



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

Philip Lynch, Chair
Elizabeth Keller, Vice Chair
Priscilla Green, Trustee
Janice Hallett, Trustee
Neil Hivala, Trustee
Patricia Baribeau, Council Liaison
Carolyn Stacey, Library Director

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

Library Board of Trustees
January 26, 2015 - 5:00 p.m.

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

- A) Logo Design
- B) Joint Meeting Proposal

NEW BUSINESS

- A) Library Budget – Fiscal Year 2015-16

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
December 22, 2014**

A meeting of the Escanaba Public Library Board of Trustees was held November 24th at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

PRESENT: Philip Lynch, Priscilla Green, Elizabeth Keller, Pat Baribeau, Carolyn Stacey, Library Director.

ABSENT: Janice Hallett, Neil Hivala

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: Minutes of the November 24th, 2014 meeting were approved as written.

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

DIRECTOR'S REPORT

UNFINISHED BUSINESS:

A) Policy Review: Gifts and Donations

P. Lynch made a motion to approve the library's Gift and Donations Policy, second by E. Keller / unanimous.

NEW BUSINESS:

A) Logo Design

Board reviewed the logo design currently under consideration. P. Green made a motion to obtain a second logo proposal from a different local graphic design business for comparison, second by P. Lynch/unanimous.

B) Joint Meeting Proposal

The library director presented a proposal for inviting township officials to a meeting of the Library Board on a semi-annual basis as a means of improving communication and involvement as specified in the strategic plan. The Board liked the idea and the director will return with concrete details in January.

C) Genealogy Materials

The board received information on a plan to re-purpose the genealogy area of the library. Plans are to maintain only those resources that are directly relevant to Delta County in the library and transition the remaining materials to the Family History Center. The library will work with the Delta County Genealogical Society throughout this process. P. Green made a motion to support the decision and approve a letter to the Genealogical Society, second by P. Lynch/unanimous.

ANNOUNCEMENTS: None

ADJOURNMENT: 5:46 p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Philip Lynch, Chair

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

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	251.88	251.88	.00	649.05	649.05
268-000-566-100 ST OF MICHIGAN LIBRARY FUNDING	12,874.00	.00	.00	15,866.00	.00	.00
268-000-569-200 STATE OF MICHIGAN - GRANT	.00	.00	.00	.00	1,015.00	1,015.00
268-000-569-211 GRANTS	.00	75.00	75.00	.00	.00	.00
268-000-569-212 SUPERIORLAND	.00	382.49	382.49	.00	.00	.00
268-000-569-221 LIB OF MI FOUNDATION BOOK TOUR	.00	.00	.00	.00	100.00	100.00
268-000-656-000 ORDINANCE/PENAL FINES-CO ALLO	124,758.00	99,090.37	99,090.37	100,000.00	98,193.88	98,193.88
268-000-658-000 FINES AND FEES	23,000.00	9,511.89	9,511.89	23,000.00	9,268.91	9,268.91
268-000-665-000 INTEREST EARNINGS	2,200.00	591.41	591.41	1,500.00	544.45	544.45
268-000-675-000 CONTRIB FROM PRIVATE SOURCES	.00	7,650.72	7,650.72	.00	2,801.53	2,801.53
268-000-699-101 CONTRIBUTION FR GENERAL FUND	365,000.00	365,000.00	365,000.00	371,000.00	371,000.00	371,000.00
268-000-699-701 CONTRIBUTION FROM HEALTH/DENT	13,893.00	13,893.00	13,893.00	.00	.00	.00
TOTAL REVENUE	541,725.00	496,446.76	496,446.76	511,366.00	483,572.82	483,572.82
TOTAL FUND REVENUE	541,725.00	496,446.76	496,446.76	511,366.00	483,572.82	483,572.82
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000 SALARIES AND WAGES	263,652.00	115,121.57	115,121.57	270,103.00	116,135.33	116,135.33
268-000-703-000 SICK, HOLIDAY, VACATION	.00	17,706.40	17,706.40	.00	18,763.12	18,763.12
268-000-712-000 OVERHEAD ON SALARIES & WAGES	60,356.00	29,870.12	29,870.12	67,721.00	30,893.60	30,893.60
268-000-713-000 LIFE & HOSPITAL INSURANCE	70,139.00	34,647.99	34,647.99	70,483.00	35,803.33	35,803.33
268-000-726-000 SUPPLIES-MISCELLANEOUS	600.00	28.97	28.97	600.00	181.37	181.37
268-000-727-000 OFFICE SUPPLIES	7,500.00	3,107.56	3,107.56	6,500.00	1,560.37	1,560.37
268-000-801-000 PROFESSIONAL SERVICES	27,796.00	12,181.39	12,181.39	29,597.00	12,079.86	12,079.86
268-000-850-000 TELEPHONES	4,720.00	1,893.58	1,893.58	3,720.00	2,046.05	2,046.05
268-000-860-000 TRAVEL EXPENSES, AUTO ALLOW.	500.00	.00	.00	500.00	98.92	98.92
268-000-910-000 INSURANCE AND BONDS	450.00	219.77	219.77	225.00	174.76	174.76
268-000-932-000 REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,493.99	1,493.99	1,344.00	1,344.00	1,344.00
268-000-942-000 RENTAL OF BUILDING OR OFFICES	34,819.00	17,409.48	17,409.48	51,996.00	25,998.00	25,998.00
268-000-943-000 RENTAL OF EQUIPMENT	1,732.00	316.01	316.01	1,000.00	286.11	286.11
268-000-958-000 MEMBERSHIP AND DUES	390.00	190.00	190.00	225.00	198.00	198.00
268-000-960-000 EDUCATION AND TRAINING	260.00	25.00	25.00	260.00	.00	.00
268-000-977-000 CAPITAL OUTLAY-EQUIPMENT	1,000.00	927.62	927.62	1,000.00	.00	.00
268-000-979-000 BOOKS, MAGAZINES, PERIODICALS	40,000.00	20,483.30	20,483.30	26,000.00	14,661.94	14,661.94
TOTAL DEPARTMENT 000	515,258.00	255,622.75	255,622.75	531,274.00	260,224.76	260,224.76
TOTAL FUND EXPENDITURES	515,258.00	255,622.75	255,622.75	531,274.00	260,224.76	260,224.76

CITY OF ESCANABA
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

FUND 268 - LIBRARY FUND

	--- PREVIOUS YEAR ---			--- CURRENT YEAR ---		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
NET REVENUES OVER EXPENDITURE	26,467.00	240,824.01	240,824.01	(19,908.00)	223,348.06	223,348.06

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2014

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	4,200.00	2,388.34	2,388.34	4,600.00	1,808.74	1,808.74
	TOTAL REVENUE	4,200.00	2,388.34	2,388.34	4,600.00	1,808.74	1,808.74
	TOTAL FUND REVENUE	4,200.00	2,388.34	2,388.34	4,600.00	1,808.74	1,808.74
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	1,606.37	1,606.37	10,000.00	784.41	784.41
		10,000.00	1,606.37	1,606.37	10,000.00	784.41	784.41
	TOTAL FUND EXPENDITURES	10,000.00	1,606.37	1,606.37	10,000.00	784.41	784.41
	NET REVENUES OVER EXPENDITURE	(5,800.00)	781.97	781.97	(5,400.00)	1,024.33	1,024.33