



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
October 24, 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
September 26, 2016**

A meeting of the Escanaba Public Library Board of Trustees was held September 26, 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, Janice Hallett, Kathy Mason, Carolyn Stacey, Library Director.

ABSENT: Neil Hivala

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of August 22, 2016 were accepted on consensus

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

DIRECTOR'S REPORT

Financials: Standard summary reports for the library fund and Bezold were provided. K. Mason requested a regular report showing the running fund balance. The report will be provided beginning next month.

Administration: Library director will attend the annual meeting of the Upper Peninsula Region of Library Cooperation on Thursday, September 29th in Marquette. Agenda topics include social media marketing for libraries and online publishing tools. Keynote speaker is author John Smolens. The library is working in cooperation with Bay College to conduct a "community conversation" based on the Harwood Institute community engagement program. Board members are invited to participate. The library director is exploring potential projects for new Library Services and Technology Act (LSTA) funds. A competitive grant cycles opens this fall. Awards will be from \$50,000 - \$225,000 with a possible total of \$500,000 over three years. Only one to three proposals will be approved for the entire state. The library is included in a new online resource called the U.P. Arts and Culture Map, developed by the Bonifas Art Center at www.upartandculture.com

Library Programs / Services

The library will start a monthly outreach service to Northwoods Assisted Living in October. Residents may choose from a selection of books and/or learn about the library's digital collections. The library is partnering with the League of Women Voters to present a program on the electoral process for students in grades 4-6 in October. The library and the Friends sponsoring a teen book club in cooperation with the Escanaba High School. The group will meet at the library on Saturday mornings. Library staff have been at the Farmer's Market each Wednesday in September to promote library card sign-up month. Fall/Winter program planning is in progress. Popular altered book art classes will continue in October and December and a family event will be offered on "deer day." The adult winter reading program will take place in January and February. The library and the Friends will Celebrate Friends of the Library Week Oct 16-22 with special promotions.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

ANNOUNCEMENTS: None

ADJOURNMENT: 5:30p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 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)	.00	.00	.00
268-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	15,500.00	.00	.00	15,500.00	.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	100.00	.00	.00
268-000-656-000	ORDINANCE/PENAL FINES-CO ALLO	100,000.00	99,429.93	99,429.93	100,000.00	121,373.54
268-000-658-000	FINES AND FEES	18,000.00	3,560.24	2,441.15	18,000.00	3,165.24
268-000-665-000	INTEREST EARNINGS	1,750.00	271.21	158.86	1,750.00	609.90
268-000-675-000	CONTRIB FROM PRIVATE SOURCES	.00	.00	.00	.00	200.00
268-000-675-001	CONTRIBUTIONS-FRIENDS	.00	1,436.47	1,436.47	.00	.00
268-000-699-101	CONTRIBUTION FR GENERAL FUND	400,000.00	.00	.00	400,000.00	.00
	TOTAL REVENUE	535,250.00	104,697.85	103,566.41	535,250.00	126,005.68
	TOTAL FUND REVENUE	535,250.00	104,697.85	103,566.41	535,250.00	126,005.68
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000	SALARIES AND WAGES	274,671.00	41,123.80	20,394.46	281,245.00	41,040.98
268-000-703-000	SICK, HOLIDAY, VACATION	.00	3,947.58	1,304.72	.00	4,588.04
268-000-712-000	OVERHEAD ON SALARIES & WAGES	75,047.00	13,229.82	6,075.61	83,784.00	13,375.67
268-000-713-000	LIFE & HOSPITAL INSURANCE	73,345.00	11,820.00	6,635.86	71,092.00	12,380.23
268-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	.00	.00	600.00	3.95
268-000-727-000	OFFICE SUPPLIES	6,500.00	443.31	420.80	6,500.00	940.10
268-000-801-000	PROFESSIONAL SERVICES	29,615.00	2,793.47	3,872.08	29,976.00	7,163.58
268-000-850-000	TELEPHONES	2,800.00	268.14	134.54	2,800.00	245.83
268-000-860-000	TRAVEL EXPENSES, AUTO ALLOW.	500.00	.00	.00	500.00	75.90
268-000-910-000	INSURANCE AND BONDS	225.00	.00	.00	225.00	.00
268-000-932-000	REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,344.00	.00	1,344.00	1,344.00
268-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00	8,666.00	4,333.00	51,996.00	8,666.00
268-000-943-000	RENTAL OF EQUIPMENT	1,000.00	54.00	27.00	1,724.00	204.00
268-000-958-000	MEMBERSHIP AND DUES	233.00	205.00	205.00	245.00	.00
268-000-960-000	EDUCATION AND TRAINING	200.00	.00	.00	200.00	.00
268-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,000.00	.00	.00	1,000.00	.00
268-000-979-000	BOOKS, MAGAZINES, PERIODICALS	40,000.00	2,176.14	1,226.14	40,000.00	2,604.46
	TOTAL DEPARTMENT 000	559,076.00	86,071.26	44,629.21	573,231.00	92,632.74
	TOTAL FUND EXPENDITURES	559,076.00	86,071.26	44,629.21	573,231.00	92,632.74
	NET REVENUES OVER EXPENDITURE	(23,826.00)	18,626.59	58,937.20	(37,981.00)	(38,077.40)

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 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	691.44	345.57	4,400.00	1,058.11	366.01
	TOTAL REVENUE	4,350.00	691.44	345.57	4,400.00	1,058.11	366.01
	TOTAL FUND REVENUE	4,350.00	691.44	345.57	4,400.00	1,058.11	366.01
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	75.60	41.40	10,000.00	1,659.11	1,659.11
		10,000.00	75.60	41.40	10,000.00	1,659.11	1,659.11
	TOTAL FUND EXPENDITURES	10,000.00	75.60	41.40	10,000.00	1,659.11	1,659.11
	NET REVENUES OVER EXPENDITURE	(5,650.00)	615.84	304.17	(5,600.00)	(601.00)	(1,293.10)

CITY OF ESCANABA - ESCANABA PUBLIC LIBRARY

Comparison of Budget to Actual-Fiscal Year 2016-17

As Of 8/31/16

UNAUDITED

	ACCOUNT DESCRIPTION	2016-17 BUDGET	UNAUDITED THRU 08/01/2016	COMPARISON TO BUDGET	ACTUAL THRU 08/01/2015
Revenues					
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	121,373.54	21,373.54	99,429.93
658	Fines and Fees	18,000	3,165.24	(14,834.76)	3,560.24
665	Interest Earnings	1,750	609.90	(1,140.10)	271.21
675	Contributions from Private Sources	0	200.00	200.00	1,436.47
699 -101	Contribution from General Fund	<u>400,000</u>	<u>0.00</u>	<u>(400,000.00)</u>	<u>0.00</u>
	TOTAL REVENUES	535,250	126,005.68	(409,244.32)	104,697.85
Expenditures					
702	Salaries and Wages	281,245	45,629.02	235,615.98	45,071.38
712	Overhead on Salaries and Wages	83,784	13,375.67	70,408.33	13,229.82
713	Life & Hospital Insurance	71,092	12,380.23	58,711.77	11,820.00
726	Supplies(Misc)	600	3.95	596.05	0.00
727	Office Overhead/Supplies	6,500	940.10	5,559.90	443.31
801	Professional Services	29,976	7,163.58	22,812.42	2,793.47
850	Telephones	2,800	245.83	2,554.17	268.14
860	Travel Expenses, Auto Allow	500	75.90	424.10	0.00
910	Insurance & Bonds	225	0.00	225.00	0.00
932	Repairs/Maintenance of Equipment	1,344	1,344.00	0.00	1,344.00
942	Rental of Building or Offices	51,996	8,666.00	43,330.00	8,666.00
943	Rental of Equipment	1,724	204.00	1,520.00	54.00
958	Membership and Dues	245	0.00	245.00	205.00
960	Education and Training	200	0.00	200.00	0.00
977	Capital Outlay-Equipment	1,000	0.00	1,000.00	0.00
979	Books, Magazines & Periodicals	<u>40,000</u>	<u>2,604.46</u>	<u>37,395.54</u>	<u>2,176.14</u>
	TOTAL EXPENDITURES	573,231.00	92,632.74	480,598.26	86,071.26
	EXCESS(DEFICIT) OF REVENUES OVER EXPENDITURES	<u>(37,981.00)</u>	<u>33,372.94</u>	<u>71,353.94</u>	<u>18,626.59</u>
	BEGINNING FUND BALANCE-7/1/16		108,074.28		
	FUND BALANCE	8/31/16	<u>141,447.22</u>		
	<u>Balance Sheet Balances</u>				
	Cash-Investments		137,269.47		
	Accrued Interest		2,947.34		
	Due to/Due from/Deferred		<u>1,230.41</u>		
	Net Assets		<u>141,447.22</u>		

2016-17 Digital Collection Use

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
E-book Circulation	320	395	355										1070
Audio Downloads	223	264	212										699
Zinio Magazine Circ	92	104	105										301
TOTAL DIGITAL CIRC	635	763	672	0	0	0	0	0	0	0	0	0	2070
Ancestry Library (# of searches)	1294	774	205										2273
Digital Newspapers (# of visitors)	785	877											1,662
Mango Languages (# of sessions)	3,070	3,114	3,193										9,377
TOTAL	5784	5528	4070	0	0	0	0	0	0	0	0	0	15,382
OTHER DIGITAL STATS													
Overdrive -new patrons	9	18	8										35
- unique patrons	120	134	124										378
Zinio -unique patrons	10	10	11										31
-new patrons	2	1	0										3
Facebook - # of likes	856	858	865										2579
- # of people viewing posts	3760	4,366	4,369										12,495
Twitter - # of followers	139	136	140										415
Web Page - # of users	no data	591	1,383										1974
- # of sessions	for July	1,027	2,951										3978
Mango - registered users	300	302	306										908
Newspapers - # of searches	369	412											781
Laptop Checkout	3	1	0										4
Wireless Network Use (total)	604	743	529										1876
(unique connections)	384	447	278										1109

Web Page Visits recording started 9/16/13

Wireless Network Use includes Charter connections in addition to Merit connections beginning Nov 2013.

Thank you, Friends of the Library

EDITOR:

National Friends of Libraries Week is celebrated Oct. 17-22. This is an ideal time to highlight the accomplishments and contributions of the Friends of the Escanaba Public Library.

Merriam Webster defines a friend as, "one attached to another by affection or esteem," and "a person who helps or supports someone or something." This definition certainly applies to this group, who love the library enough to give their spare time and talents to making

it better, but our Friends go beyond the standard definition.

Community members may be familiar with the Friends from attending their annual Ice Cream Social or the used book sale, but there is much more that happens behind the scenes.

The Friends help the library extend its reach and enhance its services beyond what is possible in the library budget by sponsoring arts and cultural events, promoting community outreach, supporting quality collections and enabling facility improve-

ments.

The support of the Friends is evident in every area of library operations: read a bestseller, attend an author talk or concert. It is due to the Friends. Bring in the kids for summer reading or enjoy a walk in the library garden, it's the Friends. The Friends support digital learning by purchasing new computers and funding subscriptions to online tools such as Mango Languages, Arvesty Literary and Kindle-

books. They have enabled wireless printing and color copies,

digitized local historical newspapers, sponsored after-school science programs for kids, helped to put iPads in the library and cultivated a teen book club.

It isn't possible to detail every contribution that the Friends have made in this brief letter. It is fair to say that the library would not be what it is without the Friends. On behalf of the library staff and patrons, thank you, Friends.

Carolyn Stacey

Director

Escanaba Public Library