



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

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

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

Library Board of Trustees
June 23, 2014 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

1. Library Funding & Delta County
Overview of Penal Fine revenue data received from County.

NEW BUSINESS

2. 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 19, 2014**

A meeting of the Escanaba Public Library Board of Trustees was held May 19, 2014 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

PRESENT: Phil Lynch, Priscilla Green, Janice Hallett, Elizabeth Keller, Pat Baribeau, Carolyn Stacey, Library Director.

ABSENT: Neil Hivala

ALSO PRESENT: Member of the Public

PUBLIC COMMENT: None

ANNOUNCEMENTS: None

APPROVAL/CORRECTIONS(S) TO MINUTES: Minutes of the April 28, 2014 meeting were accepted on consensus.

APPROVAL/ADJUSTMENTS TO THE AGENDA:

The agenda was approved as submitted by consensus.

CORRESPONDENCE: None

DIRECTOR'S REPORT

- 1) Monthly Statistics
- 2) Financials
- 3) Administration

Director reported highlights of the Rural Libraries Conference attended in April.

Library summer hours (closed Saturdays) will go into effect on May 24th.

Library director will attend the Cornell Township board meeting on May 21st to discuss a "Little Free Library" and provide general library updates. Library director will meet with Superiorland Library Cooperative staff in Marquette on May 28th to discuss upcoming changes to the library's network and interactive videoconferencing options.

- 4) Library Programs & Services

The library display case for May features flora and fauna from the north woods, created by staff member Karen Wils. A slide show of photography and a contest accompany the exhibit.

An e-book "reading room" for kids and teens has been added to the Great Lakes Digital Library. Registration for the children's summer reading program begins June 9th. This year's program theme is "Fizz, Boom, Read."

Program review for Spring/Summer:

Michigan Notable Author, Matt Bell – May 22nd, 6:30

Friends of the Library Ice Cream Social with City Band – June 11th, 6:30

Singer/Storyteller Kitty Donohoe – June 26th, 6:30

Storyteller Pete Griffin – July 17th, 6:30

Author Suzi Banks Baum – August 14th, 6:30

UNFINISHED BUSINESS:

- 1) Library Funding & Delta County

Chair Phil Lynch and Library Director reported on the May 6th meeting of the Delta County Commissioners at which the City Council's requests for contribution and penal fines were presented. As a result of the meeting, a study session with City staff and administration and County staff and administration is scheduled for May 20th at 1:15 p.m. In the interim, the City has requested transmittal sheets of the 94th District Court to help in identifying potential problems or trends with penal fine distribution.

NEW BUSINESS:

1) United for Libraries Association

Library Administration presented information on the United for Libraries Association, a support organization for Trustees and Friends of the Library. Training materials and webinars for Trustees are among the benefits of membership. E. Keller made a motion that the Library join the United for Libraries Association on behalf of the Board of Trustees. P. Green seconded. Motion unanimous.

ANNOUNCEMENTS: The next meeting of the Library Board of Trustees will be June 23, 2014 at 5:00 p.m..

ADJOURNMENT: 5:45 p.m. on consensus

Respectfully Submitted,

Carolyn Stacey, Library Director

Approved

Philip Lynch, Chair

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CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2014

FUND 268 - LIBRARY FUND

	----- PREVIOUS YEAR -----			----- CURRENT YEAR -----		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
REVENUE						
268-000-437-002	RENAISSANCE ZONE REIMBURSEME	.00	.00	.00	.00	251.88
268-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	12,000.00	.00	.00	12,874.00	.00
268-000-569-211	GRANTS	.00	1,447.74	.00	.00	75.00
268-000-569-212	SUPERIORLAND	.00	.00	.00	.00	382.49
268-000-656-000	ORDINANCE/PENAL FINES-CO ALLO	135,000.00	133,157.88	.00	124,758.00	99,090.37
268-000-658-000	FINES AND FEES	21,250.00	19,341.78	1,803.83	23,000.00	14,783.39
268-000-665-000	INTEREST EARNINGS	1,800.00	1,674.06	322.73	2,200.00	2,233.74
268-000-675-000	CONTRIB FROM PRIVATE SOURCES	9,000.00	8,770.01	3,228.49	.00	8,000.72
268-000-699-101	CONTRIBUTION FR GENERAL FUND	365,000.00	365,000.00	.00	365,000.00	365,000.00
268-000-699-701	CONTRIBUTION FROM HEALTH/DENT	.00	.00	.00	13,893.00	13,893.00
	TOTAL REVENUE	544,050.00	529,391.47	5,355.05	541,725.00	503,710.59
	TOTAL FUND REVENUE	544,050.00	529,391.47	5,355.05	541,725.00	503,710.59
EXPENDITURES						
DEPARTMENT 000						
268-000-702-000	SALARIES AND WAGES	257,789.00	189,134.12	19,130.76	263,652.00	193,693.91
268-000-703-000	SICK, HOLIDAY, VACATION	.00	25,935.08	2,518.56	.00	24,833.05
268-000-711-000	OVERTIME	.00	.00	.00	.00	92.21
268-000-712-000	OVERHEAD ON SALARIES & WAGES	72,066.00	59,894.37	6,043.39	60,356.00	49,175.44
268-000-713-000	LIFE & HOSPITAL INSURANCE	65,380.00	53,667.42	5,318.34	70,139.00	57,627.46
268-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	252.23	.00	600.00	65.27
268-000-727-000	OFFICE SUPPLIES	9,250.00	5,126.69	1,267.95	7,500.00	4,584.45
268-000-801-000	PROFESSIONAL SERVICES	27,182.00	17,219.17	71.60	27,796.00	21,239.18
268-000-850-000	TELEPHONES	3,087.00	2,713.39	113.65	4,720.00	2,407.93
268-000-860-000	TRAVEL EXPENSES, AUTO ALLOW.	500.00	239.88	110.00	500.00	294.64
268-000-910-000	INSURANCE AND BONDS	450.00	419.75	.00	450.00	219.77
268-000-932-000	REPAIRS/MAINT TO EQUIPMENT	1,974.00	1,344.00	.00	1,344.00	1,581.49
268-000-942-000	RENTAL OF BUILDING OR OFFICES	40,866.00	34,055.00	3,405.50	34,819.00	29,015.80
268-000-943-000	RENTAL OF EQUIPMENT	2,150.00	1,589.18	236.28	1,732.00	671.02
268-000-958-000	MEMBERSHIP AND DUES	678.00	185.00	.00	390.00	190.00
268-000-960-000	EDUCATION AND TRAINING	260.00	169.00	.00	260.00	100.00
268-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,000.00	596.78	334.98	1,000.00	927.62
268-000-979-000	BOOKS, MAGAZINES, PERIODICALS	49,000.00	25,601.45	1,210.24	40,000.00	33,232.76
	TOTAL DEPARTMENT 000	532,232.00	418,142.51	39,761.25	515,258.00	419,952.00
	TOTAL FUND EXPENDITURES	532,232.00	418,142.51	39,761.25	515,258.00	419,952.00

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 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	4,000.00	3,789.13	373.45	4,200.00	3,903.95	392.71
	TOTAL REVENUE	4,000.00	3,789.13	373.45	4,200.00	3,903.95	392.71
	TOTAL FUND REVENUE	<u>4,000.00</u>	<u>3,789.13</u>	<u>373.45</u>	<u>4,200.00</u>	<u>3,903.95</u>	<u>392.71</u>
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	7,749.74	9.89	10,000.00	3,788.41	387.73
		10,000.00	7,749.74	9.89	10,000.00	3,788.41	387.73
	TOTAL FUND EXPENDITURES	<u>10,000.00</u>	<u>7,749.74</u>	<u>9.89</u>	<u>10,000.00</u>	<u>3,788.41</u>	<u>387.73</u>
	NET REVENUES OVER EXPENDITURE	<u>(6,000.00)</u>	<u>(3,960.61)</u>	<u>363.56</u>	<u>(5,800.00)</u>	<u>115.54</u>	<u>4.98</u>

GL NUMBER	DESCRIPTION	BALANCE AS OF 09/30/2006	BALANCE AS OF 09/30/2007	BALANCE AS OF 09/30/2008	BALANCE AS OF 09/30/2009	BALANCE AS OF 09/30/2010	BALANCE AS OF 09/30/2011	BALANCE AS OF 09/30/2012	BALANCE AS OF 09/30/2013
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GENERAL FUND ACCOUNTS FEES COLLECTED

101-000-544.000	STATE AID CASE FLOW ASSISTANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101-000-602.000	CIRCUIT COURT ORDERED COSTS	\$ 90.00	\$ 4,317.25	\$ 2,071.00	\$ 5,280.00	\$ 2,869.50	\$ 8,905.65	\$ 7,205.70	\$ 10,922.77
101-000-607.000	SEX OFFENDERS ACT	\$ 105.00	\$ 360.00	\$ 110.00	\$ 30.00	\$ 228.00	\$ 138.00	\$ 90.00	\$ 20.00
101-000-615.000	DISTRICT COURT FEES	\$ 46,862.00	\$ 62,613.50	\$ 75,447.00	\$ 72,867.75	\$ 83,006.25	\$ 83,268.08	\$ 84,130.21	\$ 87,564.89
101-000-616.000	DISTRICT COURT COSTS	\$ 354,022.85	\$ 379,853.03	\$ 341,711.85	\$ 291,566.42	\$ 269,846.94	\$ 299,561.48	\$ 341,684.41	\$ 287,237.13
101-000-618.000	DISTRICT COURT - INTEREST	\$ 968.04	\$ 1,945.57	\$ 2,245.65	\$ 1,983.34	\$ 998.47	\$ 1,083.36	\$ 851.78	\$ 513.19
101-000-620.000	DIST COURT NO PROOF INS FEE	\$ 11,415.00	\$ 8,760.00	\$ 9,070.00	\$ 485.00	\$ -	\$ -	\$ -	\$ -
101-000-656.000	FINES, FORFEITS, PENALTIES	\$ 47,064.98	\$ 83,284.85	\$ 80,320.35	\$ 72,894.50	\$ 75,932.77	\$ 123,584.54	\$ 107,956.99	\$ 82,893.07
101-000-688.000	ATTORNEY FEES	\$ 33,031.73	\$ 45,274.58	\$ 34,270.29	\$ 25,795.24	\$ 26,127.70	\$ 45,376.06	\$ 31,172.92	\$ 30,516.02
	Subtotal General Fund	\$ 493,559.60	\$ 586,408.78	\$ 545,246.14	\$ 470,902.25	\$ 459,009.63	\$ 561,917.17	\$ 573,092.01	\$ 499,667.07

SPECIAL REVENUE ACCOUNTS

721-000-273-000	LIBRARY PENAL FINE REVENUE	\$ 220,543.24	\$ 263,249.20	\$ 233,488.81	\$ 197,146.27	\$ 178,863.55	\$ 192,442.75	\$ 167,969.69	\$ 144,763.36
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TRUST AND AGENCY ACCOUNTS

701-000-228.010	DISTRICT COURT JUDGEMENT FEES	\$ 5.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9.00
701-000-228.026	CIVIL FINES DISTRICT COURT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
701-000-228.037	JUSTICE TRAINING FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
701-000-228.032	CRIME VICTIM RIGHTS	\$ 36,123.29	\$ 38,064.99	\$ 36,341.57	\$ 37,884.07	\$ 33,463.68	\$ 53,694.22	\$ 57,513.20	\$ 47,348.56
701-000-228.009	COMMUNITY DISPUTE RESOLUTION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
701-000-228.011	HIGHWAY SAFETY FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
701-000-228.041	SEC.RD.PAT.& TRAINING ASSESSNT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
701-000-228.020	LIQ DAMAGES/CONSERVATION	\$ 4,961.28	\$ 1,165.00	\$ 4,287.00	\$ 3,377.50	\$ 4,268.24	\$ 2,715.34	\$ 7,276.75	\$ 8,310.08
701-000-228.030	DIST CT CLEARANCE CARDS	\$ 4,875.00	\$ 5,075.00	\$ 4,526.00	\$ 3,258.02	\$ 2,090.00	\$ 3,881.66	\$ 3,483.34	\$ 2,785.00
701-000-228.035	DISTRICT COURT FILING FEES	\$ 5.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
701-000-228.042	STATE COURT FUND	\$ 9,642.08	\$ 9,582.55	\$ 9,018.02	\$ 8,516.50	\$ 8,461.00	\$ 9,107.50	\$ 8,865.00	\$ 8,387.50
701-000-228.045	STATE FORENSIC LAB FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
701-000-268.000	ESCHEATS	\$ 1,710.43	\$ 2,360.68	\$ 778.47	\$ 3,486.23	\$ 489.27	\$ 1,032.51	\$ 72.51	\$ -
701-000-221.000	DUE TO CITIES	\$ 20,428.48	\$ 36,503.85	\$ 33,333.31	\$ 32,428.62	\$ 34,819.58	\$ 56,705.49	\$ 48,267.94	\$ 38,833.51
701-000-265.000	BONDS PAYABLE/APPEARANCE	\$ 105,823.00	\$ 170,746.68	\$ 170,028.00	\$ 134,846.78	\$ 152,332.69	\$ 147,242.80	\$ 215,211.51	\$ 174,629.10
701-000-271.000	RESTITUTION PAYABLE	\$ 176,586.58	\$ 125,090.02	\$ 59,352.13	\$ 52,104.83	\$ 77,551.64	\$ 51,756.88	\$ 37,840.57	\$ 45,092.86
	Subtotal Trust and Agency	\$ 360,160.14	\$ 388,588.77	\$ 317,666.50	\$ 272,525.05	\$ 313,476.10	\$ 326,136.40	\$ 378,539.82	\$ 325,386.61
	Grant Total	\$ 1,074,262.98	\$ 1,238,246.75	\$ 1,096,401.45	\$ 940,573.57	\$ 951,349.28	\$ 1,080,496.32	\$ 1,119,601.52	\$ 969,817.04

TicketAgency	NumberOfTickets	TicketYear
Unknown Law Agency	18	2005
Gladstone Public Safety Department	279	2005
Escanaba Public Safety Department	1249	2005
Department of Natural Resources	5	2005
Delta County Sheriff's Department	808	2005
91 Michigan State Police Post 91	8	2005
89 State Police Post 89-Stephenson	17	2005
88 Michigan State Police Post 88	6	2005
87 Michigan State Police Post 87	10	2005
86 State Police Post 86-Iron Mountain	15	2005
84 State Police Post 84-Manistique	288	2005
84 State Police Post 84 - Gladstone	1990	2005
83 Michigan State Police Post 83	5	2005
81 Michigan State Police Post 81	12	2005
TOTAL	4,710	
Unknown Law Agency	26	2006
Gladstone Public Safety Department	184	2006
Escanaba Public Safety Department	1242	2006
Department of Natural Resources	6	2006
Delta County Sheriff's Department	740	2006
91 Michigan State Police Post 91	11	2006
89 State Police Post 89-Stephenson	27	2006
88 Michigan State Police Post 88	2	2006
87 Michigan State Police Post 87	5	2006
86 State Police Post 86-Iron Mountain	20	2006
84 State Police Post 84-Manistique	202	2006
84 State Police Post 84 - Gladstone	1643	2006
83 Michigan State Police Post 83	1	2006
82 Michigan State Police Post 82	10	2006
81 Michigan State Police Post 81	10	2006
TOTAL	4,129	
Unknown Law Agency	16	2007
Gladstone Public Safety Department	140	2007
Escanaba Public Safety Department	829	2007
Department of Natural Resources	5	2007
Delta County Sheriff's Department	909	2007
89 State Police Post 89-Stephenson	46	2007
88 Michigan State Police Post 88	13	2007
86 State Police Post 86-Iron Mountain	17	2007
84 State Police Post 84-Manistique	115	2007
84 State Police Post 84 - Gladstone	1538	2007
83 Michigan State Police Post 83	12	2007
81 Michigan State Police Post 81	15	2007

TOTAL	3,655	
Unknown Law Agency	10	2008
Gladstone Public Safety Department	232	2008
Escanaba Public Safety Department	754	2008
Department of Natural Resources	1	2008
Delta County Sheriff's Department	613	2008
93 Michigan State Police Post 93	2	2008
89 State Police Post 89-Stephenson	47	2008
88 Michigan State Police Post 88	1	2008
86 State Police Post 86-Iron Mountain	23	2008
84 State Police Post 84-Manistique	87	2008
84 State Police Post 84 - Gladstone	1637	2008
83 Michigan State Police Post 83	1	2008
81 Michigan State Police Post 81	4	2008
TOTAL	3,412	
