

LIBRARY BOARD OF TRUSTEES  
**MEETING AGENDA**  
Meetings: 4<sup>th</sup> 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  
**December 22, 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) Policy Review – Gifts & Donations

NEW BUSINESS

- A) Logo Design  
Trustees will view logo design currently under consideration for the library.
- B) Joint Meeting Proposal  
Director will propose an option for soliciting township feedback on library services for board consideration.
- C) Genealogy Materials  
Trustees will receive information on proposed changes to the Genealogy section of the library.

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**  
November 24, 2014

A meeting of the Escanaba Public Library Board of Trustees was held November 24<sup>th</sup> 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, Carolyn Stacey, Library Director.

**ABSENT:** Pat Baribeau

**PUBLIC COMMENT:** None

**APPROVAL/CORRECTIONS(S) TO MINUTES:** Minutes of the October 27<sup>th</sup> 2014 meeting were approved as written.

**APPROVAL/ADJUSTMENTS TO THE AGENDA:** The agenda was accepted as written by consensus.

**DIRECTOR'S REPORT**

1. Monthly Statistics
2. Financials
3. Administration

The food for fines program was a success. The \$65.00 in fines forgiven was well spent on community relations with a large box of food items donated to Safe Harbor Shelter. Early January is the targeted timeframe for installing four new iPads in the children's room. The logo design project is underway. Proposed designs will come to the board prior to final adoption. The library has been informed that the Delta County Genealogical Society may be dis-banding and, disbursing their collection as a result. Materials held at the library could be reduced by as much as 80%, opening up much needed space. Materials relevant to Delta County will be retained. Upgrades to the online public catalog are expected in January. Improvements will include the integration of all digital content, rotating book covers and a new, modern design. There will be an open house at the Cornell Township Hall on December 2<sup>nd</sup> to install and celebrate their new "Little Free Library." Board members are invited to attend.

Library Programs & Services

Children's – Santa Storytime on Saturday, Dec 20  
Parade – December 5<sup>th</sup>  
Great Start Story Hour – Wed, Dec 3<sup>rd</sup> 6:30 - 8  
Teen Laptops  
Hot Reads for Cold Nights – January 12 – Feb 28

**UNFINISHED BUSINESS:**

**NEW BUSINESS:** None

**ANNOUNCEMENTS:** None

**ADJOURNMENT:** 5:24 p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Philip Lynch, Chair

**Director's Report  
Library Board of Trustees – Regular Meeting  
December 22, 2014**

<b>Use Measure</b>	<b>Nov 13</b>	<b>Nov 14</b>
<i>Checkouts – Physical</i>	8027	7569
<i>Checkouts - Digital</i>	474	423
<i>Holds Placed</i>	868	825
<i>Items Added</i>	359	303
<i>New Patrons Registered</i>	67	63
<i>Network Use</i>	1189	1904
<i>Fines &amp; Fees Paid</i>	\$884	\$1,202
<i>Average Daily Visits</i>	281	285
<i>Children's Program Attendance</i>	218	222
<i>Adult Program Attendance</i>		4 (ereader)

**Financials:**

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

**Library Programs & Services:**

- 58 people attended the December's "Great Start" storytime, presented in partnership with the ISD. January's program will include adults/caregivers and emphasize early literacy skills.
- Laptops for teens were promoted with an article in the Daily Press. Additional promotion is planned.
- Teen book reviews are featured on the library's Facebook page. Reviews are posted in collaboration with Tammy Wiles of EHS.
- Cornell's "Little Free Library" was featured in Karen Wil's column in the Daily Press. A copy of the article is included with this board packet.

**CITY OF ESCANABA**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 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	251.88	.00	.00	649.05	.00
268-000-566-100 ST OF MICHIGAN LIBRARY FUNDING	12,874.00	.00	.00	15,866.00	.00	.00
268-000-569-211 GRANTS	.00	75.00	.00	.00	.00	.00
268-000-569-221 LIB OF MI FOUNDATION BOOK TOUR	.00	.00	.00	.00	100.00	.00
268-000-656-000 ORDINANCE/PENAL FINES-CO ALLO	124,758.00	99,070.37	.00	100,000.00	98,193.88	.00
268-000-658-000 FINES AND FEES	23,000.00	875.94	1,078.11	23,000.00	8,056.32	1,426.67
268-000-665-000 INTEREST EARNINGS	2,200.00	572.70	85.62	1,500.00	492.98	.00
268-000-675-000 CONTRIB FROM PRIVATE SOURCES	.00	7,573.43	972.48	.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	.00	.00	.00	.00
<b>TOTAL REVENUE</b>	<b>541,725.00</b>	<b>130,172.32</b>	<b>2,136.21</b>	<b>511,366.00</b>	<b>107,492.23</b>	<b>1,426.67</b>
<b>TOTAL FUND REVENUE</b>	<b>541,725.00</b>	<b>130,172.32</b>	<b>2,136.21</b>	<b>511,366.00</b>	<b>107,492.23</b>	<b>1,426.67</b>
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000 SALARIES AND WAGES	263,652.00	97,578.92	17,971.80	270,103.00	79,213.82	.00
268-000-703-000 SICK, HOLIDAY, VACATION	.00	13,544.84	6,357.84	.00	9,286.32	.00
268-000-712-000 OVERHEAD ON SALARIES & WAGES	60,356.00	24,988.85	5,247.12	67,721.00	20,538.81	1,068.00
268-000-713-000 LIFE & HOSPITAL INSURANCE	70,139.00	29,329.65	6,917.09	70,483.00	30,443.42	6,990.86
268-000-726-000 SUPPLIES-MISCELLANEOUS	600.00	.00	.00	600.00	181.37	.00
268-000-727-000 OFFICE SUPPLIES	7,500.00	2,590.00	81.43	6,500.00	869.79	74.07
268-000-801-000 PROFESSIONAL SERVICES	27,796.00	11,905.27	71.60	29,597.00	10,769.83	.00
268-000-850-000 TELEPHONES	4,720.00	422.79	103.08	3,720.00	422.98	8.13
268-000-860-000 TRAVEL EXPENSES, AUTO ALLOW.	500.00	.00	.00	500.00	98.92	.00
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	1,493.99	.00	1,344.00	1,344.00	.00
268-000-942-000 RENTAL OF BUILDING OR OFFICES	34,819.00	14,507.90	2,901.58	51,996.00	21,665.00	4,333.00
268-000-943-000 RENTAL OF EQUIPMENT	1,732.00	280.01	36.00	1,000.00	124.11	.00
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	25.00	.00	260.00	.00	.00
268-000-977-000 CAPITAL OUTLAY-EQUIPMENT	1,000.00	927.82	837.63	1,000.00	.00	.00
268-000-979-000 BOOKS, MAGAZINES, PERIODICALS	40,000.00	15,624.45	5,300.37	26,000.00	8,517.01	1,007.65
<b>TOTAL DEPARTMENT 000</b>	<b>515,258.00</b>	<b>213,627.06</b>	<b>45,825.54</b>	<b>531,274.00</b>	<b>183,845.94</b>	<b>13,481.71</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>515,258.00</b>	<b>213,627.06</b>	<b>45,825.54</b>	<b>531,274.00</b>	<b>183,845.94</b>	<b>13,481.71</b>
<b>NET REVENUES OVER EXPENDITURE</b>	<b>26,467.00</b>	<b>( 83,454.74)</b>	<b>( 43,689.33)</b>	<b>( 19,908.00)</b>	<b>( 76,353.71)</b>	<b>( 12,055.04)</b>

**CITY OF ESCANABA**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 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	4,200.00	1,986.97	388.12	4,600.00	1,451.63	.00
	TOTAL REVENUE	4,200.00	1,986.97	388.12	4,600.00	1,451.63	.00
	TOTAL FUND REVENUE	4,200.00	1,986.97	388.12	4,600.00	1,451.63	.00
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	1,397.69	311.53	10,000.00	566.95	94.97
	TOTAL FUND EXPENDITURES	10,000.00	1,397.69	311.53	10,000.00	566.95	94.97
	NET REVENUES OVER EXPENDITURE	( 5,800.00)	589.28	76.59	( 5,400.00)	884.68	( 94.97)



## Vasa to host Christmas luncheon

ESCANABA — All members are invited to attend the annual Escanaba Vasa Christmas luncheon to be held at the Family Inn on the highway in Wells at 2:30 p.m. Wednesday. This once-a-year event is for all members to be together for the holiday season.

## Grief and the holidays topic of meeting

ESCANABA — For many people who have lost loved ones, the holidays can be a difficult time. It can help to be supported by those who understand the grief process.

The OSF Home Care Services bereavement team will host a workshop for those experiencing grief during the holidays. The team will provide a warm, caring and confidential environment where important healing can take place. This group is open to all members of the community.

"Coping With the Holidays" workshop will be held Tuesday, Dec. 9, from 1-3 p.m. at Central United Methodist Church, 322 S. Lincoln Road, Escanaba. (Enter through the preschool entrance to the lounge).

For more information, call Ilene Kotajarvi, Hospice Volunteer Coordinator, at 786-3915.

## Parkinson group meets Dec. 9 at M-Tec

ESCANABA — The Parkinson Support Group will meet at the M-Tec Center of Bay College on South 30th on Tuesday at 3 p.m. Cathi Knauf will present a program on "Balance and Fall Prevention." Also, Dr. Politi, a neurologist in Marquette, will be at the meeting at 4 p.m.

All interested in PK are invited to

ESCANABA — The snowy road to Cornell has a new welcoming stopping place.

When County Road 426 is ice covered and County Road 523 is snow drifted, there are only two things you can do.

Number one — you can enjoy the snow-laced trees and fields.

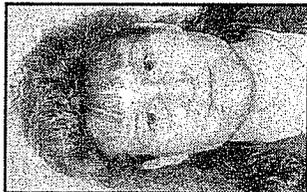
Number two — you might stop at Cornell Township's new "Little Free Library." Select a book from a varied collection and head home to a warm stove and a comfy chair.

The new "Little Free Library" opened its doors on Dec. 2 under the awning of the Cornell Township town hall building.

This library is an early Christmas gift to the rural community.

The Friends of the Escanaba Public Library, along with the Woodard

## RIVERSIDE



Karen Rose Wils

family of Cornell, helped to provide this convenience.

The handcrafted book depository holds about 50 books and is always open and free to the public. So, if you're halfway home or out to camp for a weekend and suddenly realize you have nothing fun to read, you can stop at the "Little Free Library."

You can take a book home to read, keep it, or return it for another free book.

The father-daughter team of Billie and Billie Woodard constructed this book cupboard in Bill's shop along with a sign for the library.

For several years now, The Escanaba Public Library has tried outreach programs to include its more distant townships.

The "Little Free Library" concept is a nationwide trend. They can be



Karen Wils photos  
Cornell's new Little Free Library is open for business, thanks to Billie Woodard, Joan Woodard and Bill Woodard.

found in many states and even in other countries. Wherever there is "country living," Little Free Libraries can be found.

If you go on the computer and look up this topic, you may see lighthouse-shaped library boxes out on the east coast, a cow-stenciled library in Wisconsin or a log cabin-shaped one in Minnesota.

Now Cornell, Mich., has its own unique library with a cedar shingled roof, like the cedar wood that brought Cornell to life back in the 1890s. (The shingle sawmill was once Cornell's big employer)

As a frequent traveler on the Cornell roads on our way to camp, I know the importance of having some pleasure reading for the weekend. My husband could tell you stories of me snowshoeing in to camp with my necessities in my pack, plus a library book in a Ziploc bag. Last winter when the snow and ice was so bad, I mentioned to my fam-

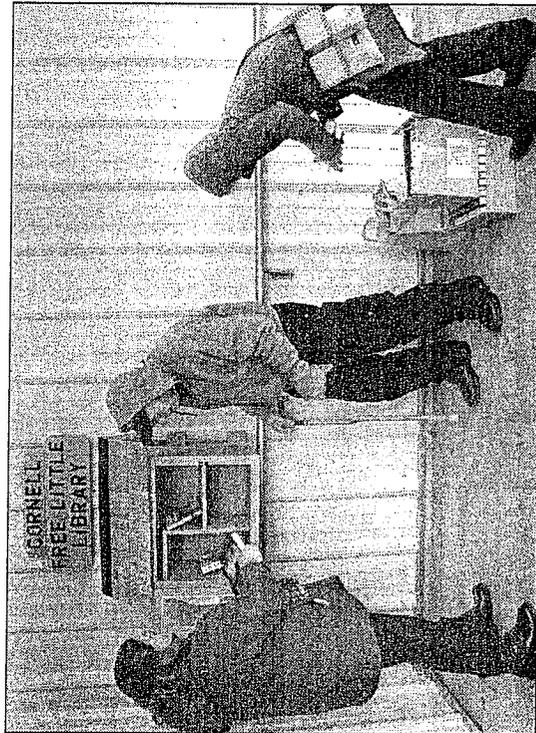
ily that it would be nice to have a little library outpost here in the Cornell area.

Our library director, Carolyn Stacey, met with the Cornell Township Board last spring. The township trustees liked the little free library idea. The Woodard family took on the challenge of how to build a weatherproof nook for books.

The Friends of the Escanaba Public Library (a group of volunteers that support library endeavors) pledged to buy the materials needed to build the Little Free Library.

So, if you're stopping by the woods some snowy evening, feel free to watch the deer, listen to the river or check out a book from the Cornell Little Free Library.

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*Karen (Rose) Wils is a lifelong resident of north Escanaba. Her folksy columns are published weekly in Lifestyles.*



Escanaba Public Library director Carolyn Stacey, at right, and Billie and Bill Woodard load up the little library with starter books from E.P.L.

## EXISTING POLICY

### 5.4 GIFTS AND DONATIONS

The Escanaba Public Library appreciates and encourages gifts and donations from civic groups, businesses, and private individuals. Generally, contributions will not be accepted with restrictions that necessitate special housing or which prevent integration of the gift into the general library collections.

Monetary gifts to the Library should be made to the Friends of the Escanaba Public Library, a 501c3 non-profit, tax-exempt organization. Contributions may be designated in honor of an individual or organization and be specified for purchase of materials in a particular subject area or format.

Gift books and periodical subscriptions must meet the criteria for selection of library materials stated in the Library's collection development policy. Gifts to the library of significant value shall be presented and accepted by the Escanaba City Council as appropriate.

A bookplate or label with the donors name will be attached to all gift items, unless the donor requests anonymity.

Used books and magazines are accepted at the discretion of the library director and the use and disposal of these items is made by the director and library staff. The library will provide, upon request, a receipt showing the date and number of pieces donated by format but will not undertake an appraisal of the items for tax purposes. The selection of an appraiser and the associated costs are the responsibility of the donor.

Used materials and materials purchased with gift contributions may be disposed of at a later date at the staff's discretion as part of the library's regular weeding practice.

## DRAFT REVISION

### 5.4 GIFTS AND DONATIONS

The Escanaba Public Library appreciates and encourages the involvement of citizens and organizations through contributions of book or non-book materials for collections, appropriate gifts which will enhance the physical environment, and bequests, trusts or donations of monetary or other assets for library purposes.

Gifts of a specific nature, such as furniture, equipment, special collections, artwork or real property, shall be referred to the director for acceptance in consultation with the Library Board of Trustees, as well as the Escanaba City Council and other City Commissions as appropriate. When funds are donated for specific purposes, the amount and nature of the expenditure must be approved in advance.

#### GUIDELINES:

##### Collections

Gifts of miscellaneous books or other materials are accepted at the discretion of the library director and the use and disposal of these items is made by the director and library staff. Gift books and periodical subscriptions must meet the criteria for selection of library materials stated in the Library's collection development policy. Generally, contributions will not be accepted with restrictions that necessitate special housing or which prevent integration of the gift into the general library collections. The donor gives up all rights and claims to the donated items.

The library will provide, upon request, a receipt showing the date and number of pieces donated by format but will not undertake an appraisal of the items for tax purposes.

##### Monetary Gifts & Memorials

Monetary gifts to the Library should be made to the Friends of the Escanaba Public Library, a 501c3 non-profit, tax-exempt organization. Contributions may be designated in honor of an individual or organization and be specified for purchase of materials in a particular subject area or format. Whenever possible, the library staff will choose items which accommodate the donor's subject or title preferences. The name(s) of the donor(s) and those recognized by the gift will be listed in a bookplate affixed to the material if so desired.

##### Artwork

Artwork might include paintings, sculptures, photos, drawings, illustrations and crafts. In general gifts of art should be of local interest, of a professional quality, well-executed and in good condition. Acceptant of artwork is subject to these conditions:

- The library will not promise the temporary or permanent exhibition of any object
- Gifts must be accepted without any reservations
- The gifts become wholly the property of the Library and may be sold, transferred or destroyed by the Library
- If an item is sold, proceeds will be used to benefit the Library.
- The Library is under no obligation to store or conserve any object.
- Large gifts of artwork are subject to the City of Escanaba's policies and approval process.