meeting of the Escanaba Public Library Board of Trustees was held April 25, 2016 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

**PRESENT:** Elizabeth Keller, Priscilla Green, Janice Hallett, Patricia Baribeau, Carolyn Stacey, Library Director.

**ABSENT:** Neil Hivala

**ALSO PRESENT:**

**PUBLIC COMMENT:** None

**APPROVAL/CORRECTIONS(S) TO MINUTES:** Minutes of February 22, 2016 meeting were approved as written.

**APPROVAL/ADJUSTMENTS TO THE AGENDA:** The agenda was accepted with the additional item of "Staff Development Day" under New Business at the request of the director.

**DIRECTOR'S REPORT**

**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 16<sup>th</sup>
- 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 22<sup>nd</sup>, 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.

**UNFINISHED BUSINESS:**

A) Library Hours

The Board reviewed results of the current survey on open hours and discussed the practice of closing the library on Saturdays in summer. Standard practice for many years has been to close on summer Saturdays; however, there has not been a corresponding reduction in staff hours or operating costs. It does not save money to close the library and would not cost to keep it open. It was noted that no other Class IV or Class V library in Michigan closes on Saturdays in summer (Escanaba is class IV). Staff concerns were discussed as well as any potential issues that may arise with staying open. P. Green made a motion that the board support a recommendation that the library remain open to the public on Saturdays year-round, seconded by J. Hallett/Unanimous.

B) Library Strategic Plan 2014-2019

The strategic plan continues to be a working document for library administration. Current priorities from the plan are the development of a comprehensive marketing plan, improving public access to library services by increasing open hours.

C) Harwood Institute for Public Innovation

Report on training sessions and follow-up plan.

**NEW BUSINESS:**

A) Staff Development Day

Library administration briefed the board on plans for a staff development day on Friday, May 20. This in-service would include facilitated sessions on customer service and digital resources and allow staff to complete a shift of the collection. J. Hallett made a motion to close the library on Friday, May 20 for staff development, seconded by P. Green / Unanimous.

**ANNOUNCEMENTS:** None

**ADJOURNMENT:** 6:02 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  
 June 27, 2016**

<b>Use Measure</b>	<b>May 15</b>	<b>May 16</b>
<i>Checkouts – Physical</i>	7779	6832
<i>Checkouts - Digital</i>	635	694
<i>Holds Activity</i>	889	828
<i>New Patrons Registered</i>	68	54
<i>Network Use</i>	1266	1247
<i>Fines &amp; Fees Paid</i>	\$720	\$626
<i>Average Daily Visits</i>	281	292
<i>Adult Program Attendance</i>		25
<i>Children's Program Attendance</i>	357	247

**Financials:**

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

**Administration:**

- The Library and the Friends of the Library have each received a \$2,000 gift from the estate of Norbert Murphy.
- An application for Michigan Council for the Arts & Cultural Affairs grant funds is being prepared to support the library's STEAM program for children in the fall.

**Library Programs / Services**

- The Friends annual Ice Cream Social and Book Sale was held inside the library on June 15<sup>th</sup>. Attendance is estimated at 75 – 100 people.
- The Great Lakes Talking Book Center will present an orientation to its free services on Thursday, June 30<sup>th</sup> at 1:00 p.m.
- The library is launching a re-designed web page that will be active July 1.
- The library is participating in the Michigan Activity Pass program this summer. Library cardholders can "check out" free or discounted tickets to parks, campgrounds, museums and historical sites throughout the state. More information can be found at: <http://www.plymouthrockets.com/map2016/>

**Director's report  
Escanaba Public Library  
Board of Trustees – Regular Meeting  
May 23, 2016**

<b>Use Measure</b>	<b>April 15</b>	<b>April 16</b>
<i>Checkouts – Physical</i>	8466	7532
<i>Checkouts - Digital</i>	567	665
<i>Holds Activity</i>	927	891
<i>New Patrons Registered</i>	68	83
<i>Network Use</i>	2181	1227
<i>Fines &amp; Fees Paid</i>	\$918.47	\$1075.79
<i>Average Daily Visits</i>	282	302
<i>Adult Program Attendance</i>	8	160
<i>Children's Program Attendance</i>	501	556

**Financials:**

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

**Administration:**

- A request for proposal has been issued for upgrading the internal data wiring in the library. The project would be dependent on successful application for the Universal Service Fund (USF). The RFP is available through the library's web site and is open until May 24<sup>th</sup>.
- The library will select artwork from the Bonifas Member Show on May 19 to feature in the library/city hall during the summer months.
- Saturday hours will continue through the summer, with the exception of holiday weekends (Memorial Day and July 4).

**Meetings Attended:**

Merit Annual Meeting – Bay College, 4/26  
 Friends Annual Meeting 5/10  
 Friends Publicity Committee Meetings 4/25, 5/23  
 AAUW Annual Meeting – STEAM Presentation 5/11  
 Webinar: Future-Proofing Your Library, 5/11  
 Senior Networking Meeting – Escanaba Senior Center 5/18  
 Library Staff Development Day, 5/20

**Library Programs / Services**

- The library has accepted a donation of nautical charts featuring national and international waterways. Volunteers will assist in cataloging and processing the charts with the goal of making them available to the public this summer.
- The library will host Michigan Notable Author Terry Wooten on Thursday, May 26<sup>th</sup> at 6:30 p.m.
- The Friends of the Library Annual Ice Cream Social and Book Sale is scheduled for Wednesday, Jun 15<sup>th</sup> at 6:30 p.m.
- Altered Book Art Classes are scheduled for Tuesdays in July. An Artist's/Writer's Talk is schedule for August 11<sup>th</sup> and a regional author fair is planned for August 18<sup>th</sup>.

**CITY OF ESCANABA**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 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	766.80	.00
268-000-528-000 FEDERAL REVENUE GRANT	.00	.00	.00	.00	( 100.00)	.00
268-000-566-100 ST OF MICHIGAN LIBRARY FUNDING	15,866.00	.00	.00	15,500.00	8,389.36	.00
268-000-569-200 STATE OF MICHIGAN - GRANT	.00	1,015.00	.00	.00	.00	.00
268-000-569-212 SUPERIORLAND	.00	185.00	.00	.00	.00	.00
268-000-569-221 LIB OF MI FOUNDATION BOOK TOUR	.00	100.00	.00	.00	100.00	.00
268-000-656-000 ORDINANCE/PENAL FINES-CO ALLO	100,000.00	98,193.88	.00	100,000.00	99,429.93	.00
268-000-658-000 FINES AND FEES	23,000.00	15,607.78	923.20	18,000.00	15,952.32	1,025.40
268-000-665-000 INTEREST EARNINGS	1,500.00	2,362.69	253.93	1,750.00	2,430.08	.00
268-000-675-000 CONTRIB FROM PRIVATE SOURCES	.00	100.00	( 7,116.66)	.00	22.58	.00
268-000-675-001 CONTRIBUTIONS-FRIENDS	.00	8,217.95	8,217.95	.00	6,544.32	1,802.04
268-000-675-002 CONTRIBUTIONS- COMMUNITY FUND	.00	.00	.00	.00	3,551.16	.00
268-000-694-000 MISCELLANEOUS	.00	.00	.00	.00	295.00	.00
268-000-699-101 CONTRIBUTION FR GENERAL FUND	371,000.00	371,000.00	.00	400,000.00	400,000.00	.00
<b>TOTAL REVENUE</b>	<b>511,366.00</b>	<b>497,431.35</b>	<b>2,278.42</b>	<b>535,250.00</b>	<b>537,401.55</b>	<b>2,827.44</b>
<b>TOTAL FUND REVENUE</b>	<b>511,366.00</b>	<b>497,431.35</b>	<b>2,278.42</b>	<b>535,250.00</b>	<b>537,401.55</b>	<b>2,827.44</b>
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000 SALARIES AND WAGES	270,103.00	211,686.94	16,907.48	274,671.00	218,370.64	18,209.48
268-000-703-000 SICK, HOLIDAY, VACATION	.00	30,593.94	4,330.99	.00	30,326.78	4,446.41
268-000-712-000 OVERHEAD ON SALARIES & WAGES	67,721.00	58,431.39	5,664.30	75,047.00	68,848.33	6,229.30
268-000-713-000 LIFE & HOSPITAL INSURANCE	70,483.00	64,310.57	6,635.86	73,345.00	61,747.95	5,377.14
268-000-726-000 SUPPLIES-MISCELLANEOUS	600.00	469.96	255.20	600.00	481.95	.00
268-000-727-000 OFFICE SUPPLIES	6,500.00	3,360.86	791.95	6,500.00	5,399.59	356.35
268-000-801-000 PROFESSIONAL SERVICES	29,597.00	21,107.39	3,934.73	29,615.00	22,341.12	332.90
268-000-850-000 TELEPHONES	3,720.00	2,587.78	113.13	2,800.00	2,532.71	121.69
268-000-860-000 TRAVEL EXPENSES, AUTO ALLOW.	500.00	98.92	.00	500.00	313.20	.00
268-000-910-000 INSURANCE AND BONDS	225.00	174.76	.00	225.00	192.92	.00
268-000-932-000 REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,469.00	.00	1,344.00	1,344.00	.00
268-000-942-000 RENTAL OF BUILDING OR OFFICES	51,996.00	47,663.00	4,333.00	51,996.00	47,663.00	4,333.00
268-000-943-000 RENTAL OF EQUIPMENT	1,000.00	674.37	27.00	1,000.00	729.48	27.00
268-000-958-000 MEMBERSHIP AND DUES	225.00	198.00	.00	233.00	205.00	.00
268-000-960-000 EDUCATION AND TRAINING	260.00	.00	.00	200.00	40.00	.00
268-000-977-000 CAPITAL OUTLAY-EQUIPMENT	1,000.00	4,433.71	381.05	1,000.00	1,945.24	.00
268-000-979-000 BOOKS, MAGAZINES, PERIODICALS	26,000.00	23,639.80	2,518.68	40,000.00	25,943.64	1,166.33
<b>TOTAL DEPARTMENT 000</b>	<b>531,274.00</b>	<b>470,900.39</b>	<b>45,893.37</b>	<b>559,076.00</b>	<b>488,425.55</b>	<b>40,599.60</b>

**CITY OF ESCANABA**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 2016

**FUND 268 - LIBRARY FUND**

	— PREVIOUS YEAR —			— CURRENT YEAR —		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
TOTAL FUND EXPENDITURES	<u>531,274.00</u>	<u>470,900.39</u>	<u>45,893.37</u>	<u>559,076.00</u>	<u>488,425.55</u>	<u>40,599.60</u>
NET REVENUES OVER EXPENDITURE	<u>( 19,908.00)</u>	<u>26,530.96</u>	<u>( 43,614.95)</u>	<u>( 23,826.00)</u>	<u>48,976.00</u>	<u>( 37,772.16)</u>

**CITY OF ESCANABA**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING MAY 31, 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	4,124.16	384.29	4,350.00	3,905.84	.00
	TOTAL REVENUE	4,600.00	4,124.16	384.29	4,350.00	3,905.84	.00
	TOTAL FUND REVENUE	4,600.00	4,124.16	384.29	4,350.00	3,905.84	.00
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	3,986.41	976.19	10,000.00	2,894.17	.00
		10,000.00	3,986.41	976.19	10,000.00	2,894.17	.00
	TOTAL FUND EXPENDITURES	10,000.00	3,986.41	976.19	10,000.00	2,894.17	.00
	NET REVENUES OVER EXPENDITURE	( 5,400.00)	137.75	( 591.90)	( 5,650.00)	1,011.67	.00



# PICKING UP STEAM



Haley Gustafson | Daily Press

Escanaba Upper Elementary fifth-grader Sam Johnson makes tinsel fly with his instructor, Lisa Carley, during a recent STEAM (Science, Technology, Engineering, Arts and Mathematics) program session in the Escanaba Public Library. This session of STEAM focused on static electricity.

## Program explores science, math, arts

By Haley Gustafson

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ESCANABA — Escanaba Upper Elementary (EUE) fourth-through sixth-graders got charged up with static electricity during the final session of the STEAM pro-

gram recently at the Escanaba Public Library.

STEAM, which is an acronym for Science, Technology, Engineering, Arts and Mathematics, has been happening at the library twice a month on Tuesdays since March. The STEAM program accumulat-

ed 20 EUE students. Students participated in different STEAM-related activities throughout the year including balloon rockets and rocket launchers and a miniature robot that could draw a picture.

See STEAM on page 3A