



LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
Meetings: 4th 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
September 28, 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. All Boards and Commissions Meeting – Public Participation Plan
Review of background information provided by the City Manager prior to the meeting on October 6, 2015.

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**

August 24, 2015

A meeting of the Escanaba Public Library Board of Trustees was held August 24, 2015 at 5:03 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

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

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: Minutes of June 22, 2015 meeting were approved as written.

APPROVAL/ADJUSTMENTS TO THE AGENDA: Officer elections was added to the agenda under New Business at the request of the library director. The adjusted agenda was accepted on consensus.

DIRECTOR'S REPORT

Financials: A comparison report was provided for the library budget and the Bezold fund.

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. 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 was estimated to be upwards of 1,000. Children's summer reading programs have concluded. A written summary of the program was provided by Patt Fittante and press coverage of the events was 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.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A) Letter to County

Trustees reviewed a draft of a letter to the County requesting a financial contribution. It was noted that the amount requested is 12% of the City's general fund contribution. P. Green made a motion to endorse the letter to the County. N. Hivala seconded, motion unanimous.

B) Library Use Measures for Fiscal Year 2014-15

The library director provided an overview of the registered users, circulation and basic use measures for the library for the fiscal year that ended on June 30, 2015. It was noted that 61% of borrowers are Escanaba residents and account for 56% of library use, while 39% live outside the City and account for 44% of use. More detail on patterns of library use and budgetary information will be provided at future meetings.

C) Officer Elections

Due to the resignation of Chair Phil Lynch, new officer elections were held. P. Green made a motion to nominate Elizabeth Keller as Chair and Neil Hivala as Vice-Chair. J. Hallett seconded, motion unanimous.

ANNOUNCEMENTS: The library director announced an All Boards and Commissions Meeting on October 6, 2015 at 6:00 p.m. at the Bonifas. This will be a facilitated meeting with City administration and the Michigan Economic Development Council on the topic of public participation in planning. The Library Board is encouraged to attend.

ADJOURNMENT: 5:39 p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Vice-Chair

Director's Report
Library Board of Trustees – Regular Meeting
September 28, 2015

Use Measure	Aug 14	Aug 15
<i>Checkouts – Physical</i>	9151	8465
<i>Checkouts - Digital</i>	532	566
<i>Holds Activity</i>	964	926
<i>Items Added</i>	434	471
<i>New Patrons Registered</i>	72	77
<i>Network Use</i>	1543	1414
<i>Fines & Fees Paid</i>	\$1,222	\$1,265
<i>Average Daily Visits</i>	464	369*
<i>Adult Program Attendance</i>	134	223
<i>Children's Program Attendance</i>	36	

**gate counter inoperable 5 days*

Financials:

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

Administration:

- A request for proposal has been prepared for the removal of peeling wallpaper and re-painting of the walls in the library and city hall. Bids are due in November.
- The Friends of the Library funded an additional shelf in the large print fiction section. The shelf was custom made to match the existing lighted shelving.
- The library director attended the September meeting of the Delta County Genealogical Society to discuss a potential public workshop on family history.
- The library director participated in the following training sessions in the month of August:
 - *Growing through Conflict: Healthy Workplace Communication* (web)
 - *Because Advocacy Never Stops: New Tools for taking Action* (web)
 - *The Generational Imperative with Chuck Underwood* (Bay College)

Library Programs / Services:

- Two iPads for teens have been installed and loaded with apps. Purchased with Community Foundation grant funds.
- Children's weekly story times begin again in October and include Library Babies, Toddler Time and Saturday Story hour.
- 23 people attended the Author Talk at the library on September 17th, featuring Andrea Scarpino, April Lindala and Elinor Benedict.
- The Friends of the Library will celebrate National Friends Week Oct. 18-21 with special book sale deals and promotions.
- Library staff will decorate the garden with a "harvest" theme and offer a book-themed pumpkin decorating contest in October.
- The fall program calendar includes a concert by the Bay Brass, an "altered book" ornament making class, and two programs for Alzheimer's Awareness month in November.
- The display case in November will feature vintage sheet music and antique instruments.

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 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>						
268-000-528-000	FEDERAL REVENUE GRANT	.00	.00	.00	(100.00)	.00
268-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	15,866.00	.00	.00	.00	.00
268-000-569-221	LIB OF MI FOUNDATION BOOK TOUR	.00	.00	.00	100.00	100.00
268-000-656-000	ORDINANCE/PENAL FINES-CO ALLO	100,000.00	98,193.88	98,193.88	99,429.93	99,429.93
268-000-658-000	FINES AND FEES	23,000.00	3,409.51	2,039.41	.00	3,560.24
268-000-665-000	INTEREST EARNINGS	1,500.00	215.68	83.29	.00	112.35
268-000-675-000	CONTRIB FROM PRIVATE SOURCES	.00	.00	.00	1,436.47	1,436.47
268-000-699-101	CONTRIBUTION FR GENERAL FUND	371,000.00	.00	.00	.00	.00
	TOTAL REVENUE	511,366.00	101,819.07	100,316.58	.00	104,538.99
	TOTAL FUND REVENUE	511,366.00	101,819.07	100,316.58	.00	104,538.99
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000	SALARIES AND WAGES	270,103.00	38,892.76	18,875.80	.00	20,729.34
268-000-703-000	SICK, HOLIDAY, VACATION	.00	5,341.95	1,877.16	.00	2,642.86
268-000-712-000	OVERHEAD ON SALARIES & WAGES	67,721.00	10,925.34	5,408.91	.00	8,218.21
268-000-713-000	LIFE & HOSPITAL INSURANCE	70,483.00	13,162.60	7,392.86	.00	11,837.43
268-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	16.50	16.50	.00	.00
268-000-727-000	OFFICE SUPPLIES	6,500.00	90.07	56.88	.00	386.97
268-000-801-000	PROFESSIONAL SERVICES	29,597.00	6,817.20	358.32	.00	2,793.47
268-000-850-000	TELEPHONES	3,720.00	206.41	103.24	.00	268.14
268-000-860-000	TRAVEL EXPENSES, AUTO ALLOW.	500.00	.00	.00	.00	.00
268-000-910-000	INSURANCE AND BONDS	225.00	.00	.00	.00	.00
268-000-932-000	REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,344.00	.00	.00	1,344.00
268-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00	8,666.00	4,333.00	.00	8,666.00
268-000-943-000	RENTAL OF EQUIPMENT	1,000.00	54.00	27.00	.00	.00
268-000-958-000	MEMBERSHIP AND DUES	225.00	.00	.00	.00	205.00
268-000-960-000	EDUCATION AND TRAINING	260.00	.00	.00	.00	.00
268-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,000.00	.00	.00	.00	.00
268-000-979-000	BOOKS, MAGAZINES, PERIODICALS	26,000.00	2,181.14	844.68	.00	2,176.14
	TOTAL DEPARTMENT 000	531,274.00	87,697.97	39,294.35	.00	59,267.56
	TOTAL FUND EXPENDITURES	531,274.00	87,697.97	39,294.35	.00	59,267.56
	NET REVENUES OVER EXPENDITURE	(19,908.00)	14,121.10	61,022.23	.00	45,271.43

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 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	4,600.00	706.29	350.69	.00	345.87	.00
	TOTAL REVENUE	4,600.00	706.29	350.69	.00	345.87	.00
	TOTAL FUND REVENUE	4,600.00	706.29	350.69	.00	345.87	.00
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	337.64	260.29	.00	75.60	41.40
		10,000.00	337.64	260.29	.00	75.60	41.40
	TOTAL FUND EXPENDITURES	10,000.00	337.64	260.29	.00	75.60	41.40
	NET REVENUES OVER EXPENDITURE	(5,400.00)	368.65	90.40	.00	270.27	(41.40)