



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
Patricia Baribeau, Council Liaison
Carolyn Stacey, Library Director

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

Library Board of Trustees
March 21, 2016 - 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) Library Hours Survey
Review of current public survey regarding open hours
- B) Fiscal Year 2017-17 Budget
Review of budget conditions and schedule of hearings
- C) Harwood Institute for Public Innovation
Report on training sessions and follow-up plan
- D) Library Strategic Plan 2014-2019
Review of progress on the library's strategic plan will continue.

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

February 22, 2016

A meeting of the Escanaba Public Library Board of Trustees was held February 22, 2016 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

PRESENT: Elizabeth Keller, Pat Baribeau, Janice Hallett, Neil Hivala, Carolyn Stacey, Library Director.

ABSENT: Priscilla Green

ALSO PRESENT:

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: Minutes of November 23, 2015 meeting were approved as written.

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

DIRECTOR'S REPORT

Administration:

- o The library server and twelve public workstations will be upgraded On February 18, thanks to a major donation from the Friends of the Library.
- o Wall paper replacement and re-painting is currently taking place in the library. To date, public open hours have not been affected.
- o Planning is in progress for a staff in-service that would feature technology updates, safety training, customer service and teamwork.
- o The library's annual report for FY 2015-16 has been submitted to the Library of Michigan. Statistics can be shared with the board.
- o The director attended a meeting at UPCAP to explore creating a new senior networking group to share information on programs and services to seniors.
- o The director will participate in the Harwood Institute for Public Innovation March 14-16 in Lansing.
- o The director is registered for the Rural Libraries Conference on May 4. Stipend for attendance is provided by the Superiorland Library Cooperative.

Library Programs / Services

- o A program calendar for February through April is included with the board packet.
- o Programs in development include after-school STEM activities for grade school children and Friends sponsored student book clubs.
- o Great Michigan Read programs still in the planning stages include Shakespearean scenes performed by actors from Players de Noc, a public talk on preparing for a pandemic and an author Q&A with Emily St. John Mandel via Skype.
- o Financial literacy activities are being developed in cooperation with area credit unions for Money Smart Week in February and will include a storytime for young children about money and some "virtual reality" classes for teens on spending choices. The Library of Michigan is co-sponsoring the week and will supply free picture books for preschoolers.
- o An application to participate in the Michigan Notable Author program will be submitted and planning is in progress for a collaborative program with the Bonifas featuring writer and artist Suzi Banks Baum.
- o Tax assistance sessions are being provided through AARP in February and March for low income and seniors

UNFINISHED BUSINESS: None

NEW BUSINESS:

A) Library Hours Survey

A preliminary review of results of the online and paper survey on public open hours was provided. To date, 94 responses have been received. Results are inconclusive at this time and

more survey responses are needed. There will be a renewed effort to solicit responses with a goal of 400 surveys completed. New results will be reviewed next month.

B) Library Strategic Plan Review

The board received a copy of the strategic plan with progress toward goals indicated. It was suggested that additional effort to track joint programs and activities with partners would be helpful. Review will continue at future meetings.

C) Fiscal Year 2016-17 Library Budget

Budget conditions going into the upcoming fiscal year are expected to be "status quo" for the library. Additional information regarding the schedule for the library's budget hearing will be provided when it is received.

ANNOUNCEMENTS: None

ADJOURNMENT: 5:55 p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 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>						
268-000-437-002 RENAISSANCE ZONE REIMBURSEME	.00	649.05	.00	.00	786.80	.00
268-000-528-000 FEDERAL REVENUE GRANT	.00	.00	.00	.00	(100.00)	.00
268-000-566-100 ST OF MICHIGAN LIBRARY FUNDING	15,866.00	.00	.00	15,500.00	.00	.00
268-000-569-200 STATE OF MICHIGAN - GRANT	.00	1,015.00	.00	.00	.00	.00
268-000-569-221 LIB OF MI FOUNDATION BOOK TOUR	.00	100.00	.00	.00	100.00	.00
268-000-656-000 ORDINANCE/PENAL FINES-CO ALLO	100,000.00	98,193.88	.00	100,000.00	99,429.93	.00
268-000-658-000 FINES AND FEES	23,000.00	10,843.64	1,574.73	18,000.00	10,287.15	1,165.70
268-000-665-000 INTEREST EARNINGS	1,500.00	1,006.83	468.65	1,750.00	1,184.38	632.94
268-000-675-000 CONTRIB FROM PRIVATE SOURCES	.00	2,801.53	.00	.00	.00	.00
268-000-675-001 CONTRIBUTIONS-FRIENDS	.00	.00	.00	.00	2,393.55	.00
268-000-675-002 CONTRIBUTIONS- COMMUNITY FUND	.00	.00	.00	.00	3,051.16	.00
268-000-699-101 CONTRIBUTION FR GENERAL FUND	371,000.00	371,000.00	.00	400,000.00	400,000.00	.00
TOTAL REVENUE	511,366.00	485,609.93	2,043.38	535,250.00	517,132.97	1,798.64
TOTAL FUND REVENUE	511,366.00	485,609.93	2,043.38	535,250.00	517,132.97	1,798.64
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000 SALARIES AND WAGES	270,103.00	136,302.27	20,166.94	274,671.00	140,060.33	18,656.17
268-000-703-000 SICK, HOLIDAY, VACATION	.00	21,001.56	2,238.44	.00	19,444.00	3,182.92
268-000-712-000 OVERHEAD ON SALARIES & WAGES	67,721.00	36,281.18	5,387.58	75,047.00	44,253.43	6,069.36
268-000-713-000 LIFE & HOSPITAL INSURANCE	70,483.00	42,790.23	6,986.90	73,345.00	39,825.58	6,612.69
268-000-726-000 SUPPLIES-MISCELLANEOUS	600.00	181.37	.00	600.00	441.50	.00
268-000-727-000 OFFICE SUPPLIES	6,500.00	1,822.45	262.08	6,500.00	4,009.29	(22.07)
268-000-801-000 PROFESSIONAL SERVICES	29,597.00	12,919.36	839.50	29,615.00	17,081.08	4,834.02
268-000-850-000 TELEPHONES	3,720.00	2,151.42	105.37	2,800.00	942.62	135.75
268-000-860-000 TRAVEL EXPENSES, AUTO ALLOW.	500.00	98.92	.00	500.00	75.90	.00
268-000-910-000 INSURANCE AND BONDS	225.00	174.76	.00	225.00	192.92	.00
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	30,331.00	4,333.00	51,996.00	30,331.00	4,333.00
268-000-943-000 RENTAL OF EQUIPMENT	1,000.00	432.46	146.35	1,000.00	392.00	132.48
268-000-958-000 MEMBERSHIP AND DUES	225.00	198.00	.00	233.00	205.00	.00
268-000-960-000 EDUCATION AND TRAINING	260.00	.00	.00	200.00	40.00	.00
268-000-977-000 CAPITAL OUTLAY-EQUIPMENT	1,000.00	699.13	699.13	1,000.00	1,681.51	.00
268-000-979-000 BOOKS, MAGAZINES, PERIODICALS	26,000.00	16,305.07	1,643.13	40,000.00	13,848.52	1,065.79
TOTAL DEPARTMENT 000	531,274.00	303,033.18	42,808.42	559,076.00	314,168.68	45,000.11
TOTAL FUND EXPENDITURES	531,274.00	303,033.18	42,808.42	559,076.00	314,168.68	45,000.11

CITY OF ESCANABA
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 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	(19,908.00)	182,576.75	(40,765.04)	(23,826.00)	202,964.29	(43,201.47)