



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
November 28, 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
DRAFT MINUTES
October 24, 2016**

A meeting of the Escanaba Public Library Board of Trustees was held October 24, 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, Carolyn Stacey, Library Director.

ABSENT: Kathy Mason, Patricia Baribeau

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of September 26, 2016 were accepted on consensus

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

DIRECTOR'S REPORT

Use Measures: Annual comparison statistics were presented for September. Most notable is the increase in network use. **Financials:** Standard summary reports for the library fund and Bezold were provided, as well as a new report showing current fund balance. **Administration:** A grant for Universal Service Fund discounts to update the library's wiring was successful. The grant award is \$11,198 and will be accepted by City Council in November. Library director is part of a committee exploring the possibility of a regional Library Services & Technology Act (LSTA) grant to fund wi-fi hotspots and related technology for member libraries. Director is registered for online session on active shooter procedures in libraries, presented by the North Dakota State Library on November 15th. The library is currently evaluating three bids from vendors for a replacement photocopier, which has been budgeted for FY 16-17. The Superiorland Library Cooperative has published the first issue of a new quarterly newsletter (distributed). The library director will take part in a statewide focus group for the Library of Michigan on November 17th in Marquette. The topic is grants for libraries. A report indicating use of digital collection materials has been included with this board packet. Please note, web site visits are tracked monthly and reported here.

Meetings Attended:

9/26 – Friends Publicity Committee Meeting

9/29 – UPRLC Annual Meeting, Marquette

10/4 – Friends Events Committee Meeting

10/12, 10/26 UPRLC Grants Committee Meetings

10/13, 10/20 City Dept. Head Meetings

10/14 – Library Staff Meeting

10/18 – Escanaba Rotary (Speaker)

10/19 – Senior Networking Group

10/19 – Bay College Math/Science Faculty Meeting

Friends of the Library Activities

National Friends of Libraries Week concluded 10/22. Efforts to promote the Friends work this week included a letter to the editor, press release, radio announcements and talk to the Escanaba Rotary, as well as postings on the library's social media. Friends have contributed \$134,000 to the library over the past five years. Publicity Committee of the Friends has recently completed a "Ways to Give" brochure that outlines how people can contribute (distributed). The next Friends meeting is scheduled for Wednesday, November 9th at 6:00 p.m.

Library Programs / Services:

Library director visited Northwoods Assisted Living Oct. 21st to demonstrate online resources and checkout library materials to residents. Library is working with Bay College Math/Science Faculty on the library's after-school STEAM program. Director will be meeting with the Bay Stem Club on Nov. 2nd to discuss how students can be involved.

October / November Programs:

Wednesday Night Readers, Oct 6, Nov 9, 6:30 p.m.

Library Babies, Oct 14, 21, 28, Nov 4, 11, 18 – 10:30 a.m.

Toddler Time, Oct 12, 19, 26, Nov 2,9,16 – 10:30 a.m.
Saturday Storyhour, Oct 15,22,29, Nov 5,12,19 – 1:30 p.m.
Altered Book Art – Pumpkins, Oct 20 – 6:00 p.m. (26 attended)
ISD Family Fun Night-Oct 26, 6:30 p.m.
Deer Day Getaway (Family) – Nov 16, 6:00 p.m.
UNFINISHED BUSINESS: None
NEW BUSINESS: None
ANNOUNCEMENTS: None
ADJOURNMENT: 5:40p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 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	.00	.00	.00	1,041.98	1,041.98
268-000-528-000	FEDERAL REVENUE GRANT	.00	(100.00)	.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	.00
268-000-569-221	LIB OF MI FOUNDATION BOOK TOUR	.00	100.00	.00	.00	.00	.00
268-000-656-000	ORDINANCE/PENAL FINES-CO ALLO	100,000.00	99,429.93	.00	100,000.00	121,373.54	.00
268-000-658-000	FINES AND FEES	18,000.00	4,457.24	897.00	18,000.00	4,956.14	1,790.90
268-000-665-000	INTEREST EARNINGS	1,750.00	400.01	128.80	1,750.00	785.69	175.79
268-000-675-000	CONTRIB FROM PRIVATE SOURCES	.00	.00	.00	.00	200.00	.00
268-000-675-001	CONTRIBUTIONS-FRIENDS	.00	1,436.47	.00	.00	.00	.00
268-000-675-002	CONTRIBUTIONS- COMMUNITY FUND	.00	1,101.65	1,101.65	.00	.00	.00
268-000-699-101	CONTRIBUTION FR GENERAL FUND	400,000.00	.00	.00	400,000.00	.00	.00
	TOTAL REVENUE	535,250.00	106,825.30	2,127.45	535,250.00	129,014.35	3,008.67
	TOTAL FUND REVENUE	535,250.00	106,825.30	2,127.45	535,250.00	129,014.35	3,008.67
<u>EXPENDITURES</u>							
<u>DEPARTMENT 000</u>							
268-000-702-000	SALARIES AND WAGES	274,671.00	61,479.08	20,355.28	281,245.00	60,662.24	19,621.26
268-000-703-000	SICK, HOLIDAY, VACATION	.00	6,298.63	2,351.05	.00	7,713.90	3,125.86
268-000-712-000	OVERHEAD ON SALARIES & WAGES	75,047.00	19,433.74	6,203.92	83,784.00	20,179.23	6,803.56
268-000-713-000	LIFE & HOSPITAL INSURANCE	73,345.00	16,915.91	5,095.91	71,092.00	17,302.58	4,922.35
268-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	58.60	58.60	600.00	3.95	.00
268-000-727-000	OFFICE SUPPLIES	6,500.00	1,236.08	792.77	6,500.00	1,734.30	794.20
268-000-801-000	PROFESSIONAL SERVICES	29,615.00	6,816.60	4,023.13	29,976.00	7,801.43	637.85
268-000-850-000	TELEPHONES	2,800.00	269.77	1.63	2,800.00	367.81	121.98
268-000-860-000	TRAVEL EXPENSES, AUTO ALLOW.	500.00	.00	.00	500.00	75.90	.00
268-000-910-000	INSURANCE AND BONDS	225.00	192.92	192.92	225.00	301.58	301.58
268-000-932-000	REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,344.00	.00	1,344.00	1,344.00	.00
268-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00	12,999.00	4,333.00	51,996.00	12,999.00	4,333.00
268-000-943-000	RENTAL OF EQUIPMENT	1,000.00	81.00	27.00	1,724.00	306.00	102.00
268-000-958-000	MEMBERSHIP AND DUES	233.00	205.00	.00	245.00	209.00	209.00
268-000-960-000	EDUCATION AND TRAINING	200.00	30.00	30.00	200.00	35.00	35.00
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	3,532.81	1,356.67	40,000.00	7,167.96	4,563.50
	TOTAL DEPARTMENT 000	559,076.00	130,893.14	44,821.88	573,231.00	138,203.88	45,571.14
	TOTAL FUND EXPENDITURES	559,076.00	130,893.14	44,821.88	573,231.00	138,203.88	45,571.14

CITY OF ESCANABA
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

FUND 268 - LIBRARY FUND

	— PREVIOUS YEAR —			— CURRENT YEAR —		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
NET REVENUES OVER EXPENDITURE	(23,826.00)	(24,067.84)	(42,694.43)	(37,981.00)	(9,189.53)	(42,562.47)

CITY OF ESCANABA - ESCANABA PUBLIC LIBRARY

Comparison of Budget to Actual-Fiscal Year 2016-17

As Of **9/30/16**

UNAUDITED

	ACCOUNT DESCRIPTION	2016-17 BUDGET	UNAUDITED THRU 09/30/2016	COMPARISON TO BUDGET	ACTUAL THRU 09/30/2015
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	4,956.14	(13,043.86)	4,457.24
665	Interest Earnings	1,750	785.69	(964.31)	400.01
675	Contributions from Private Sources	0	1,241.98	1,241.98	2,538.12
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	129,014.35	(406,235.65)	106,825.30
Expenditures					
702	Salaries and Wages	281,245	68,376.14	212,868.86	67,777.71
712	Overhead on Salaries and Wages	83,784	20,179.23	63,604.77	19,433.74
713	Life & Hospital Insurance	71,092	17,302.58	53,789.42	16,915.91
726	Supplies(Misc)	600	3.95	596.05	58.60
727	Office Overhead/Supplies	6,500	1,734.30	4,765.70	1,236.08
801	Professional Services	29,976	7,801.43	22,174.57	6,816.60
850	Telephones	2,800	367.81	2,432.19	269.77
860	Travel Expenses, Auto Allow	500	75.90	424.10	0.00
910	Insurance & Bonds	225	301.58	(76.58)	192.92
932	Repairs/Maintenance of Equipment	1,344	1,344.00	0.00	1,344.00
942	Rental of Building or Offices	51,996	12,999.00	38,997.00	12,999.00
943	Rental of Equipment	1,724	306.00	1,418.00	81.00
958	Membership and Dues	245	209.00	36.00	205.00
960	Education and Training	200	35.00	165.00	30.00
977	Capital Outlay-Equipment	1,000	0.00	1,000.00	0.00
979	Books, Magazines & Periodicals	<u>40,000</u>	<u>7,167.96</u>	<u>32,832.04</u>	<u>3,532.81</u>
	TOTAL EXPENDITURES	573,231.00	138,203.88	435,027.12	130,893.14
EXCESS(DEFICIT) OF REVENUES OVER EXPENDITURES		<u>(37,981.00)</u>	<u>(9,189.53)</u>	<u>28,791.47</u>	<u>(24,067.84)</u>
BEGINNING FUND BALANCE-7/1/16			108,074.28		
FUND BALANCE		9/30/16	<u>98,884.75</u>		
Balance Sheet Balances					
	Cash-Investments		94,631.79		
	Accrued Interest		3,022.55		
	Due to/Due from/Deferred		<u>1,230.41</u>		
	Net Assets		<u>98,884.75</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	410									1480
Audio Downloads	223	264	212	226									925
Zinio Magazine Circ	92	104	105	115									416
TOTAL DIGITAL CIRC	635	763	672	751	0	0	0	0	0	0	0	0	2821
Ancestry Library	1294	774	205	270									2543
(# of searches)													
Digital Newspapers	785	877	893	941									3,496
(# of visitors)													
Mango Languages	3,070	3,114	3,193	3,243									12,620
(# of sessions)													
TOTAL	5784	5528	4963	5205	0	0	0	0	0	0	0	0	21,480
OTHER DIGITAL STATS													
Override -new patrons	9	18	8	9									44
- unique patrons	120	134	124	121									499
Zinio - unique patrons	10	10	11	10									41
-new patrons	2	1	0	1									4
Facebook - # of likes	856	858	865	868									3447
- # of people viewing posts	3760	4,366	4,369	4,394									16,889
Twitter - # of followers	139	136	140	142									557
Web Page - # of users	no data	591	1,383	1,414									3388
- # of sessions	for July	1,027	2,951	2,927									6905
Mango - registered users	300	302	306	307									1215
Newspapers - # of searches	369	412	445	461									1687
Laptop Checkout	3	1	0	0									4
Wireless Network Use (total)	604	743	529	443									2319
(unique connections)	384	447	278	246									1355

NOTES:

Web Page Visits recording started 9/16/13

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