



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
November 23, 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

- A. City of Escanaba – Public Participation & Master Plan Revision
Discussion of recent meetings and follow-up plan.

NEW BUSINESS

- A) 2016 Schedule Library Board of Trustees
Review and approval of calendar for 2016.
- B) Membership in United for Libraries
Review and demonstration of new online training tool for Trustees and Friends provided by the Library of Michigan

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
October 26, 2015

The October 26, 2015 meeting of the Escanaba Public Library Board of Trustees was cancelled due to lack of quorum.

**CITY OF ESCANABA
LIBRARY BOARD OF TRUSTEES
MINUTES**

September 28, 2015

The September 28, 2015 meeting of the Escanaba Public Library Board of Trustees was cancelled due to lack of quorum.

**CITY OF ESCANABA
LIBRARY BOARD OF TRUSTEES
DRAFT 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
November 23, 2015**

Use Measure	Oct 14	Oct 15
<i>Checkouts – Physical</i>	8884	7773
<i>Checkouts - Digital</i>	682	661
<i>Holds Activity</i>	1079	967
<i>Items Added</i>	446	414
<i>New Patrons Registered</i>	95	86
<i>Network Use</i>	1803	1359
<i>Fines & Fees Paid</i>	1270	1240
<i>Average Daily Visits</i>	298	292
<i>Adult Program Attendance</i>	6	9
<i>Children's Program Attendance</i>	168	175

Financials:

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

Administration:

- Three painters returned bids for the wallpaper removal and painting project. Bid closing was November 12th. The successful contract will be approved at the December 3, 2015 City Council meeting.
- The library's main server will be replaced in December, funded by the Friends of the Library.
- Three additional shelving units will be added to the audiobook section and additional shelves installed within existing units to accommodate more books in the fiction section. The shelves will be funded by the Friends of the Library.
- The library's web site is being re-designed in cooperation with Superiorland Library Cooperative.
- The Friends of the Library have established a fund with the Community Foundation of Delta County.

Library Programs / Services:

- A selection of cross-stitch Santas will be featured in the display case for December.
- 32 people registered for the library's "Altered Book Art Ornament" workshops scheduled for Nov. 17 and 19.
- Programs in the planning stage include an author talk with Marquette-based John Forunato, the "Hot Reads for Cold Nights" reading program, "Money-Smart Week" and the Great Michigan Read.
- The Friends will hold a book sale in conjunction with the annual Santa Story hour on Saturday, December 19th from 1:00 – 3:00 in the City Hall foyer.
- The Children's Department is planning participation in the City's Annual Christmas Parade on December 4th at 7:00 p.m.

**Director's Report
Library Board of Trustees – Regular Meeting
October 26, 2015**

Use Measure	Aug 14	Aug 15	Sept 14	Sept 15
<i>Checkouts – Physical</i>	9151	8465	8644	8072
<i>Checkouts – Digital</i>	532	566	488	661
<i>Holds Activity</i>	964	926	977	989
<i>Items Added</i>	434	471	364	524
<i>New Patrons Registered</i>	72	77	65	82
<i>Network Use</i>	1543	1414	1705	1279
<i>Fines & Fees Paid</i>	\$1,222	\$1,265	\$878	\$1,452
<i>Average Daily Visits</i>	464	369	298	295
<i>Adult Program Attendance</i>	134	223	11	
<i>Children's Program Attendance</i>	36			150

Financials:

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

Administration:

- o 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.
- o 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.
- o The library director attended the September meeting of the Delta County Genealogical Society to discuss a potential public workshop on family history.
- o 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)
- o The library director is currently participating in an 6-week online course through EdX called, *Inclusive Leadership Training: Maximizing Worklife Success*.
- o *Meetings attended: Annual meeting of the Upper Peninsula Region of Library Cooperation (UPRLC) in Marquette, September 30; City of Escanaba Public Participation Plan session, October 6.*

Library Programs / Services:

- o Children's weekly story times begin again in October and include Library Babies, Toddler Time and Saturday Story hour.
- o 23 people attended the Author Talk at the library on September 17th, featuring Andrea Scarpino, April Lindala and Elinor Benedict.
- o The Friends of the Library will celebrate National Friends Week Oct. 18-21 with special book sale deals and promotions.
- o Library staff will decorate the garden with a "harvest" theme and offer a book-themed pumpkin decorating contest in October.
- o The fall program calendar includes an "altered book" ornament making class on November 17, and a program for Alzheimer's Awareness month in November in cooperation with the Alzheimer's Association chapter of Marquette.
- o The display case in November will feature vintage sheet music and antique instruments.

CITY OF ESCANABA

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2015

FUND 268 - LIBRARY FUND

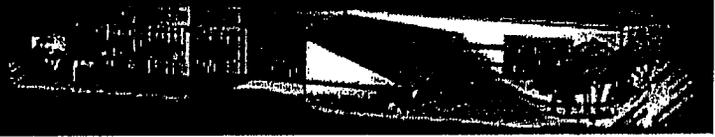
	----- PREVIOUS YEAR -----			----- CURRENT YEAR -----		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
<u>REVENUE</u>						
268-000-437-002 RENAISSANCE ZONE REIMBURSEME	.00	649.05	649.05	.00	.00	.00
268-000-528-000 FEDERAL REVENUE GRANT	.00	.00	.00	.00	(100.00)	.00
268-000-566-100 ST OF MICHIGAN LIBRARY FUNDING	15,866.00	.00	.00	15,500.00	.00	.00
268-000-569-221 LIB OF MI FOUNDATION BOOK TOUR	.00	100.00	100.00	.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	4,854.52	1,445.01	18,000.00	4,457.24	897.00
268-000-665-000 INTEREST EARNINGS	1,500.00	382.00	166.32	1,750.00	400.01	128.80
268-000-675-001 CONTRIBUTIONS-FRIENDS	.00	.00	.00	.00	1,436.47	.00
268-000-675-002 CONTRIBUTIONS- COMMUNITY FUND	.00	.00	.00	.00	1,101.65	1,101.65
268-000-699-101 CONTRIBUTION FR GENERAL FUND	371,000.00	.00	.00	400,000.00	.00	.00
TOTAL REVENUE	511,366.00	104,179.45	2,360.38	535,250.00	106,825.30	2,127.45
TOTAL FUND REVENUE	511,366.00	104,179.45	2,360.38	535,250.00	106,825.30	2,127.45
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000 SALARIES AND WAGES	270,103.00	57,666.84	18,774.08	274,671.00	61,479.08	20,355.28
268-000-703-000 SICK, HOLIDAY, VACATION	.00	8,115.15	2,773.20	.00	6,298.63	2,351.05
268-000-712-000 OVERHEAD ON SALARIES & WAGES	67,721.00	16,441.19	5,515.85	75,047.00	19,433.74	6,203.92
268-000-713-000 LIFE & HOSPITAL INSURANCE	70,483.00	18,844.11	5,681.51	73,345.00	16,915.91	5,095.91
268-000-726-000 SUPPLIES-MISCELLANEOUS	600.00	16.50	.00	600.00	58.60	58.60
268-000-727-000 OFFICE SUPPLIES	6,500.00	156.50	66.43	6,500.00	1,236.08	792.77
268-000-801-000 PROFESSIONAL SERVICES	29,597.00	6,817.20	.00	29,615.00	6,816.60	4,023.13
268-000-850-000 TELEPHONES	3,720.00	309.45	103.04	2,800.00	269.77	1.63
268-000-860-000 TRAVEL EXPENSES, AUTO ALLOW.	500.00	25.00	25.00	500.00	.00	.00
268-000-910-000 INSURANCE AND BONDS	225.00	174.76	174.76	225.00	221.56	221.56
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	51,996.00	12,999.00	4,333.00	51,996.00	12,999.00	4,333.00
268-000-943-000 RENTAL OF EQUIPMENT	1,000.00	81.00	27.00	1,000.00	.00	.00
268-000-958-000 MEMBERSHIP AND DUES	225.00	198.00	198.00	233.00	205.00	.00
268-000-960-000 EDUCATION AND TRAINING	260.00	.00	.00	200.00	30.00	30.00
268-000-977-000 CAPITAL OUTLAY-EQUIPMENT	1,000.00	.00	.00	1,000.00	.00	.00
268-000-979-000 BOOKS, MAGAZINES, PERIODICALS	26,000.00	3,360.93	1,179.79	40,000.00	3,532.81	1,356.67
TOTAL DEPARTMENT 000	531,274.00	126,549.63	38,851.66	559,076.00	130,840.78	44,823.52
TOTAL FUND EXPENDITURES	531,274.00	126,549.63	38,851.66	559,076.00	130,840.78	44,823.52
NET REVENUES OVER EXPENDITURE	(19,908.00)	(22,370.18)	(36,491.28)	(23,826.00)	(24,015.48)	(42,696.07)

CITY OF ESCANABA

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 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	4,600.00	1,072.34	366.05	4,350.00	999.00	307.56
	TOTAL REVENUE	4,600.00	1,072.34	366.05	4,350.00	999.00	307.56
	TOTAL FUND REVENUE	<u>4,600.00</u>	<u>1,072.34</u>	<u>366.05</u>	<u>4,350.00</u>	<u>999.00</u>	<u>307.56</u>
<u>EXPENDITURES</u>							
703-000-801-000	PROFESSIONAL SERVICES	.00	.00	.00	10,000.00	.00	.00
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	378.78	41.14	.00	1,351.08	1,275.48
		10,000.00	378.78	41.14	10,000.00	1,351.08	1,275.48
	TOTAL FUND EXPENDITURES	<u>10,000.00</u>	<u>378.78</u>	<u>41.14</u>	<u>10,000.00</u>	<u>1,351.08</u>	<u>1,275.48</u>
	NET REVENUES OVER EXPENDITURE	<u>(5,400.00)</u>	<u>693.56</u>	<u>324.91</u>	<u>(5,650.00)</u>	<u>(352.08)</u>	<u>(967.92)</u>



**NOTICE OF REGULAR PUBLIC MEETINGS
BOARD OF LIBRARY TRUSTEES**

PLEASE TAKE NOTICE that the regular meetings of the Board of Library Trustees are scheduled for 5:00 p.m. in Room C101, the Council Chambers of the City Hall, 410 Ludington Street, in the City of Escanaba, MI, on the following dates as listed below:

**BOARD OF LIBRARY TRUSTEES MEETINGS – 2016
Room C101, City Hall, 5:00 p.m.**

January 25, 2016
February 22, 2016
March 28, 2016
April 25, 2016
May 23, 2016
June 27, 2016
July 25, 2016
August 22, 2016
September 26, 2016
October 24, 2016
November 28, 2016
December 19, 2016

Public notice will be given regarding any changes in the above meeting dates. Minutes of the Board of Library Trustees Meetings are available at the City Clerk's Office, City Hall, 410 Ludington Street. Phone (906) 786-1194.

Board Contact Person:
Carolyn Stacey
400 Ludington Street
Escanaba, MI
(906) 789-7332

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Michigan and United for Libraries

The Library of Michigan has partnered with United for Libraries to provide all Michigan Trustees, Friends groups, and library directors/staff with access through 9/30/16 to the wealth of resources and member publications offered by United for Libraries.



Access/Logging In

As part of your statewide group membership, you now have access to all of the materials and resources linked below. Access requires a login, provided to you by your library director or United for Libraries. If you don't know your login or have any questions about your group membership, please email united@ala.org, or call the United for Libraries office at (800) 545-2433, ext. 2161.

NEW! Short Takes for Trustees



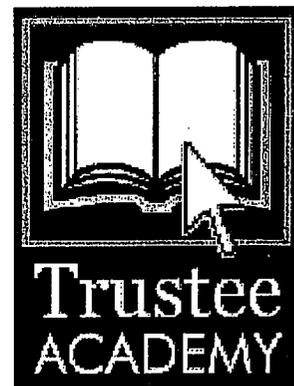
Short Takes for Trustees

United for Libraries presents Short Takes for Trustees, a series of 10 short videos (8-10 minutes each) that can be shown during Trustee meetings to stimulate discussion about the important role that Trustees play in the governance of their libraries. Topics in the series explain the basics, such as what it means to be a Trustee (discussing the broad fiduciary responsibilities of governing boards as well as the limits of an advisory board), as well as how to set policy, how to evaluate the library director (and why you should!), along with board self evaluation, and the ethical and parliamentary standards for boards — both governing and advisory.

Trustee Academy

The Trustee Academy is a series of six online courses to help Trustees become exceptionally proficient in their roles on behalf of their libraries.

- [Trustee Competencies](#)
- [Trustee Basics, Part I](#)
- [Trustee Basics, Part II](#)
- [Working Effectively with the Library Director](#)
- [The Library's Budget](#)
- [Advocating for Your Library](#)
- [Evaluating the Library Director](#)



Engaging Today's Volunteers for Libraries and Friends

Engaging Today's Volunteers for Libraries and Friends is a three-part series of webcasts designed to inform library Friends, Trustees, and staff about this new generation of volunteers — how they are different from volunteers in the past, what they want from service opportunities, and how libraries and Friends can attract them.

- Meet Today's New Volunteers
- Friends and Today's Volunteers: Getting New Active Members for Your Group
- Library Volunteers: Bringing in Skilled and Committed Volunteers

Friends & Foundations Zone

The Friends & Foundations Zone provides members-only access to toolkits, current and past issues of *The Voice* newsletter, publications, webinars, special offers, and more.

Trustee Zone

The Trustee Zone provides members-only access to toolkits, current and past issues of *The Voice* newsletter, publications, practical guides, webinars, special offers, and more.

Additional Help

If you have any questions or need further assistance, please call United for Libraries at (800) 545-2433, ext. 2161 or email united@ala.org. Emails are also monitored evenings, weekends, and holidays to ensure a timely response.

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