



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  
**September 26, 2016**

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

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**  
August 22, 2016

A meeting of the Escanaba Public Library Board of Trustees was held August 22, 2016 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

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

**ABSENT:** Janice Hallett

**PUBLIC COMMENT:** None

**APPROVAL/CORRECTIONS(S) TO MINUTES:** The minutes of June 27, 2016 were accepted on consensus

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

**DIRECTOR'S REPORT**

**Financials:** Expenditures from the books and materials line were reviewed in detail.

**Administration:** Penal fine revenue has come in \$20,000 higher than budgeted (\$121,373) An online donation button and a "wish list" have been added to the library web page. The library has successfully applied for Universal Service Fund discounts for FY 2016-17, resulting in a discount of over 70% for Internet services. Bandwidth has been increased to 70mbps, through collaboration with the library consortium. The City is replacing the phone system in all facilities this fall. The library will receive updated phones and service. Bids will go out to local vendors this fall for a new copier/fax/scanner for the library. The library's updated schedule of open hours has been added to the doors at the north entrance to the building, as well as the interior directory.

**Library Programs / Services**

The Friends of the Library staffed a booth at the Waterfront Art Fair in August. Friends distributed library information and book bags and sold items created at the altered book art classes as a promotion. The Children's Summer Reading program has concluded. Details will be reported at the meeting. Activities and promotions are being planned for September, designated "Library Card Sign-Up Month." Nineteen regional authors participated in the library's first author fair on August 18<sup>th</sup>. Evaluations were positive and it is likely the event will be repeated annually.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**ANNOUNCEMENTS:** None

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

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair

**CITY OF ESCANABA**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 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>						
268-000-528-000 FEDERAL REVENUE GRANT	.00	( 100.00)	( 100.00)	.00	.00	.00
268-000-566-100 ST OF MICHIGAN LIBRARY FUNDING	15,500.00	.00	.00	15,500.00	.00	.00
268-000-569-212 SUPERIORLAND	.00	.00	.00	.00	657.00	657.00
268-000-656-000 ORDINANCE/PENAL FINES-CO ALLO	100,000.00	.00	.00	100,000.00	121,373.54	121,373.54
268-000-658-000 FINES AND FEES	18,000.00	1,119.09	1,119.09	18,000.00	978.40	978.40
268-000-665-000 INTEREST EARNINGS	1,750.00	112.35	112.35	1,750.00	.00	.00
268-000-675-000 CONTRIB FROM PRIVATE SOURCES	.00	.00	.00	.00	200.00	200.00
268-000-699-101 CONTRIBUTION FR GENERAL FUND	400,000.00	.00	.00	400,000.00	.00	.00
<b>TOTAL REVENUE</b>	<b>535,250.00</b>	<b>1,131.44</b>	<b>1,131.44</b>	<b>535,250.00</b>	<b>123,208.94</b>	<b>123,208.94</b>
<b>TOTAL FUND REVENUE</b>	<b>535,250.00</b>	<b>1,131.44</b>	<b>1,131.44</b>	<b>535,250.00</b>	<b>123,208.94</b>	<b>123,208.94</b>
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000 SALARIES AND WAGES	274,671.00	20,729.34	20,729.34	281,245.00	18,652.66	18,652.66
268-000-703-000 SICK, HOLIDAY, VACATION	.00	2,642.86	2,642.86	.00	3,211.56	3,211.56
268-000-712-000 OVERHEAD ON SALARIES & WAGES	75,047.00	7,154.21	7,154.21	83,784.00	6,626.95	6,626.95
268-000-713-000 LIFE & HOSPITAL INSURANCE	73,345.00	5,184.14	5,184.14	71,092.00	7,003.09	7,003.09
268-000-726-000 SUPPLIES-MISCELLANEOUS	600.00	.00	.00	600.00	.00	.00
268-000-727-000 OFFICE SUPPLIES	6,500.00	22.51	22.51	6,500.00	56.84	56.84
268-000-801-000 PROFESSIONAL SERVICES	29,615.00	( 1,078.61)	( 1,078.61)	29,976.00	.00	.00
268-000-850-000 TELEPHONES	2,800.00	133.60	133.60	2,800.00	123.53	123.53
268-000-860-000 TRAVEL EXPENSES, AUTO ALLOW.	500.00	.00	.00	500.00	.00	.00
268-000-910-000 INSURANCE AND BONDS	225.00	.00	.00	225.00	.00	.00
268-000-932-000 REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,344.00	1,344.00	1,344.00	1,344.00	1,344.00
268-000-942-000 RENTAL OF BUILDING OR OFFICES	51,996.00	4,333.00	4,333.00	51,996.00	4,333.00	4,333.00
268-000-943-000 RENTAL OF EQUIPMENT	1,000.00	27.00	27.00	1,724.00	102.00	102.00
268-000-958-000 MEMBERSHIP AND DUES	233.00	.00	.00	245.00	.00	.00
268-000-960-000 EDUCATION AND TRAINING	200.00	.00	.00	200.00	.00	.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	40,000.00	950.00	950.00	40,000.00	2,167.53	2,167.53
<b>TOTAL DEPARTMENT 000</b>	<b>559,076.00</b>	<b>41,442.05</b>	<b>41,442.05</b>	<b>573,231.00</b>	<b>43,621.16</b>	<b>43,621.16</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>559,076.00</b>	<b>41,442.05</b>	<b>41,442.05</b>	<b>573,231.00</b>	<b>43,621.16</b>	<b>43,621.16</b>
<b>NET REVENUES OVER EXPENDITURE</b>	<b>( 23,826.00)</b>	<b>( 40,310.61)</b>	<b>( 40,310.61)</b>	<b>( 37,981.00)</b>	<b>79,587.78</b>	<b>79,587.78</b>

**CITY OF ESCANABA**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2016

**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	4,350.00	345.87	345.87	4,400.00	.00	.00
	TOTAL REVENUE	4,350.00	345.87	345.87	4,400.00	.00	.00
	TOTAL FUND REVENUE	<u>4,350.00</u>	<u>345.87</u>	<u>345.87</u>	<u>4,400.00</u>	<u>.00</u>	<u>.00</u>
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	34.20	34.20	10,000.00	.00	.00
		10,000.00	34.20	34.20	10,000.00	.00	.00
	TOTAL FUND EXPENDITURES	<u>10,000.00</u>	<u>34.20</u>	<u>34.20</u>	<u>10,000.00</u>	<u>.00</u>	<u>.00</u>
	NET REVENUES OVER EXPENDITURE	<u>( 5,650.00)</u>	<u>311.67</u>	<u>311.67</u>	<u>( 5,600.00)</u>	<u>.00</u>	<u>.00</u>