



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  
June 26, 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**

**NEW BUSINESS**

1. Library Board Officer Elections

**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  
May 22, 2017**

A meeting of the Escanaba Public Library Board of Trustees was held May 22, 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, Carolyn Stacey, Library Director.

**ABSENT:** Kathy Mason, Pat Baribeau

**PUBLIC COMMENT:** None

**APPROVAL/CORRECTIONS(S) TO MINUTES:** The minutes of April 24, 2017 were accepted on consensus.

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

**DIRECTOR'S REPORT**

**Use Measures:** Reviewed

**Financials:**

Financial reports current through April, 2017 were provided.

**Administration:**

The library was the recipient of a \$1,000 "Pro-Active" grant from the Community Foundation.

Library director has applied for a \$1,000 LSTA grant through the Library of Michigan to assist with summer reading club expenses. Work on monitoring and documenting progress on the library's strategic plan continues.

**Library Programs / Services:**

The antiques appraisal event with Mark Moran was popular; attendance is estimated at 75.

Community Volunteer Aaron Deiter will be starting a new Lego Club for the library. He has solicited sponsors and grants to support the program, which starts June 10<sup>th</sup>. The library will close for the holiday weekend this Memorial Day and remain open all other Saturdays through the summer. Library outreach for April/May included Family Fun Day at the mall, Bishop Noa Home and Northwoods Assisted Living. The library will receive a selection of artwork for temporary display from the recent Bonifas Membership art show

**UNFINISHED BUSINESS:**

Marketing Plans. Library director reviewed marketing goals and objectives developed with the Friends of the Library in 2016. This plan contains both on-going strategies and tools, as well as specific tasks.

Objectives and action items will be updated based on progress. Marketing continues to be a priority for both the Friends and the library. At present, there are no plans to hire a marketing consultant, but that may be revisited. In the meantime, this plan serves as a blueprint for marketing efforts.

Project Outcome: Library director gave a brief overview of Project Outcome web tools for surveying library users on the effectiveness of library services. Instead of capturing statistics, Project Outcome changes performance measurement in libraries from "how much did we do," to "what good did we do." The free online tools will be useful in demonstrating impact of library services and programs going forward.

**NEW BUSINESS:**

Library Board Roster and Vacancies. Board terms were reviewed. There is currently one vacancy on the board.

**ANNOUNCEMENTS:** Next board meeting is scheduled for June 26, 2017.

**ADJOURNMENT:** 5:41p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair

**CITY OF ESCANABA**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING APRIL 30, 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	1,041.98	.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	8,389.36	8,389.36	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	14,926.92	2,800.62	18,000.00	14,916.31	2,132.97
268-000-665-000 INTEREST EARNINGS	1,750.00	2,430.08	325.57	1,750.00	2,828.85	342.61
268-000-675-000 CONTRIB FROM PRIVATE SOURCES	.00	22.58	.00	.00	2,200.00	.00
268-000-675-001 CONTRIBUTIONS-FRIENDS	.00	4,742.28	2,348.73	.00	4,004.12	.00
268-000-675-002 CONTRIBUTIONS- COMMUNITY FUND	.00	3,551.16	500.00	.00	.00	.00
268-000-694-000 MISCELLANEOUS	.00	295.00	.00	.00	172.36	100.00
268-000-699-101 CONTRIBUTION FR GENERAL FUND	400,000.00	400,000.00	.00	400,000.00	400,000.00	.00
<b>TOTAL REVENUE</b>	<b>535,250.00</b>	<b>534,574.11</b>	<b>14,364.28</b>	<b>535,250.00</b>	<b>549,201.46</b>	<b>2,575.58</b>
<b>TOTAL FUND REVENUE</b>	<b>535,250.00</b>	<b>534,574.11</b>	<b>14,364.28</b>	<b>535,250.00</b>	<b>549,201.46</b>	<b>2,575.58</b>
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000 SALARIES AND WAGES	274,671.00	200,161.16	19,903.57	281,245.00	200,405.75	20,006.79
268-000-703-000 SICK, HOLIDAY, VACATION	.00	25,880.37	1,930.79	.00	28,002.30	945.58
268-000-711-000 OVERTIME	.00	.00	.00	.00	258.93	.00
268-000-712-000 OVERHEAD ON SALARIES & WAGES	75,047.00	62,619.03	6,067.84	83,784.00	69,130.68	6,718.80
268-000-713-000 LIFE & HOSPITAL INSURANCE	73,345.00	56,370.81	6,917.09	71,092.00	59,762.62	7,411.32
268-000-726-000 SUPPLIES-MISCELLANEOUS	600.00	481.95	.00	600.00	450.22	311.36
268-000-727-000 OFFICE SUPPLIES	6,500.00	5,044.44	208.51	6,500.00	4,488.30	187.44
268-000-801-000 PROFESSIONAL SERVICES	29,615.00	22,008.22	4,581.72	29,976.00	27,089.74	4,105.37
268-000-850-000 TELEPHONES	2,800.00	2,411.02	121.94	2,800.00	3,480.39	2,288.83
268-000-860-000 TRAVEL EXPENSES, AUTO ALLOW.	500.00	313.20	.00	500.00	343.65	125.19
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	43,330.00	4,333.00	51,996.00	43,330.00	4,333.00
268-000-943-000 RENTAL OF EQUIPMENT	1,000.00	702.48	256.48	1,724.00	1,566.85	102.00
268-000-958-000 MEMBERSHIP AND DUES	233.00	205.00	.00	245.00	249.00	40.00
268-000-960-000 EDUCATION AND TRAINING	200.00	40.00	.00	200.00	130.00	.00
268-000-977-000 CAPITAL OUTLAY-EQUIPMENT	1,000.00	1,945.24	.00	1,000.00	.00	.00
268-000-979-000 BOOKS, MAGAZINES, PERIODICALS	40,000.00	24,777.31	4,323.64	40,000.00	27,177.43	2,416.21
<b>TOTAL DEPARTMENT 000</b>	<b>559,076.00</b>	<b>447,827.15</b>	<b>48,644.58</b>	<b>573,231.00</b>	<b>467,721.44</b>	<b>48,991.89</b>

**CITY OF ESCANABA - ESCANABA PUBLIC LIBRARY**

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

As Of **4/30/17**

**UNAUDITED**

	ACCOUNT DESCRIPTION	2016-17 BUDGET	UNAUDITED THRU 04/30/2017	COMPARISON TO BUDGET	ACTUAL THRU 04/30/2016
<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)	8,389.36
569 -212	Superiorland	0	657.00	657.00	0.00
656	Ordinance/Penal Fines - County Allocation	100,000	123,380.84	23,380.84	99,429.93
658	Fines and Fees	18,000	14,916.31	(3,083.69)	14,926.92
665	Interest Earnings	1,750	2,828.85	1,078.85	2,430.08
675	Contributions from Private Sources	0	6,204.12	6,204.12	8,316.02
694	Miscellaneous	0	172.36	0.00	295.00
699 -101	Contribution from General Fund	400,000	400,000.00	0.00	400,000.00
	<b>TOTAL REVENUES</b>	<b>535,250</b>	<b>549,201.46</b>	<b>13,779.10</b>	<b>534,574.11</b>
<b>Expenditures</b>					
702	Salaries and Wages	281,245	228,666.98	52,578.02	226,041.53
712	Overhead on Salaries and Wages	83,784	69,130.68	14,653.32	62,619.03
713	Life & Hospital Insurance	71,092	59,762.62	11,329.38	56,370.81
726	Supplies(Misc)	600	450.22	149.78	481.95
727	Office Overhead/Supplies	6,500	4,488.30	2,011.70	5,044.44
801	Professional Services	29,976	27,089.74	2,886.26	22,008.22
850	Telephones	2,800	3,480.39	(680.39)	2,411.02
860	Travel Expenses, Auto Allow	500	343.65	156.35	313.20
910	Insurance & Bonds	225	301.58	(76.58)	192.92
932	Repairs/Maintenance of Equipment	1,344	1,554.00	(210.00)	1,344.00
942	Rental of Building or Offices	51,996	43,330.00	8,666.00	43,330.00
943	Rental of Equipment	1,724	1,566.85	157.15	702.48
958	Membership and Dues	245	249.00	(4.00)	205.00
960	Education and Training	200	130.00	70.00	40.00
977	Capital Outlay-Equipment	1,000	0.00	1,000.00	1,945.24
979	Books, Magazines & Periodicals	40,000	27,177.43	12,822.57	24,777.31
	<b>TOTAL EXPENDITURES</b>	<b>573,231.00</b>	<b>467,721.44</b>	<b>105,509.56</b>	<b>447,827.15</b>
<b>EXCESS(DEFICIT) OF REVENUES OVER EXPENDITURES</b>		<b>(37,981.00)</b>	<b>81,480.02</b>	<b>119,288.66</b>	<b>86,746.96</b>
<b>BEGINNING FUND BALANCE-7/1/16</b>			<b>108,074.28</b>		
<b>FUND BALANCE 4/30/17</b>			<b>189,554.30</b>		