



LIBRARY BOARD OF TRUSTEES  
**MEETING AGENDA**  
Meetings: 4<sup>th</sup> Monday of the month

Elizabeth Keller, Chair  
Neil Hivala, Vice-Chair  
Priscilla Green, Trustee  
Janice Hallett, Trustee  
Kathy Mason, Trustee  
Patricia Baribeau, Council Liaison  
Carolyn Stacey, Library Director

City Hall 400 Ludington, Rm. 101 - Escanaba, MI 49829

Library Board of Trustees  
**January 23, 2017**

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**

1. Strategic Plan Review

Library trustees will provide input on priorities and projects for 2017 and recommend any necessary adjustments to the strategic plan.

**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**

December 19, 2016

A meeting of the Escanaba Public Library Board of Trustees was held December 19, 2016 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

**PRESENT:** Elizabeth Keller, Priscilla Green, Janice Hallett, Neil Hivala, Kathy Mason, Carolyn Stacey, Library Director.

**ABSENT:** Patricia Baribeau

**PUBLIC COMMENT:** None

**APPROVAL/CORRECTIONS(S) TO MINUTES:** The minutes of November 28, 2016 were accepted on consensus.

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

**DIRECTOR'S REPORT**

**Financials:**

A comparison report was been provided for the library budget, current through October, 2016. A report showing running fund balance was also been provided. K. Mason indicated the reports had different timeframes. This will be addressed in the next month's report. The library director has created an internal blog for improved communication on library events and activities for staff. Wiring upgrades are expected to be complete by December 19<sup>th</sup>.

**Library Programs / Services:**

- The Superiorland Library Cooperative is funding a startup collection of streaming videos, now available through the Great Lakes Digital Libraries. Movies check out for 48 hours and require a library account.

- The donated collection of nautical charts is expected to be ready for public use in early winter.

Volunteers Marilyn Kinsey-Brown and Judy Fouts have organized the collection. Harbor Master Larry Gravatt is building a case and display unit for the charts.

Upcoming Programs:

Hot Reads Cold Nights Reading Promotion / Contest – January 9 – February 18

Altered Book Art: E-reader Covers – January 10, 6:00 p.m.

Winter Camping Basics – February 7, 6:00 p.m.

Legal and Financial Issues of Alzheimer's / Dementia Care – Feb 15, 22<sup>nd</sup> – 1:00 p.m.

Delta County Historical Society Winter Outreach Lecture – Feb 15<sup>th</sup> – 7:00 p.m.

Ongoing Programs:

Library Babies

Toddler Storytime

Saturday Storyhour

EHS Student Book Club

Wednesday Night Readers

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

Year in Review: Trustees received a listing of major programs and activities of 2016 in preparation for the strategic plan review in January. Grants received, new initiatives, staff activities community outreach and facility and equipment upgrades were reviewed.

**ANNOUNCEMENTS:** Next board meeting is scheduled for January 23, 2017.

**ADJOURNMENT:** 5:45 p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair

**CITY OF ESCANABA**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING DECEMBER 31, 2016**

**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	786.80	.00	1,041.98	.00
268-000-528-000	FEDERAL REVENUE GRANT	.00	( 100.00)	.00	.00	.00
268-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	15,500.00	.00	15,500.00	.00	.00
268-000-569-212	SUPERIORLAND	.00	.00	.00	657.00	.00
268-000-569-221	LIB OF MI FOUNDATION BOOK TOUR	.00	100.00	.00	.00	.00
268-000-656-000	ORDINANCE/PENAL FINES-CO ALLO	100,000.00	99,429.93	100,000.00	121,373.54	.00
268-000-658-000	FINES AND FEES	18,000.00	9,121.45	18,000.00	9,365.85	1,613.20
268-000-665-000	INTEREST EARNINGS	1,750.00	551.44	1,750.00	1,021.65	.00
268-000-675-000	CONTRIB FROM PRIVATE SOURCES	.00	.00	.00	2,200.00	.00
268-000-675-001	CONTRIBUTIONS-FRIENDS	.00	2,393.55	.00	2,034.00	.00
268-000-675-002	CONTRIBUTIONS- COMMUNITY FUND	.00	3,051.16	.00	.00	.00
268-000-699-101	CONTRIBUTION FR GENERAL FUND	400,000.00	400,000.00	400,000.00	.00	.00
	<b>TOTAL REVENUE</b>	<b>535,250.00</b>	<b>515,334.33</b>	<b>401,861.72</b>	<b>535,250.00</b>	<b>137,694.02</b>
	<b>TOTAL FUND REVENUE</b>	<b>535,250.00</b>	<b>515,334.33</b>	<b>401,861.72</b>	<b>535,250.00</b>	<b>137,694.02</b>
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000	SALARIES AND WAGES	274,671.00	121,404.16	20,493.41	281,245.00	118,564.53
268-000-703-000	SICK, HOLIDAY, VACATION	.00	16,261.08	3,107.85	.00	20,890.68
268-000-711-000	OVERTIME	.00	.00	.00	.00	258.93
268-000-712-000	OVERHEAD ON SALARIES & WAGES	75,047.00	38,184.07	6,252.37	83,784.00	41,604.42
268-000-713-000	LIFE & HOSPITAL INSURANCE	73,345.00	33,212.89	5,099.23	71,092.00	36,790.03
268-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	441.50	.00	600.00	3.95
268-000-727-000	OFFICE SUPPLIES	6,500.00	4,031.36	1,617.36	6,500.00	2,807.16
268-000-801-000	PROFESSIONAL SERVICES	29,615.00	12,247.06	98.45	29,976.00	17,825.73
268-000-850-000	TELEPHONES	2,800.00	806.87	259.39	2,800.00	947.83
268-000-860-000	TRAVEL EXPENSES, AUTO ALLOW.	500.00	75.90	.00	500.00	146.10
268-000-910-000	INSURANCE AND BONDS	225.00	192.92	.00	225.00	301.58
268-000-932-000	REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,344.00	.00	1,344.00	1,484.00
268-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00	25,998.00	4,333.00	51,996.00	25,998.00
268-000-943-000	RENTAL OF EQUIPMENT	1,000.00	259.52	27.00	1,724.00	815.89
268-000-958-000	MEMBERSHIP AND DUES	233.00	205.00	.00	245.00	209.00
268-000-960-000	EDUCATION AND TRAINING	200.00	40.00	.00	200.00	35.00
268-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,000.00	1,681.51	.00	1,000.00	.00
268-000-979-000	BOOKS, MAGAZINES, PERIODICALS	40,000.00	12,782.73	544.90	40,000.00	15,547.76
	<b>TOTAL DEPARTMENT 000</b>	<b>559,076.00</b>	<b>269,168.57</b>	<b>41,832.96</b>	<b>573,231.00</b>	<b>284,230.59</b>