



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
April 24, 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

1. Strategic Plan Review

Library trustees will provide input on priorities and projects for 2017 and recommend any necessary adjustments to the strategic plan.

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
January 23, 2017

A meeting of the Escanaba Public Library Board of Trustees was held January 23, 2017 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, Kathy Mason, Patricia Baribeau, Carolyn Stacey, Library Director.

ABSENT: None

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of December 19, 2016 were accepted on consensus.

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

DIRECTOR'S REPORT

Use Measures: Reviewed

Financials:

A comparison report was provided for the library budget, current through December, 2016. A report showing running fund balance, current through November, 2016 was also been provided.

Administration:

The library is part of a collaborative grant project through Superiorland Library Cooperative that would provide \$500,000 over 3 years for outreach services. The City budget process for FY 2017-18 is underway. A preliminary informational session for City council is scheduled for Tuesday, January 24th at 8:00 a.m. A complete schedule has been provided with this packet. The State Aid Report for Fiscal Year 15-16 is due February 2nd. State Aid is expected at .32 per capita this year for a total of roughly \$16,000. Library director has met with Hope at the Inn executive director and staff from the Salvation Army to discuss how we can work effectively with shelter residents.

Library Programs / Services:

The library has applied for a Michigan Notable Author grant from the Michigan Center for the Book. Activities are being planned for Teen Tech Week in March. A selection of streaming video is now available through the Great Lakes Digital Library. The startup collection was funded by Superiorland Library Cooperative.

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, 22nd – 1:00 p.m.

Delta County Historical Society Winter Outreach Lecture – Feb 15th – 7:00 p.m.

Antiques Appraisal Event

Ongoing Programs:

Library Babies

Toddler Storytime

Saturday Storyhour

EHS Student Book Club

Wednesday Night Readers

UNFINISHED BUSINESS: None

NEW BUSINESS:

Strategic Plan Review: Trustees completed the first phase of reviewing the goals, objectives and progress of the Strategic Plan. Discussion and feedback provided will be incorporated in a draft document for continued review.

ANNOUNCEMENTS: Next board meeting is scheduled for February 27, 2017.

ADJOURNMENT: 5:59 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
 April 24, 2017**

Use Measure	Feb 16	Feb 17	Mar 16	Mar 17
<i>Checkouts – Physical</i>	7029	6947	8090	7805
<i>Checkouts - Digital</i>	637	759	753	814
<i>Holds Activity</i>	827	920	867	879
<i>Library Cards Issued</i>	56	68	92	68
<i>Network Use</i>	1242	1632	1923	1829
<i>Fines & Fees Paid</i>	\$885	\$1,096	\$1,037	\$1,400
<i>Patron Gate Count</i>	5750	6862	7731	8323
<i>Attendance – Children's Events</i>	180	220	457	335
<i>Attendance – Adult Events</i>	168	152	166	135

Financials:

Financial reports current through March, 2016 have been provided.

Administration:

- The preliminary budget for the library for FY 17-18 was approved by Council, maintaining the annual allocation of \$400,000.
- The Federal Budget includes a proposal to eliminate the Institute of Museum and Library Studies (IMLS). This would result in the elimination of the Michigan eLibrary, and all Library and Technology Services (LSTA) grant programs, and diminish services provided by the Library of Michigan. Contacting legislators to oppose this cut is critical.
- Library director visited the Dickinson County Library in Iron Mountain and the newly constructed Bay College Learning Resource Center in February.
- Library children's staff will travel to Marquette to attend an "Every Child Ready to Read" workshop. The library director will attend a Performance Outcomes Measurement workshop in May and an Advisory Board of Director meeting for the Superiorland Library Cooperative.
- Library director presented information on the STEAM program at a children's/YA services workshop in Iron Mountain on April 4.
- The project to upgrade the library's network wiring to "CAT 6" has concluded.
- The City Council will recognize the good works and contributions of the Friends of the Escanaba Public Library with a "Good News" award on Thursday, April 20th at 7p.m.

Library Programs / Services:

- March Outreach included visits to Northwoods Place, Bishop Noa Home and the Family Fun Fair at the mall.
- The library is hosting a regional training on "MobileCirc," new software and equipment that will allow staff to sign up people for library cards and check out items off-site.
- Volunteers have finished cataloging and organizing a large nautical chart collection donated by Richard Fink. An orientation to the collection will be presented by Marilyn Kinsey-Brown at 6:30 p.m. on Monday, April 24th.
- The Friends of the Library are working with the library director to plan an open house in September, to coincide with library card sign-up month.

Upcoming Programs / Promotions:

After-school STEAM TEAM, Tuesdays through April 18

Delta County Historical Society Winter Outreach Lecture, Apr 26 – 7:00 p.m.

Growing Diversity with Sue Robishaw – April 19th, 6pm

Altered Book Art - Pop up Cards - May 9th, 6pm

Antiques Appraisal Event – May 18th, 5pm

Friends of the Library Ice Cream Social and Booksale, - June 7th, 6:30 p.m.

Eating Healthy with Mary Malnor – June 16th, 6:30 p.m.

Extreme Duct Tape Workshop (youth) – August 7th, 5:00 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 9 MONTHS ENDING MARCH 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	786.80	.00	.00	1,041.88	.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	123,380.84	.00
268-000-658-000 FINES AND FEES	18,000.00	12,126.30	749.45	18,000.00	12,783.34	508.00
268-000-665-000 INTEREST EARNINGS	1,750.00	2,104.51	421.39	1,750.00	2,038.89	.00
268-000-675-000 CONTRIB FROM PRIVATE SOURCES	.00	22.58	.00	.00	2,200.00	.00
268-000-675-001 CONTRIBUTIONS-FRIENDS	.00	2,393.55	.00	.00	4,004.12	1,970.12
268-000-675-002 CONTRIBUTIONS- COMMUNITY FUND	.00	3,051.16	.00	.00	.00	.00
268-000-694-000 MISCELLANEOUS	.00	295.00	.00	.00	72.36	72.36
268-000-699-101 CONTRIBUTION FR GENERAL FUND	400,000.00	400,000.00	.00	400,000.00	400,000.00	.00
TOTAL REVENUE	535,250.00	520,209.83	1,170.84	535,250.00	546,178.53	2,550.48
TOTAL FUND REVENUE	535,250.00	520,209.83	1,170.84	535,250.00	546,178.53	2,550.48
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000 SALARIES AND WAGES	274,671.00	180,257.59	20,469.36	281,245.00	180,398.96	22,081.84
268-000-703-000 SICK, HOLIDAY, VACATION	.00	23,949.58	3,024.50	.00	27,056.72	1,735.87
268-000-711-000 OVERTIME	.00	.00	.00	.00	258.93	.00
268-000-712-000 OVERHEAD ON SALARIES & WAGES	75,047.00	56,551.19	6,268.70	83,784.00	62,411.88	6,861.18
268-000-713-000 LIFE & HOSPITAL INSURANCE	73,345.00	49,453.72	4,555.40	71,092.00	52,351.30	4,766.26
268-000-726-000 SUPPLIES-MISCELLANEOUS	600.00	481.95	.00	600.00	138.86	134.91
268-000-727-000 OFFICE SUPPLIES	6,500.00	4,835.93	281.60	6,500.00	4,300.86	459.76
268-000-801-000 PROFESSIONAL SERVICES	29,615.00	17,426.50	345.42	29,976.00	22,319.87	44.75
268-000-850-000 TELEPHONES	2,800.00	2,289.08	122.59	2,800.00	1,191.56	199.55
268-000-860-000 TRAVEL EXPENSES, AUTO ALLOW.	500.00	313.20	237.30	500.00	218.46	72.36
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	1,554.00	.00
268-000-942-000 RENTAL OF BUILDING OR OFFICES	51,996.00	38,997.00	4,333.00	51,996.00	38,997.00	4,333.00
268-000-943-000 RENTAL OF EQUIPMENT	1,000.00	446.00	27.00	1,724.00	1,464.85	102.00
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	130.00	95.00
268-000-977-000 CAPITAL OUTLAY-EQUIPMENT	1,000.00	1,945.24	263.73	1,000.00	.00	.00
268-000-979-000 BOOKS, MAGAZINES, PERIODICALS	40,000.00	20,453.67	6,082.75	40,000.00	25,425.72	3,409.15
TOTAL DEPARTMENT 000	559,076.00	399,182.57	46,011.35	573,231.00	418,729.55	44,295.63

CITY OF ESCANABA
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING MARCH 31, 2017

FUND 268 - LIBRARY FUND

	— PREVIOUS YEAR —			— CURRENT YEAR —		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
TOTAL FUND EXPENDITURES	<u>559,076.00</u>	<u>399,182.57</u>	<u>46,011.35</u>	<u>573,231.00</u>	<u>418,729.55</u>	<u>44,295.63</u>
NET REVENUES OVER EXPENDITURE	<u>(23,826.00)</u>	<u>121,027.26</u>	<u>(44,840.51)</u>	<u>(37,981.00)</u>	<u>127,448.98</u>	<u>(41,745.15)</u>