



LIBRARY BOARD OF TRUSTEES
MEETING AGENDA
Meetings: 4th Monday of the month

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

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

Library Board of Trustees
November 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

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
October 23, 2017**

A meeting of the Escanaba Public Library Board of Trustees was held October 23, 2017 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

PRESENT: Elizabeth Keller, Janice Hallett, Neil Hivala, Kathy Mason, Tammy Wiles, Carolyn Stacey, Library Director.

ABSENT: Patricia Baribeau

PUBLIC COMMENT:

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of September 25, 2017 were accepted on consensus.

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

DIRECTOR'S REPORT

Use Measures: Reviewed

Financials: Reviewed.

Administration: Two promotional pieces on library services during FY 2016-17 were shared for feedback. Director will clarify the "resource sharing" graph and re-order the services listed based on comments from Trustees. The final report will be sent to townships, shared with City Manager and Friends of the Library and will be made available to public. Director shared the agenda for the upcoming library staff meeting.

Library Programs / Services: National Friends of Libraries Week was celebrated October 15 – 21 with promotions on radio, social media and in the Daily Press. The library will be promoting National Novel Writing Month (NaNoWriMo) during November. Materials on the creative process will be highlighted and space/time will be allotted for writers who wish to convene to write together. The pumpkin decorating contest (Great Pumpkin Checkout) is being met with enthusiasm by children and adults. Completed pumpkins are on display through this week for judging. Marquette area musicians Troy Graham and Emily Griffith will play folk/indie music in the library this Thursday, 10/26 at 6pm. Sponsored by the Friends. Five authors and contributors to the anthology, *And Here: 100 Years of Upper Peninsula Writing*, will read and sign books on November 9th at 6:00 p.m. The children's department will present a Family Fun Night this Wednesday in collaboration with Great Start and the Delta County ISD from 6:30 – 7:30 p.m.

UNFINISHED BUSINESS: None

NEW BUSINESS:

ANNOUNCEMENTS: Next meeting is Monday, November 27, 2017 at 5:00 p.m.

ADJOURNMENT: 5:45p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair

CITY OF ESCANABA - ESCANABA PUBLIC LIBRARY

Comparison of Budget to Actual-Fiscal Year 2017-18

As Of 10/31/17

UNAUDITED

	ACCOUNT DESCRIPTION	2017-18 BUDGET	UNAUDITED THRU 10/31/2017	COMPARISON TO BUDGET	ACTUAL THRU 09/30/2016
Revenues					
437 -002	Renaissance Zone Reimb	0	590.96	590.96	1,041.98
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	750.00	750.00	657.00
656	Ordinance/Penal Fines - County Allocation	100,000	0.00	(100,000.00)	121,373.54
658	Fines and Fees	18,000	5,228.27	(12,771.73)	4,956.14
665	Interest Earnings	1,750	404.94	(1,345.06)	785.69
675	Contributions from Private Sources	0	1,674.96	1,674.96	200.00
694	Miscellaneous	0	0.00	0.00	0.00
698	Gain/(Loss) on Investments	0	0.00	0.00	0.00
699 -101	Contribution from General Fund	400,000	0.00	(400,000.00)	0.00
	TOTAL REVENUES	535,250	8,649.13	(526,600.87)	129,014.35
Expenditures					
702	Salaries and Wages	286,531	93,493.39	193,037.61	68,376.14
712	Overhead on Salaries and Wages	74,453	24,867.39	49,585.61	20,179.23
713	Life & Hospital insurance	73,920	25,773.84	48,146.16	17,302.58
726	Supplies(Misc)	600	288.28	311.72	3.95
727	Office Overhead/Supplies	6,500	1,603.15	4,896.85	1,734.30
801	Professional Services	30,465	7,930.52	22,534.48	7,801.43
850	Telephones	3,250	507.90	2,742.10	367.81
860	Travel Expenses, Auto Allow	500	70.62	429.38	75.90
910	Insurance & Bonds	225	307.53	(82.53)	301.58
932	Repairs/Maintenance of Equipment	1,344	0.00	1,344.00	1,344.00
942	Rental of Building or Offices	51,996	17,332.00	34,664.00	12,999.00
943	Rental of Equipment	1,900	392.00	1,508.00	306.00
958	Membership and Dues	245	210.00	35.00	209.00
960	Education and Training	200	35.00	165.00	35.00
977	Capital Outlay-Equipment	1,000	575.74	424.26	0.00
979	Books, Magazines & Periodicals	40,000	8,513.97	31,486.03	7,167.96
	TOTAL EXPENDITURES	573,129.00	181,901.33	391,227.67	138,203.88
	EXCESS(DEFICIT) OF REVENUES OVER EXPENDITURES	(37,879.00)	(173,252.20)	(135,373.20)	(9,189.53)
	BEGINNING FUND BALANCE-7/1/17		217,303.66		
	FUND BALANCE 10/31/17		44,051.46		
	<u>Balance Sheet Balances</u>				
	Cash-Investments		89,510.46		
	Accrued Interest		442.03		
	Due to/Due from/Deferred		(45,901.03)		
	A/P at YE and Prepaids		0.00		
	Net Assets		44,051.46		

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CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 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	1,041.98	.00	.00	590.98	.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	657.00	.00	.00	750.00	.00
268-000-656-000 ORDINANCE/PENAL FINES-CO ALLO	100,000.00	121,373.54	.00	100,000.00	.00	.00
268-000-658-000 FINES AND FEES	18,000.00	6,053.64	1,097.50	18,000.00	5,228.27	1,099.78
268-000-665-000 INTEREST EARNINGS	1,750.00	958.63	172.94	1,750.00	404.94	.00
268-000-675-000 CONTRIB FROM PRIVATE SOURCES	.00	200.00	.00	.00	139.57	99.57
268-000-675-001 CONTRIBUTIONS-FRIENDS	.00	2,034.00	2,034.00	.00	1,000.00	.00
268-000-675-002 CONTRIBUTIONS- COMMUNITY FUND	.00	.00	.00	.00	634.98	.00
268-000-699-101 CONTRIBUTION FR GENERAL FUND	400,000.00	.00	.00	400,000.00	.00	.00
TOTAL REVENUE	535,250.00	132,318.79	3,304.44	535,250.00	8,748.70	1,199.35
TOTAL FUND REVENUE	535,250.00	132,318.79	3,304.44	535,250.00	8,748.70	1,199.35
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000 SALARIES AND WAGES	281,245.00	81,260.18	20,597.94	286,531.00	81,781.82	21,816.34
268-000-703-000 SICK, HOLIDAY, VACATION	.00	9,127.15	1,413.25	.00	11,711.77	1,713.09
268-000-712-000 OVERHEAD ON SALARIES & WAGES	83,784.00	26,963.77	6,784.54	74,453.00	24,867.39	8,236.15
268-000-713-000 LIFE & HOSPITAL INSURANCE	71,092.00	24,305.67	7,003.09	73,920.00	25,773.84	5,785.37
268-000-726-000 SUPPLIES-MISCELLANEOUS	600.00	3.95	.00	600.00	288.28	34.96
268-000-727-000 OFFICE SUPPLIES	6,500.00	1,780.82	46.52	6,500.00	1,603.15	473.92
268-000-801-000 PROFESSIONAL SERVICES	29,976.00	7,828.28	26.85	30,465.00	7,930.52	4,288.78
268-000-850-000 TELEPHONES	2,800.00	498.32	130.51	3,250.00	507.90	152.40
268-000-880-000 TRAVEL EXPENSES, AUTO ALLOW.	500.00	147.18	71.28	500.00	70.62	70.62
268-000-910-000 INSURANCE AND BONDS	225.00	301.58	.00	225.00	307.53	.00
268-000-932-000 REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,449.00	105.00	1,344.00	.00	.00
268-000-942-000 RENTAL OF BUILDING OR OFFICES	51,996.00	17,332.00	4,333.00	51,996.00	17,332.00	4,333.00
268-000-943-000 RENTAL OF EQUIPMENT	1,724.00	408.00	102.00	1,900.00	392.00	98.00
268-000-956-000 MEMBERSHIP AND DUES	245.00	209.00	.00	245.00	210.00	.00
268-000-960-000 EDUCATION AND TRAINING	200.00	35.00	.00	200.00	35.00	35.00
268-000-977-000 CAPITAL OUTLAY-EQUIPMENT	1,000.00	.00	.00	1,000.00	575.74	.00
268-000-979-000 BOOKS, MAGAZINES, PERIODICALS	40,000.00	8,434.15	1,266.19	40,000.00	8,513.97	2,315.18
TOTAL DEPARTMENT 000	573,231.00	180,084.05	41,880.17	573,129.00	181,901.33	47,352.81
TOTAL FUND EXPENDITURES	573,231.00	180,084.05	41,880.17	573,129.00	181,901.33	47,352.81
NET REVENUES OVER EXPENDITURE	(37,981.00)	(47,765.26)	(38,575.73)	(37,879.00)	(173,152.63)	(46,153.46)

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

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	4,400.00	1,827.66	397.41	4,500.00	725.35	.00
	TOTAL REVENUE	4,400.00	1,827.66	397.41	4,500.00	725.35	.00
	TOTAL FUND REVENUE	4,400.00	1,827.66	397.41	4,500.00	725.35	.00
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	1,890.59	119.60	10,000.00	106.45	24.35
		10,000.00	1,890.59	119.60	10,000.00	106.45	24.35
	TOTAL FUND EXPENDITURES	10,000.00	1,890.59	119.60	10,000.00	106.45	24.35
	NET REVENUES OVER EXPENDITURE	(5,600.00)	(62.93)	277.81	(5,500.00)	618.90	(24.35)