



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
August 24, 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

NEW BUSINESS

- A) Request to County Commissioners
Review and discussion of a request to County Commissioners for a contribution for library services.

- B) Overview of Fiscal Year 2014-15 Library Use Measures

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
August 24, 2015

Use Measure	June 14	June 15	July 14	July 15
<i>Checkouts – Physical</i>	10906	9612	11559	9629
<i>Checkouts - Digital</i>	560	621	515	578
<i>Holds Activity</i>	916	1010	1093	875
<i>Items Added</i>	607	350	1002	505
<i>New Patrons Registered</i>	141	121	84	76
<i>Network Use</i>	1503	1436	2271	1494
<i>Fines & Fees Paid</i>	\$1,405	\$1,217	\$1,188	\$1,151
<i>Average Daily Visits</i>	429	420	486	417
<i>Adult Program Attendance</i>	51	9	74	30
<i>Children's Program Attendance</i>	400	530	752	675

Financials:

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

Administration:

- The library director and the city manager will make a formal request to the County Commissioners for library support during their public budget hearings in late summer. This is an agenda item for the August 24th board meeting.
- Library and City administration are working with Representative Ed McBroom to potentially sponsor legislation that would create a special library license plate as a fundraiser for libraries throughout Michigan.

Library Programs / Services:

- Library staff and Friends represented the library at the annual Back to School and Health Fair on Sunday, August 3rd. Attendance at the event is estimated to be upwards of 1,000.
- Children's summer reading programs have concluded. A summary of the program by Patt Fittante is included with this packet. Press coverage of the events will be shared at the meeting.
- The Friends sponsored "Booked for the Summer" series concludes Thursday, August 20th with a talk by author/artist Suzi Banks Baum. The programs have been popular.
- Approximately 65 people attended the author talk by Christian Holmes on August 11th.
- Two iPads for teen use will be available in the library in September, purchased with Community Foundation grant funds.

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 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	4,701.54	391.92	4,600.00	4,389.19	336.10
703-000-698-000 GAIN ON SALE OF INVESTMENTS	.00	57.99	57.99	.00	271.02	271.02
TOTAL REVENUE	4,200.00	4,759.53	449.91	4,600.00	4,660.21	607.12
TOTAL FUND REVENUE	4,200.00	4,759.53	449.91	4,600.00	4,660.21	607.12
<u>EXPENDITURES</u>						
703-000-979-000 BOOKS, MAGAZINES, PERIODICALS	10,000.00	5,658.81	1,744.05	10,000.00	4,629.05	642.64
	10,000.00	5,658.81	1,744.05	10,000.00	4,629.05	642.64
TOTAL FUND EXPENDITURES	10,000.00	5,658.81	1,744.05	10,000.00	4,629.05	642.64
NET REVENUES OVER EXPENDITURE	(5,800.00)	(899.28)	(1,294.14)	(5,400.00)	31.16	(35.52)

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2015

FUND 268 - LIBRARY FUND

----- PREVIOUS YEAR -----

----- CURRENT YEAR -----

	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
268-000-528-000 FEDERAL REVENUE GRANT	.00	.00	.00	.00	100.00	100.00
268-000-566-100 ST OF MICHIGAN LIBRARY FUNDING	12,874.00	15,223.84	7,680.96	15,866.00	15,209.68	15,209.68
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
268-000-569-223 HANNAHVILLE/KEWEENAW 2% FUND	.00	.00	(1,015.00)	.00	.00	.00
268-000-656-000 ORDINANCE/PENAL FINES-CO ALLO	99,100.00	99,090.37	.00	100,000.00	98,193.88	.00
268-000-658-000 FINES AND FEES	23,000.00	17,650.80	1,638.05	23,000.00	16,918.58	1,310.80
268-000-665-000 INTEREST EARNINGS	2,200.00	2,744.01	219.19	1,500.00	2,486.21	170.48
268-000-675-000 CONTRIB FROM PRIVATE SOURCES	9,500.00	9,405.79	1,382.15	.00	160.00	60.00
268-000-675-001 CONTRIBUTIONS-FRIENDS	.00	.00	.00	.00	8,217.95	.00
268-000-698-000 GAIN ON SALE OF INVESTMENTS	.00	23.67	23.67	.00	154.15	154.15
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	525,567.00	523,740.85	9,929.02	511,366.00	514,389.50	17,005.11
TOTAL FUND REVENUE	525,567.00	523,740.85	9,929.02	511,366.00	514,389.50	17,005.11

CITY OF ESCANABA
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2015

FUND 268 - LIBRARY FUND

	----- PREVIOUS YEAR -----			----- CURRENT YEAR -----		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000 SALARIES AND WAGES	263,652.00	231,294.48	18,484.20	270,103.00	231,910.31	20,223.37
268-000-703-000 SICK, HOLIDAY, VACATION	.00	29,511.63	1,880.30	.00	32,804.46	2,210.52
268-000-711-000 OVERTIME	.00	92.21	.00	.00	.00	.00
268-000-712-000 OVERHEAD ON SALARIES & WAGES	60,356.00	58,942.38	4,821.55	67,721.00	64,023.41	5,592.02
268-000-713-000 LIFE & HOSPITAL INSURANCE	70,139.00	70,119.52	5,688.39	70,483.00	69,406.48	5,095.91
268-000-726-000 SUPPLIES-MISCELLANEOUS	600.00	105.26	.00	600.00	473.14	3.18
268-000-727-000 OFFICE SUPPLIES	7,500.00	7,054.12	2,383.02	6,500.00	3,994.66	633.80
268-000-801-000 PROFESSIONAL SERVICES	27,796.00	29,093.41	7,755.78	29,597.00	28,783.83	7,676.44
268-000-850-000 TELEPHONES	4,720.00	2,614.41	198.56	3,720.00	2,701.02	113.24
268-000-860-000 TRAVEL EXPENSES, AUTO ALLOW.	500.00	475.18	159.04	500.00	108.91	9.99
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	.00	1,344.00	1,469.00	.00
268-000-942-000 RENTAL OF BUILDING OR OFFICES	34,819.00	34,818.96	2,901.58	51,996.00	51,996.00	4,333.00
268-000-943-000 RENTAL OF EQUIPMENT	1,732.00	945.36	238.34	1,000.00	816.65	142.28
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	100.00	.00	260.00	.00	.00
268-000-977-000 CAPITAL OUTLAY-EQUIPMENT	1,000.00	927.62	.00	1,000.00	4,433.71	.00
268-000-979-000 BOOKS, MAGAZINES, PERIODICALS	49,500.00	52,698.53	12,842.58	26,000.00	31,762.64	8,122.84
TOTAL DEPARTMENT 000	524,758.00	520,784.33	57,353.34	531,274.00	525,056.98	54,156.59
TOTAL FUND EXPENDITURES	524,758.00	520,784.33	57,353.34	531,274.00	525,056.98	54,156.59
NET REVENUES OVER EXPENDITURE	809.00	2,956.52	(47,424.32)	(19,908.00)	(10,667.48)	(37,151.48)

Everyone who joined the Summer Reading, "Every Hero has a story" was a Hero in his or own right . It was a program filled with books, visits to places like the Sheriff's Office, Public Safety, the Delta Animal Shelter, Bishop Noa Home and more.

Participants scored points for fulfilling activities and projects too numerous to name. One of the highlights of the program was a visit to the Lighthouse where they were given an entry sheet for a contest to name a mother dog and four puppies that were carved out of a single chunk of wood more than one-hundred years ago. The five winners had their pictures taken which will be displayed permanently above the animals with the child's name and the names they chose for the canine. These kids will be history!

Although the number of registrants was slightly down from previous years, the participation and enthusiasm was at an all time high. As one child told the children's librarian, "Mrs. Fittante, this is the funnest summer reading program I have been in."

Through the generosity of the Friends of the Library and an anonymous donor, the Children's Room was able to have a professional performer weekly for the six weeks. The attendance at these special programs was very gratifying; 675 individuals.

Six "Community Heroes" were featured weekly at the "Lunch with the Munch Bunch" storytimes. These included, Dr. Tony Kamershen, Public Safety Officer, Jamie Silverstone, Teacher: Gina Furmanski, Nurse, Judy Possi, Ford River Volunteer Fireman, Jamie Peterson, and Rampart EMP, Amy Anderson. Attendance at these programs was also very favorable.

All in all, even though the 2015 Summer Reading Program has gone down in the annals of history, the Young Reading Heroes carry on!