



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  
**December 19, 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**

1. Year in Review

The library director will provide a review of major activities of 2016 in conjunction with the strategic plan in preparation for prioritizing goals in January, 2017.

**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  
November 28, 2016**

A meeting of the Escanaba Public Library Board of Trustees was held November 28, 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, Patricia Baribeau, Carolyn Stacey, Library Director.

**ABSENT:** Kathy Mason

**PUBLIC COMMENT:** None

**APPROVAL/CORRECTIONS(S) TO MINUTES:** The minutes of October 24, 2016 were accepted on consensus, with correction to the spelling of Patricia Baribeau's name.

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

**DIRECTOR'S REPORT**

Trustees received use measures for October. A comparison report was been provided for the library budget, current through September, 2016. A report showing running fund balance has also been provided. A balance sheet from the preliminary audit for FY 2015-16 indicates that library did not spend budgeted fund balance for the year. Director will attend a City workshop on marketing and branding scheduled for December 6<sup>th</sup> from 6 – 8 p.m. A new copier with scan to email, fax and color printing is now available for public use. The City Council accepted the USF grant for wiring. Upgrades are expected to begin in January. 26 people attended the Deer Day Getaway on November 15<sup>th</sup>. The library children's department is planning a display for the upcoming Christmas Parade on Friday, December 2<sup>nd</sup> at 7:00 p.m. Hot Reads for Cold Nights will take place January – February. Library staff will work with Bay College students and Faculty in planning and presenting STEAM workshops to begin in February. The library will highlight Teen Tech Week in March with a computer re-use workshop. Outreach visits to Northwood Place are scheduled monthly.

Upcoming Programs:

EHS Student Book Club, Saturday, Dec 3<sup>rd</sup> – 10:30 a.m.

Altered Book Art – Holiday Ornaments, Dec 8<sup>th</sup> – 6:00 p.m.

Wednesday Night Readers, December 14<sup>th</sup>, 6:30 p.m.

Storytime with Santa, Saturday, Dec 17<sup>th</sup> – 1:30 p.m.

Legal and Financial Issues of Alzheimer's / Dementia Care – Feb 15, 22<sup>nd</sup> – 1:00 p.m

Trustees requested an email reminder of the board meeting on the day of the meeting and extra print packets for the meeting. A request was made to invite the Friends president to attend an upcoming meeting.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**ANNOUNCEMENTS:** None

**ADJOURNMENT:** 5:29 p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair

**Director's report  
Escanaba Public Library  
Board of Trustees – Regular Meeting  
December 19, 2016**

<b>Use Measure</b>	<b>Nov 15</b>	<b>Nov 16</b>
<i>Checkouts – Physical</i>	7366	6627
<i>Checkouts - Digital</i>	550	602
<i>Holds Activity</i>	858	844
<i>Library Cards Issued</i>	67	55
<i>Network Use</i>	1169	1754
<i>Fines &amp; Fees Paid</i>	\$797.27	\$886.33
<i>Patron Gate Count</i>	6701	6940
Attendance – Children's Events	234	197
Attendance – Adult Events	0	21

**Financials:**

A comparison report has been provided for the library budget, current through October, 2016. A report showing running fund balance will also be provided.

**Administration:**

- Director has created an internal blog for improved communication on library events and activities for staff.
- Wiring upgrades are expected to be complete by December 19<sup>th</sup>.

**Library Programs / Services:**

- The Superiorland Library Cooperative is funding a startup collection of streaming videos, now available through the Great Lakes Digital Libraries. Movies check out for 48 hours and require a library account.
- The donated collection of nautical charts is expected to be ready for public use in early winter. Volunteers Marilyn Kinsey-Brown and Judy Fouts have organized the collection. Harbor Master Larry Gravatt is building a case and display unit for the charts.

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, 22<sup>nd</sup> – 1:00 p.m.
- Delta County Historical Society Winter Outreach Lecture – Feb 15<sup>th</sup> – 7:00 p.m.

Ongoing Programs:

- Library Babies
- Toddler Storytime
- Saturday Storyhour
- EHS Student Book Club
- Wednesday Night Readers

**CITY OF ESCANABA**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 5 MONTHS ENDING NOVEMBER 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	786.80	.00	.00	1,041.98	.00
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	7,229.26	1,579.72	18,000.00	7,752.65	1,699.01
268-000-665-000	INTEREST EARNINGS	1,750.00	581.91	99.59	1,750.00	958.61	.00
268-000-675-000	CONTRIB FROM PRIVATE SOURCES	.00	.00	.00	.00	2,200.00	2,000.00
268-000-675-001	CONTRIBUTIONS-FRIENDS	.00	2,393.55	957.08	.00	2,034.00	.00
268-000-675-002	CONTRIBUTIONS- COMMUNITY FUND	.00	3,051.16	1,949.51	.00	.00	.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>113,472.61</b>	<b>4,585.90</b>	<b>535,250.00</b>	<b>136,017.78</b>	<b>3,699.01</b>
	<b>TOTAL FUND REVENUE</b>	<b>535,250.00</b>	<b>113,472.61</b>	<b>4,585.90</b>	<b>535,250.00</b>	<b>136,017.78</b>	<b>3,699.01</b>
<u>EXPENDITURES</u>							
<u>DEPARTMENT 000</u>							
268-000-702-000	SALARIES AND WAGES	274,671.00	100,910.75	18,534.39	281,245.00	81,260.18	.00
268-000-703-000	SICK, HOLIDAY, VACATION	.00	13,153.23	5,879.84	.00	9,127.15	.00
268-000-712-000	OVERHEAD ON SALARIES & WAGES	75,047.00	31,931.70	6,480.35	83,784.00	28,601.77	1,638.00
268-000-713-000	LIFE & HOSPITAL INSURANCE	73,345.00	28,113.66	5,102.55	71,092.00	29,682.81	5,377.14
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	2,414.00	171.45	6,500.00	2,163.01	382.19
268-000-801-000	PROFESSIONAL SERVICES	29,615.00	12,148.61	1,065.74	29,976.00	12,972.39	5,144.11
268-000-850-000	TELEPHONES	2,800.00	547.48	9.33	2,800.00	603.41	105.09
268-000-860-000	TRAVEL EXPENSES, AUTO ALLOW.	500.00	75.90	.00	500.00	147.18	.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	1,484.00	35.00
268-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00	21,665.00	4,333.00	51,996.00	21,665.00	4,333.00
268-000-943-000	RENTAL OF EQUIPMENT	1,000.00	232.52	124.52	1,724.00	713.89	305.89
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	12,237.83	6,179.29	40,000.00	12,793.33	4,359.18
	<b>TOTAL DEPARTMENT 000</b>	<b>559,076.00</b>	<b>227,335.61</b>	<b>47,880.46</b>	<b>573,231.00</b>	<b>201,763.65</b>	<b>21,679.60</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>559,076.00</b>	<b>227,335.61</b>	<b>47,880.46</b>	<b>573,231.00</b>	<b>201,763.65</b>	<b>21,679.60</b>

**CITY OF ESCANABA**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 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)	( 113,863.00)	( 43,294.56)	( 37,981.00)	( 65,745.87)	( 17,980.59)

**CITY OF ESCANABA**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 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	1,719.13	394.27	4,400.00	1,827.61	.00
	TOTAL REVENUE	4,350.00	1,719.13	394.27	4,400.00	1,827.61	.00
	TOTAL FUND REVENUE	4,350.00	1,719.13	394.27	4,400.00	1,827.61	.00
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	2,229.78	215.70	10,000.00	1,940.60	50.01
		10,000.00	2,229.78	215.70	10,000.00	1,940.60	50.01
	TOTAL FUND EXPENDITURES	10,000.00	2,229.78	215.70	10,000.00	1,940.60	50.01
	NET REVENUES OVER EXPENDITURE	( 5,650.00)	( 510.65)	178.57	( 5,600.00)	( 112.99)	( 50.01)

**CITY OF ESCANABA - ESCANABA PUBLIC LIBRARY**

**Comparison of Budget to Actual-Fiscal Year 2016-17**

As Of **10/31/16**

**UNAUDITED**

	ACCOUNT DESCRIPTION	2016-17 BUDGET	UNAUDITED THRU 10/31/2016	COMPARISON TO BUDGET	ACTUAL THRU 10/31/2015
<b>Revenues</b>					
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	121,373.54	21,373.54	99,429.93
658	Fines and Fees	18,000	6,053.64	(11,946.36)	5,649.54
665	Interest Earnings	1,750	958.61	(791.39)	482.32
675	Contributions from Private Sources	0	2,234.00	2,234.00	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>
	<b>TOTAL REVENUES</b>	<b>535,250</b>	<b>132,318.77</b>	<b>(402,931.23)</b>	<b>108,886.71</b>
<b>Expenditures</b>					
702	Salaries and Wages	281,245	90,387.33	190,857.67	89,649.75
712	Overhead on Salaries and Wages	83,784	26,963.77	56,820.23	25,451.35
713	Life & Hospital Insurance	71,092	24,305.67	46,786.33	23,011.11
726	Supplies(Misc)	600	3.95	596.05	441.50
727	Office Overhead/Supplies	6,500	1,780.82	4,719.18	2,242.55
801	Professional Services	29,976	7,828.28	22,147.72	11,082.87
850	Telephones	2,800	498.32	2,301.68	538.15
860	Travel Expenses, Auto Allow	500	147.18	352.82	75.90
910	Insurance & Bonds	225	301.58	(76.58)	192.92
932	Repairs/Maintenance of Equipment	1,344	1,449.00	(105.00)	1,344.00
942	Rental of Building or Offices	51,996	17,332.00	34,664.00	17,332.00
943	Rental of Equipment	1,724	408.00	1,316.00	108.00
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>8,434.15</u>	<u>31,565.85</u>	<u>6,058.54</u>
	<b>TOTAL EXPENDITURES</b>	<b>573,231.00</b>	<b>180,084.05</b>	<b>393,146.95</b>	<b>179,455.15</b>
	<b>EXCESS(DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b><u>(37,981.00)</u></b>	<b><u>(47,765.28)</u></b>	<b><u>(9,784.28)</u></b>	<b><u>(70,568.44)</u></b>
	<b>BEGINNING FUND BALANCE-7/1/16</b>		<b>108,074.28</b>		
	<b>FUND BALANCE</b>	<b>10/31/16</b>	<b><u>60,309.00</u></b>		
	<u>Balance Sheet Balances</u>				
	Cash-Investments		55,978.58		
	Accrued Interest		3,100.01		
	Due to/Due from/Deferred		<u>1,230.41</u>		
	Net Assets		<u>60,309.00</u>		