



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 25, 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

NEW BUSINESS

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
June 23, 2014**

A meeting of the Escanaba Public Library Board of Trustees was held June 23rd at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

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

PUBLIC COMMENT: None

ANNOUNCEMENTS: None

APPROVAL/CORRECTIONS(S) TO MINUTES: Minutes of the May 19, 2014 meeting were accepted on consensus.

APPROVAL/ADJUSTMENTS TO THE AGENDA:

Chair Lynch requested an item added to New Business to review patron comments received via correspondence. The agenda was approved as adjusted on motion of P. Green/second by J. Hallett/Unanimous.

DIRECTOR'S REPORT

1. Monthly Statistics
2. Financials
3. Administration The library will receive a rotating collection of artwork from the Bonifas. Art was selected by the City Manager and the Library Director from the recent Membership Show. The Library received a \$1,000 grant from the Hannahville Indian Community for the purchase of e-books. Funds will be attributed to the fiscal year beginning July 1, 2014.
4. Library Programs & Services

To date, 375 children have registered for the Summer Reading Program
23 people attended Matt Bell's author talk; Friends Ice Cream Social attendance is estimated at 85. The library will again participate in "Park & Read," a program that provides a free day pass to any State Park, in cooperation with the DNR. A press conference to highlight the program is scheduled for June 24th. Interactive videoconferencing equipment will be installed on June 30th. Staff will begin working on a schedule of program opportunities.
Upcoming events for adults include Musician/Songwriter Kitty Donohoe on June 26th, Storyteller Pete Griffin on July 17, Michael Secrest Author Talk (via videoconference) on August 5th, Author Event with Suzi Banks Baum on August 14th. All events are at 6:30 p.m. and will take place inside the library.

UNFINISHED BUSINESS:

1. Library Funding and Delta County

Board reviewed and discussed the information provided by the County Treasurer's Office on the distribution of penal fines, as well as data on tickets issued in Delta County. An analysis by the Superiorland Library Cooperative Director was presented by the library director. It was noted that tickets issued have declined and that the library receives 30% of the overall collection now, whereas it was as high as 44% in prior years. No action was taken. The City and County have not yet discussed the reports.

NEW BUSINESS:

1. Library Patron Correspondence

Chair Lynch read two letters received by a library patron objecting to the Memorial Day holiday closing, as well as his continued dissatisfaction with the library's Internet policies. The Chair will send a letter to the patron thanking him for his input and informing him of the board's approval of extending Internet limits that occurred at the April 23 2014 meeting.

2. Officer Elections

P. Green made motion to nominate Phil Lynch as Chair and Elizabeth Keller as Vice Chair and to adjust the letterhead to reflect officers correctly. N. Hivala seconded. Phil Lynch was unanimously elected Chair and Elizabeth Keller elected Vice-Chair.

ANNOUNCEMENTS: P. Green made a motion to cancel the July meeting, unless the director finds it necessary to convene the board. J. Hallett seconded/motion passed unanimously.

ADJOURNMENT: 5:32 p.m. on consensus

Respectfully Submitted,

Approved


Carolyn Stacey, Library Director

Philip Lynch, Chair

Director's Report
Library Board of Trustees – Regular Meeting
August 25, 2014

Use Measure	July 2013	July 2014
<i>Checkouts – Physical</i>	11,146	11,559
<i>Checkouts – Digital</i>	543	515
<i>Holdings Placed</i>	885	1093
<i>Items Added</i>	912	1002
<i>New Patrons Registered</i>	96	84
<i>Network Use</i>	1229	2271
<i>Fines & Fees Paid</i>	\$1,264	\$1,188
<i>Average Daily Visits</i>	416	486
<i>Children's Program Attendance</i>	224	752
<i>Adult Program Attendance</i>	50	31

Financials:

A comparison report has been provided for the library budget and the Bezold fund. All lines are current through June 30.

Administration:

- Saturday hours will resume September 6th.
- The annual meeting of the Superiorland Library Cooperative is scheduled for September 25th in Marquette. The agenda includes an address by Randy Riley, the new State Librarian and sessions on "maker spaces" in public libraries.
- The library director presented a talk entitled *Public Libraries, an Evolving Story*, to the Bay Sages at their July meeting.
- The director is preparing an annual report for FY 13-14 that will be presented to the City and Townships within the library's service area. Highlighted statistics from FY 13-14 are included with this board packet.

Library Programs / Services:

- Feedback from families on the new summer reading format was very positive. 426 children participated in the program this year; a 33% increase over last year.
- Promotions are being planned for Library Card Sign-Up month in September.
- A local/regional author fair is being planned for October 23rd.

Staffing:

- 48 applications were received for the Library Assistant I position that is being vacated by Katie Brewer-Berres. Six candidates have been selected for the first round of interviews to be held the week of August 25th.

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2014

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	.00	.00	.00	251.88	.00
268-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	12,000.00	13,755.86	6,886.70	12,874.00	15,223.84	7,680.96
268-000-569-211	GRANTS	.00	1,847.74	400.00	.00	75.00	.00
268-000-569-212	SUPERIORLAND	.00	.00	.00	.00	382.49	.00
268-000-569-223	HANNAHVILLE/KEWEENAW 2% FUND	.00	.00	.00	.00	(1,015.00)	(2,030.00)
268-000-656-000	ORDINANCE/PENAL FINES-CO ALLO	135,000.00	133,157.88	.00	99,100.00	99,090.37	.00
268-000-658-000	FINES AND FEES	21,250.00	21,480.97	1,104.00	23,000.00	17,650.80	1,638.05
268-000-665-000	INTEREST EARNINGS	1,800.00	2,159.03	212.03	2,200.00	2,744.01	219.19
268-000-675-000	CONTRIB FROM PRIVATE SOURCES	9,000.00	10,553.19	1,633.18	9,500.00	9,405.79	1,382.15
268-000-698-000	GAIN ON SALE OF INVESTMENTS	.00	(1,903.66)	(1,903.66)	.00	23.67	23.67
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
	TOTAL REVENUE	544,050.00	546,051.01	8,332.25	525,567.00	522,725.85	8,914.02
	TOTAL FUND REVENUE	544,050.00	546,051.01	8,332.25	525,567.00	522,725.85	8,914.02
<u>EXPENDITURES</u>							
<u>DEPARTMENT 000</u>							
268-000-702-000	SALARIES AND WAGES	257,789.00	228,164.37	19,393.63	263,652.00	231,294.48	18,484.20
268-000-703-000	SICK, HOLIDAY, VACATION	.00	30,147.87	1,268.21	.00	29,511.63	1,880.30
268-000-711-000	OVERTIME	.00	.00	.00	.00	92.21	.00
268-000-712-000	OVERHEAD ON SALARIES & WAGES	72,066.00	72,188.94	6,004.41	60,356.00	58,942.38	4,821.55
268-000-713-000	LIFE & HOSPITAL INSURANCE	65,380.00	65,355.07	6,917.09	70,139.00	70,119.52	5,688.39
268-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	342.16	89.93	600.00	105.26	.00
268-000-727-000	OFFICE SUPPLIES	9,250.00	8,148.93	2,853.17	7,500.00	7,054.12	2,383.02
268-000-801-000	PROFESSIONAL SERVICES	27,182.00	28,831.96	10,937.79	27,796.00	29,093.41	7,755.78
268-000-850-000	TELEPHONES	3,087.00	3,015.87	201.95	4,720.00	2,614.41	198.56
268-000-860-000	TRAVEL EXPENSES, AUTO ALLOW.	500.00	272.41	32.53	500.00	475.18	159.04
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	1,581.49	.00
268-000-942-000	RENTAL OF BUILDING OR OFFICES	40,866.00	40,866.00	3,405.50	34,819.00	34,818.96	2,901.58
268-000-943-000	RENTAL OF EQUIPMENT	2,150.00	2,018.89	1,301.71	1,732.00	945.36	238.34
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	228.00	.00	260.00	100.00	.00
268-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,000.00	2,459.71	1,862.93	1,000.00	927.62	.00
268-000-979-000	BOOKS, MAGAZINES, PERIODICALS	49,000.00	44,502.78	13,378.56	49,500.00	52,034.03	12,178.08
	TOTAL DEPARTMENT 000	532,232.00	528,491.71	66,647.41	524,758.00	520,119.83	56,688.84

CITY OF ESCANABA
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2014

FUND 268 - LIBRARY FUND

	----- PREVIOUS YEAR -----			----- CURRENT YEAR -----		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
TOTAL FUND EXPENDITURES	532,232.00	528,491.71	66,647.41	524,758.00	520,119.83	56,688.84
NET REVENUES OVER EXPENDITURE	11,818.00	17,559.30	(58,315.16)	809.00	2,606.02	(47,774.82)

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2014

FUND 703 - BEZOLD TRUST FUND

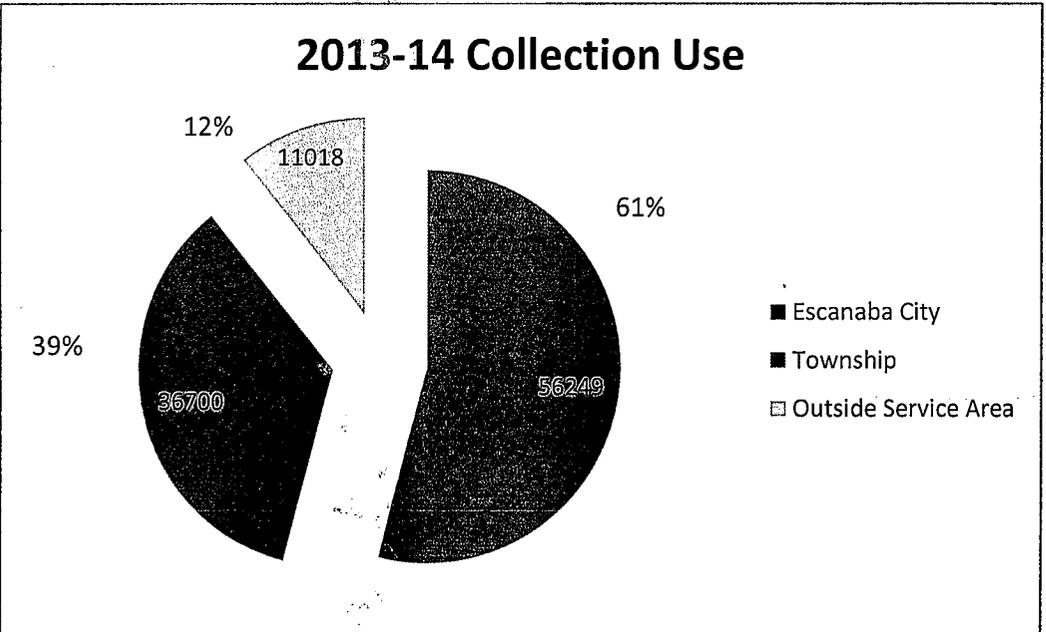
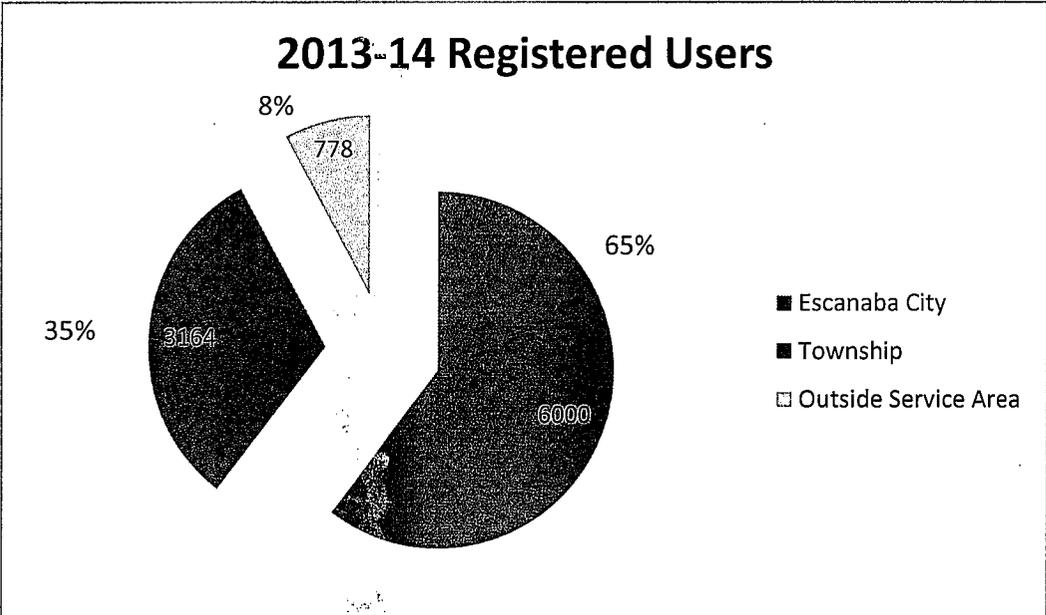
		---- PREVIOUS YEAR ----			---- CURRENT YEAR ----		
		AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
<u>REVENUE</u>							
703-000-665-000	INTEREST EARNINGS	4,000.00	4,542.94	375.62	4,200.00	4,701.54	391.92
703-000-698-000	GAIN ON SALE OF INVESTMENTS	.00	(3,232.79)	(3,232.79)	.00	57.99	57.99
	TOTAL REVENUE	<u>4,000.00</u>	<u>1,310.15</u>	<u>(2,857.17)</u>	<u>4,200.00</u>	<u>4,759.53</u>	<u>449.91</u>
	TOTAL FUND REVENUE	<u>4,000.00</u>	<u>1,310.15</u>	<u>(2,857.17)</u>	<u>4,200.00</u>	<u>4,759.53</u>	<u>449.91</u>
<u>EXPENDITURES</u>							
703-000-801-000	PROFESSIONAL SERVICES	.00	425.00	425.00	.00	.00	.00
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	8,061.69	311.95	10,000.00	5,658.81	1,744.05
		<u>10,000.00</u>	<u>8,486.69</u>	<u>736.95</u>	<u>10,000.00</u>	<u>5,658.81</u>	<u>1,744.05</u>
	TOTAL FUND EXPENDITURES	<u>10,000.00</u>	<u>8,486.69</u>	<u>736.95</u>	<u>10,000.00</u>	<u>5,658.81</u>	<u>1,744.05</u>
	NET REVENUES OVER EXPENDITURE	<u>(6,000.00)</u>	<u>(7,176.54)</u>	<u>(3,594.12)</u>	<u>(5,800.00)</u>	<u>(899.28)</u>	<u>(1,294.14)</u>

Escanaba Public Library

Profile of Registered Users

July 3, 2014

Area	Registered	%	Circulation	%
Escanaba City	6000	65%	56249	61%
Township	3164	35%	36700	39%
Outside Service Area	778	8%	11018	12%
TOTAL	9164		92,949	



TOWNSHIP/CITY STATISTICS
June 2014

	Registered Users	%age	Circulation	%age
BALDWIN	107	1%	1624	2%
BARK RIVER	414	5%	4839	5%
BAY DE NOC	81	1%	983	1%
CORNELL	163	2%	1599	2%
ENSIGN	148	2%	1830	2%
FAIRBANKS	20	0%	11	0%
FORD RIVER	576	6%	8098	9%
GARDEN	96	1%	1067	1%
MAPLE RIDGE	148	2%	1920	2%
NAHMA	66	1%	1008	1%
WELLS	1345	15%	13721	15%
BRAMPTON	18	0%	235	0%
ESCANABA TWP	99	1%	2233	2%
GLADSTONE	159	2%	2622	3%
MASONVILLE	260	3%	1333	1%
OUT-OF-COUNTY	242	3%	4595	5%
TOTAL OSA	778	8%	11018	12%
TOTAL TOWNSHIP	3164	35%	36700	39%
ESCANABA	6000	65%	56249	61%
<u>TOTAL</u>	<u>9164</u>		<u>92949</u>	

Note: This table is designed to compare patrons in and out of the service area. The total circulation does not reflect e-book and audiobook downloads nor items lent to other institutions.

2013-14 Physical Collection Circulation By Month

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
NEW Fiction	928	848	820	918	763	741	776	681	669	659	681	804	9288
NEW NonFiction	363	317	228	254	202	202	274	215	205	189	306	337	3092
A Biography	49	55	56	58	57	35	52	39	40	62	50	39	592
A Cassette Book	1		5	4	5		2	2	2	2	5	1	29
A CD Book	404	373	438	467	400	356	366	335	415	367	417	415	4753
A CD Music	107	72	99	73	79	166	163	161	150	112	92	67	1341
A Fiction	1468	1361	1283	1388	1218	1252	1373	1155	1293	1320	1167	1342	15620
A Mystery	324	274	262	301	220	221	219	200	276	314	257	267	3135
A NonFiction	845	817	698	942	665	678	835	663	778	848	711	737	9217
A Paperbacks	347	347	300	249	186	166	217	262	255	184	254	245	3012
A Reference	1	2		2	3	4	2	1		2	4	1	22
Display	56	44	29	52	32	35	68	57	44	37	42	54	550
DVD	1549	1383	1353	1322	1420	1539	1966	1619	1880	1773	1677	1877	19358
Graphic Novels	7	2	3	1	2	2		2		2	2	2	25
LT Fiction Books	275	260	285	315	234	196	242	209	238	247	314	253	3068
LT NonFic. Books	5	4	3	11	9	3	7	4	5	7	3	1	62
ML Collection	31	35	14	26	35	20	21	27	17	38	40	55	359
Parenting	2	12	10	24	5	5	20	9	17	10	7	7	128
Periodicals	185	153	125	131	125	106	102	104	108	133	151	138	1561
VHS	130	114	109	109	68	73	178	110	198	109	115	99	1412
TOTAL ADULT	7077	6473	6120	6647	5728	5800	6883	5855	6590	6415	6295	6741	76624
NEW YA	95	61	49	65	45	49	58	67	55	79	55	66	744
YA Cass Book									5	1	0	2	8
YA CD Book	6	7	4		7	4	8	5	5	4	9	13	72
YA Fiction	440	340	159	223	174	184	193	170	216	235	188	387	2909
YA NonFiction	111	79	23	47	38	23	30	36	34	79	44	96	640
TOTAL YA	652	487	235	335	264	260	289	278	315	398	296	564	4373
NEW Juv	342	288	213	251	200	174	256	273	295	266	216	381	3155
J boardbook	18	16	10	5	16	20	20	9	16	23	29	23	205

2013-14 Physical Collection Circulation By Month

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
J & JE CassBk	9	2	1	3	9	1	6	8	5	3	1	17	65
J CD Book	17	15	21	12	8	13	11	18	31	18	10	59	233
J Classic	4	11	1		2	2	12	10	2	6	4	7	61
J Concept	221	123	206	243	272	343	229	240	321	181	121	234	2734
J DVD	49	47	43	49	40	31	101	108	108	81	54	81	792
J Easy/Picture	1052	733	655	712	527	250	696	726	917	654	677	1071	8670
J Fiction	548	326	197	244	266	167	190	222	301	207	206	445	3319
J NF & EasyNF	323	205	230	207	302	122	193	177	234	190	225	417	2825
J Oversized	1	1	1	2	2	2	1	1	1	2	1	4	19
J Pbk & JE Pbk	396	355	135	135	121	76	111	106	155	109	119	336	2154
J Periodicals		3							1		0		4
J Reader	322	153	178	195	180	88	193	177	200	140	126	389	2341
J Reference		1				1				1	0		3
J VHS	50	33	24	28	21	33	48	64	89	57	68	62	577
TOTAL JUVENILE	3352	2312	1915	2086	1966	1323	2067	2139	2676	1938	1857	3526	27157
MeL Cat & Other	65	89	93	69	69	59	61	98	81	109	72	75	940
TOTAL	11,146	9,361	8,363	9,137	8,027	7,442	9,300	8,370	9,662	8860	8520	10906	109,094
<i>source: EPL CKO by Location</i>													