



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
Kathy Mason, Trustee
Patricia Baribeau, Council Liaison
Carolyn Stacey, Library Director

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

Library Board of Trustees
March 27, 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

1. Fiscal Year 2017-2018 Library Budget
Trustees will review the draft budget and budget calendar.
2. Strategic Plan Review
Library trustees will provide input on priorities and projects for 2017 and recommend any necessary adjustments to the strategic plan.

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
MINUTES**

January 23, 2017

A meeting of the Escanaba Public Library Board of Trustees was held January 23, 2017 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, Patricia Baribeau, Carolyn Stacey, Library Director.

ABSENT: None

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of December 19, 2016 were accepted on consensus.

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

DIRECTOR'S REPORT

Use Measures: Reviewed

Financials:

A comparison report was provided for the library budget, current through December, 2016. A report showing running fund balance, current through November, 2016 was also been provided.

Administration:

The library is part of a collaborative grant project through Superiorland Library Cooperative that would provide \$500,000 over 3 years for outreach services. The City budget process for FY 2017-18 is underway. A preliminary informational session for City council is scheduled for Tuesday, January 24th at 8:00 a.m. A complete schedule has been provided with this packet. The State Aid Report for Fiscal Year 15-16 is due February 2nd. State Aid is expected at .32 per capita this year for a total of roughly \$16,000. Library director has met with Hope at the Inn executive director and staff from the Salvation Army to discuss how we can work effectively with shelter residents.

Library Programs / Services:

The library has applied for a Michigan Notable Author grant from the Michigan Center for the Book. Activities are being planned for Teen Tech Week in March. A selection of streaming video is now available through the Great Lakes Digital Library. The startup collection was funded by Superiorland Library Cooperative.

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, 22nd – 1:00 p.m

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

Antiques Appraisal Event

Ongoing Programs:

Library Babies

Toddler Storytime

Saturday Storyhour

EHS Student Book Club

Wednesday Night Readers

UNFINISHED BUSINESS: None

NEW BUSINESS:

Strategic Plan Review: Trustees completed the first phase of reviewing the goals, objectives and progress of the Strategic Plan. Discussion and feedback provided will be incorporated in a draft document for continued review.

ANNOUNCEMENTS: Next board meeting is scheduled for February 27, 2017.

ADJOURNMENT: 5:59 p.m. on consensus

CITY OF ESCANABA - ESCANABA PUBLIC LIBRARY

Comparison of Budget to Actual-Fiscal Year 2016-17

As Of 1/31/17

UNAUDITED

	ACCOUNT DESCRIPTION	2016-17 BUDGET	UNAUDITED THRU 01/31/2017	COMPARISON TO BUDGET	ACTUAL THRU 01/31/2016
Revenues					
437 -002	Renaissance Zone Reimb	0	1,041.98	1,041.98	786.80
528	Federal Grant Revenue	0	0.00	0.00	0.00
556 -100	State of MI Library Funding	15,500	0.00	(15,500.00)	0.00
569 -212	Superiorland	0	657.00	657.00	0.00
656	Ordinance/Penal Fines - County Allocation	100,000	123,380.84	23,380.84	99,429.93
658	Fines and Fees	18,000	10,481.34	(7,518.66)	10,287.15
665	Interest Earnings	1,750	1,570.96	(179.04)	1,184.38
675	Contributions from Private Sources	0	4,234.00	4,234.00	5,444.71
699 -101	Contribution from General Fund	<u>400,000</u>	<u>400,000.00</u>	<u>0.00</u>	<u>400,000.00</u>
	TOTAL REVENUES	535,250	541,366.12	6,116.12	517,132.97
Expenditures					
702	Salaries and Wages	281,245	162,979.40	118,265.60	159,504.33
712	Overhead on Salaries and Wages	83,784	48,438.73	35,345.27	44,253.43
713	Life & Hospital Insurance	71,092	42,239.60	28,852.40	39,825.58
726	Supplies(Misc)	600	3.95	596.05	441.50
727	Office Overhead/Supplies	6,500	2,874.57	3,625.43	4,009.56
801	Professional Services	29,976	17,825.73	12,150.27	17,081.08
850	Telephones	2,800	886.92	1,913.08	942.62
860	Travel Expenses, Auto Allow	500	146.10	353.90	75.90
910	Insurance & Bonds	225	301.58	(76.58)	192.92
932	Repairs/Maintenance of Equipment	1,344	1,554.00	(210.00)	1,344.00
942	Rental of Building or Offices	51,996	30,331.00	21,665.00	30,331.00
943	Rental of Equipment	1,724	917.89	806.11	392.00
958	Membership and Dues	245	209.00	36.00	205.00
960	Education and Training	200	35.00	165.00	40.00
977	Capital Outlay-Equipment	1,000	0.00	1,000.00	1,681.51
979	Books, Magazines & Periodicals	<u>40,000</u>	<u>16,348.55</u>	<u>23,651.45</u>	<u>13,848.52</u>
	TOTAL EXPENDITURES	573,231.00	325,092.02	248,138.98	314,168.95
	EXCESS(DEFICIT) OF REVENUES OVER EXPENDITURES	<u>(37,981.00)</u>	<u>216,274.10</u>	<u>254,255.10</u>	<u>202,964.02</u>
	BEGINNING FUND BALANCE-7/1/16		108,074.28		
	FUND BALANCE 1/31/17		<u>324,348.38</u>		
	<u>Balance Sheet Balances</u>				
	Cash-Investments		319,742.89		
	Accrued Interest		3,375.08		
	Due to/Due from/Deferred		<u>1,230.41</u>		
	Net Assets		<u>324,348.38</u>		

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

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	
268-000-658-000	ORDINANCE/PENAL FINES-CO ALLO	100,000.00	99,429.93	100,000.00	123,380.84	2,007.30	
268-000-858-000	FINES AND FEES	18,000.00	10,287.15	18,000.00	10,481.34	1,115.49	
268-000-866-000	INTEREST EARNINGS	1,750.00	1,184.38	1,750.00	1,570.96	570.82	
268-000-875-000	CONTRIB FROM PRIVATE SOURCES	.00	.00	.00	2,200.00	.00	
268-000-876-001	CONTRIBUTIONS-FRIENDS	.00	2,393.55	.00	2,034.00	.00	
268-000-875-002	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	400,000.00	.00	
	TOTAL REVENUE	535,250.00	517,132.97	1,798.64	535,250.00	541,366.12	3,693.61
	TOTAL FUND-REVENUE	535,250.00	517,132.97	1,798.64	535,250.00	541,366.12	3,693.61
<u>EXPENDITURES</u>							
<u>DEPARTMENT 000</u>							
268-000-702-000	SALARIES AND WAGES	274,671.00	140,060.33	18,666.17	281,245.00	139,331.82	20,767.29
268-000-703-000	SICK, HOLIDAY, VACATION	.00	19,444.00	3,182.92	.00	23,388.65	2,497.97
268-000-711-000	OVERTIME	.00	.00	.00	.00	258.93	.00
268-000-712-000	OVERHEAD ON SALARIES & WAGES	75,047.00	44,253.43	6,069.36	83,784.00	48,438.73	6,834.31
268-000-713-000	LIFE & HOSPITAL INSURANCE	73,345.00	39,825.58	6,612.69	71,092.00	42,239.60	5,449.57
268-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	441.50	.00	600.00	3.95	.00
268-000-727-000	OFFICE SUPPLIES	6,500.00	4,009.56	(21.80)	6,500.00	2,874.57	67.41
268-000-801-000	PROFESSIONAL SERVICES	29,815.00	17,081.08	4,834.02	29,976.00	17,825.73	.00
268-000-850-000	TELEPHONES	2,800.00	942.62	135.75	2,800.00	886.92	151.61
268-000-860-000	TRAVEL EXPENSES, AUTO ALLOW.	500.00	75.90	.00	500.00	146.10	.00
268-000-910-000	INSURANCE AND BONDS	225.00	192.92	.00	225.00	301.58	.00
268-000-932-000	REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,344.00	.00	1,344.00	1,554.00	70.00
268-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00	30,331.00	4,333.00	51,996.00	30,331.00	4,333.00
268-000-943-000	RENTAL OF EQUIPMENT	1,000.00	392.00	132.48	1,724.00	917.89	102.00
268-000-958-000	MEMBERSHIP AND DUES	233.00	205.00	.00	245.00	209.00	.00
268-000-960-000	EDUCATION AND TRAINING	200.00	40.00	.00	200.00	35.00	.00
268-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,000.00	1,681.51	.00	1,000.00	.00	.00
268-000-979-000	BOOKS, MAGAZINES, PERIODICALS	40,000.00	13,848.52	1,065.79	40,000.00	16,348.55	800.79
	TOTAL DEPARTMENT 000	559,076.00	314,168.95	45,000.38	573,231.00	325,092.02	41,073.95

CITY OF ESCANABA
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

FUND 268 - LIBRARY FUND

	--- PREVIOUS YEAR ---			--- CURRENT YEAR ---		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
TOTAL FUND EXPENDITURES	559,076.00	314,168.95	45,000.38	573,231.00	325,092.02	41,073.95
NET REVENUES OVER EXPENDITURE	(23,826.00)	202,964.02	(43,201.74)	(37,981.00)	216,274.10	(37,380.34)

Growing Diversity

Presentation by Sue Robishaw



Wednesday, April 19 / 6:00 p.m.

Incorporate more diversity into your growing areas, whether lawn, field, garden or orchard. Have fun weaving layers together, expanding the edges, for healthier, happier spaces.

Sue will discuss and offer ideas and tips for getting your creation going and keep it growing—providing food, shelter and pleasure for yourself, family, friends and nature.

About the presenter ...

Sue Robishaw has had her hands in the dirt growing food since she and her husband, Steve Schmeck, moved to their backwoods off-grid Upper Peninsula homestead in 1978. With a large organic garden and expanding orchard she enjoys the challenge and fun of discovering what she can grow in this short season area.

As a writer she has been sharing her experiences with readers for almost 40 years through books, magazine articles, and a large, diverse website.

FREE event—No registration



For more information 906-789-7323 / www.escanabalibrary.org
400 Ludington St. in Downtown Escanaba, MI 49829





Altered Book Art Series— *Flowers*

Thursday
April 13th
6:00 p.m.

Turn old book pages into beautiful spring flowers!

Registration is required / All materials supplied

Call 906-789-7323 to register

Supported by the Friends of the Escanaba Public Library



For more information 906-789-7323 / www.escanabalibrary.org
400 Ludington St. in Downtown Escanaba, MI 49829

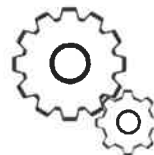




SCIENCE. TECHNOLOGY. ENGINEERING. ARTS. MATH.

STEAM TEAM IS BACK!

This group of 4—6th graders will team up on Tuesdays with local Science and Technology experts to **fabricate fun** and **fantastic** projects.



SPACE IS LIMITED—CALL TODAY TO SIGN-UP

TUESDAY, MARCH 7—3:00—4:30

Jean Montgomery , Superiorland Library Cooperative

Take apart a computer and make a mini robot bug from the parts

TUESDAY, MARCH 14—3:00—4:30

2LT Matt Jensen of the Civil Air Patrol - Aerodynamics and Paper Airplanes

TUESDAY, MARCH 21—3:00—4:30

Dr. Matthew Krynicki of Bay College - Physics Phenomenon!

TUESDAY, APRIL 11—3:00—4:30

2LT Matt Jensen—Plate tectonics

TUESDAY, APRIL 18—3:00—4:30

2LT Matt Jensen—Hydraulics

3:00 p.m. – 4:30

After-school snack provided

Escanaba Public Library

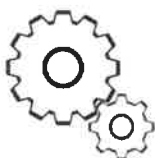
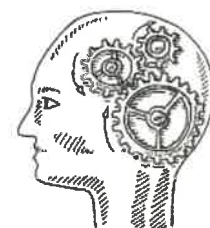
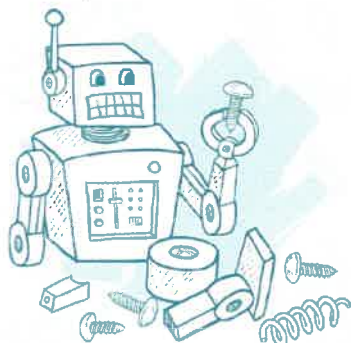
400 Ludington Street

Call 789-7328 to Sign-Up

DATA Bus Rides from the Upper Elementary to the Library Available—

Request at Sign-up one week prior

Hands-On Fun!



Sponsored by the FRIENDS of the Escanaba Public Library

**With assistance from the Superiorland Library Cooperative,
the Civil Air Patrol and the
Bay College STEM Club**