



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
October 27, 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

A) Gifts & Donations Policy

Trustees will review proposed updates to the policy for gifts and donations to the library.

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
DRAFT
MINUTES
September 22, 2014**

A meeting of the Escanaba Public Library Board of Trustees was held September 22nd at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

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

ABSENT: Priscilla Green

PUBLIC COMMENT: None

ANNOUNCEMENTS: None

APPROVAL/CORRECTIONS(S) TO MINUTES: Minutes of the August 25, 2014 meeting were approved as written.

APPROVAL/ADJUSTMENTS TO THE AGENDA: At the library director's request, an item pertaining to the library's policy on gifts and donations was added to the agenda under "New Business."

DIRECTOR'S REPORT

1. Monthly Statistics
2. Financials
3. Administration

Randy Riley, State library, is touring U.P. libraries and will be at the Escanaba Library on Saturday, September 27th at 10:30 a.m. Penal fine revenue has been distributed by the County. Fines for FY 2014-15 are \$98,193.88. Strategic plan initiatives in progress were reviewed.

4. Library Programs & Services

The library will promote "Teen Read Week" October 12 – 18 in collaboration with the schools. A Facebook contest with book and authors reviews is planned. A local author fair is planned for October 23rd. Titles that have been challenged in American libraries are being featured during "Banned Book Week," from September 21st – 27th. The annual promotion is intended to highlight the themes of censorship and the freedom to read

UNFINISHED BUSINESS: None

NEW BUSINESS:

Gifts & Donations Policy

The library director distributed copies of the current policy on gifts and donations to the library. There was discussion on the process for accepting gifts of various types. It was noted that the current policy does not mention any involvement by the Library Board of Trustees. Language indicating Trustee involvement will be written and proposed to the Board at the November, 2014 meeting.

ANNOUNCEMENTS: None

ADJOURNMENT: 5:30 p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Philip Lynch, Chair

Director's Report
Library Board of Trustees – Regular Meeting
October 27, 2014

Use Measure	Sept 2013	Sept 2014
<i>Checkouts – Physical</i>	8363	8644
<i>Checkouts – Digital</i>	487	488
<i>Holdings Placed</i>	841	977
<i>Items Added</i>	513	364
<i>New Patrons Registered</i>	70	65
<i>Network Use</i>	1307	1705
<i>Fines & Fees Paid</i>	\$1,202	\$878.98
<i>Average Daily Visits</i>	289	298
<i>Children's Program Attendance</i>	0	22
<i>Adult Program Attendance</i>	15	11

Financials:

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

Administration:

- The library will update children's room computers with a \$5,000 donation to the Friends from an independent foundation. Funds will purchase iPads for children's and teens to be used in the library.
- The library will be working with a local graphics business and the Friends of the Library to create an updated logo for the library. Work is expected to take place in the next 3 -6 months.
- The library director and a sub-committee of the Friends are researching library foundations.

Library Programs / Services:

- The children's department will present a "Family Fun Night" in conjunction with Delta County Great Start on October 22nd. The program is part of a series planned for children and families/caregivers. Each program includes a craft, story, activity and snack.
- 105 teens entered the library's contest for "Teen Read Week," October 12-18. Winner will be drawn on October 22nd.
- The library will sponsor the Delta County Historical Society's winter outreach series for 2015 with lectures in February, March and April.

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2014

FUND 268 - LIBRARY FUND

	----- PREVIOUS YEAR -----			----- CURRENT YEAR -----		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
<u>REVENUE</u>						
268-000-566-100 ST OF MICHIGAN LIBRARY FUNDING	12,874.00	.00	6,886.70	15,866.00	.00	.00
268-000-656-000 ORDINANCE/PENAL FINES-CO ALLO	124,758.00	.00	.00	100,000.00	98,193.88	98,193.88
268-000-658-000 FINES AND FEES	23,000.00	3,387.44	1,812.49	23,000.00	3,409.51	2,039.41
268-000-665-000 INTEREST EARNINGS	2,200.00	227.92	87.19	1,500.00	215.68	83.29
268-000-675-000 CONTRIB FROM PRIVATE SOURCES	.00	1,106.00	1,106.00	.00	.00	.00
268-000-699-101 CONTRIBUTION FR GENERAL FUND	365,000.00	.00	.00	371,000.00	.00	.00
268-000-699-701 CONTRIBUTION FROM HEALTH/DENT	13,893.00	13,893.00	13,893.00	.00	.00	.00
TOTAL REVENUE	541,725.00	18,614.36	23,785.38	511,366.00	101,819.07	100,316.58
TOTAL FUND REVENUE	541,725.00	18,614.36	23,785.38	511,366.00	101,819.07	100,316.58
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000 SALARIES AND WAGES	263,652.00	40,084.89	20,163.84	270,103.00	38,892.76	18,875.80
268-000-703-000 SICK, HOLIDAY, VACATION	.00	3,822.92	1,316.70	.00	5,341.95	1,877.16
268-000-712-000 OVERHEAD ON SALARIES & WAGES	60,356.00	9,916.93	4,928.32	67,721.00	10,925.34	5,408.91
268-000-713-000 LIFE & HOSPITAL INSURANCE	70,139.00	12,323.66	6,917.09	70,483.00	13,162.60	7,392.86
268-000-726-000 SUPPLIES-MISCELLANEOUS	600.00	.00	.00	600.00	16.50	16.50
268-000-727-000 OFFICE SUPPLIES	7,500.00	966.86	753.16	6,500.00	90.07	56.88
268-000-801-000 PROFESSIONAL SERVICES	27,796.00	6,320.73	3,443.35	29,597.00	6,817.20	358.32
268-000-850-000 TELEPHONES	4,720.00	112.82	104.91	3,720.00	206.41	103.24
268-000-860-000 TRAVEL EXPENSES, AUTO ALLOW.	500.00	.00	.00	500.00	.00	.00
268-000-910-000 INSURANCE AND BONDS	450.00	.00	.00	225.00	.00	.00
268-000-932-000 REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,344.00	.00	1,344.00	1,344.00	.00
268-000-942-000 RENTAL OF BUILDING OR OFFICES	34,819.00	5,803.16	2,901.58	51,996.00	8,666.00	4,333.00
268-000-943-000 RENTAL OF EQUIPMENT	1,732.00	80.00	36.00	1,000.00	.00	.00
268-000-958-000 MEMBERSHIP AND DUES	390.00	190.00	190.00	225.00	.00	.00
268-000-960-000 EDUCATION AND TRAINING	260.00	25.00	25.00	260.00	.00	.00
268-000-977-000 CAPITAL OUTLAY-EQUIPMENT	1,000.00	89.99	89.99	1,000.00	.00	.00
268-000-979-000 BOOKS, MAGAZINES, PERIODICALS	40,000.00	3,321.95	1,121.26	26,000.00	2,181.14	844.68
TOTAL DEPARTMENT 000	515,258.00	84,402.91	41,991.20	531,274.00	87,643.97	39,267.35
TOTAL FUND EXPENDITURES	515,258.00	84,402.91	41,991.20	531,274.00	87,643.97	39,267.35
NET REVENUES OVER EXPENDITURE	26,467.00	(65,788.55)	(18,205.82)	(19,908.00)	14,175.10	61,049.23

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 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	4,200.00	803.99	400.07	4,600.00	706.29	350.69
	TOTAL REVENUE	4,200.00	803.99	400.07	4,600.00	706.29	350.69
	TOTAL FUND REVENUE	4,200.00	803.99	400.07	4,600.00	706.29	350.69
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	90.01	78.77	10,000.00	337.64	260.29
		10,000.00	90.01	78.77	10,000.00	337.64	260.29
	TOTAL FUND EXPENDITURES	10,000.00	90.01	78.77	10,000.00	337.64	260.29
	NET REVENUES OVER EXPENDITURE	(5,800.00)	713.98	321.30	(5,400.00)	368.65	90.40

**CITY OF ESCANABA
LIBRARY BOARD OF TRUSTEES
MINUTES
August 25, 2014**

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

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

ABSENT: Priscilla Green, Neil Hivala

PUBLIC COMMENT: None

ANNOUNCEMENTS: None

APPROVAL/CORRECTIONS(S) TO MINUTES: Minutes of the June 23, 2014 meeting were accepted on consensus.

APPROVAL/ADJUSTMENTS TO THE AGENDA: None

DIRECTOR'S REPORT

1. Monthly Statistics

2. Financials

3. 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.

4. 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.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Respectfully,

Carolyn Stacey, Library Director

Approved

Philip Lynch, Chair

Minutes to sign