



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

Elizabeth Keller, Chair
Neil Hivala, Vice-Chair
Janice Hallett, Trustee
Kathy Mason, Trustee
Tammy Wiles, Trustee
Patricia Baribeau, Council Liaison
Carolyn Stacey, Library Director

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

Library Board of Trustees
August 28, 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

A) Library In-Service Day

Library administration is proposing to close the library to the public on Friday, September 29th for a staff training day.

B) Summer Program Review / Fall Program Calendar

C) Quarterly Workplan - Goals

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
June 26, 2017

A meeting of the Escanaba Public Library Board of Trustees was held June 26, 2017 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

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

ABSENT: None

PUBLIC COMMENT: The Board welcomed new Trustee, Tammy Willes.

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of May 22, 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. It was noted that no Bezold Fund report was provided for this month. This was an oversight and a report will be provided at next meeting.

Administration:

Department Heads will meet Patrick Jordan, Escanaba's new City Manager at a special meeting on June 27th. Open House Luncheon honoring Jim O'Toole will be on June 29th from 11 – 1 in the City Hall Foyer. Board members are invited to attend. The library received notification that the Universal Service Fund application was successful for 2017. This results in a savings of \$4,813.00 for Internet service.

Library Programs / Services:

The library will feature a digital display of patron lighthouse photos in celebration of the 150th anniversary of the Sand Point Lighthouse, in conjunction with the Delta County Historical Society. To date, 205 children have registered for the Summer Reading Club. The library is participating in the Michigan Activity Pass (MAP) program this summer. Library patrons can use their library card to "check out" free or discounted admission to state parks and cultural attractions. Details are available on the library's web site. Friends of the Library Open House is tentatively scheduled for Saturday, September 9th from 11-1. Friends of the Library will staff a booth at the Waterfront Art Fair on Saturday, August 5th.

UNFINISHED BUSINESS:

NEW BUSINESS:

Library Board Officer Elections: Chair Elizabeth Keller opened the floor for nominations. Kathy Mason nominated *Elizabeth Keller for Chair*, Neil Hivala seconded, unanimous. Janice Hallett nominated *Neil Hivala for Vice Chair*, Kathy Mason seconded, unanimous.

ANNOUNCEMENTS: The board meeting for July is cancelled. Next meeting is Monday, August 28, 2017 at 5pm

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 12 MONTHS ENDING JUNE 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	16,890.72	8,501.36	15,500.00	16,895.32	16,895.32
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	123,000.00	232,678.49	109,297.65
268-000-658-000	FINES AND FEES	18,000.00	17,402.71	1,450.39	20,000.00	18,282.50	1,466.09
268-000-665-000	INTEREST EARNINGS	1,750.00	2,695.01	.00	3,500.00	3,351.55	221.47
268-000-675-000	CONTRIB FROM PRIVATE SOURCES	.00	22.58	.00	.00	2,200.00	.00
268-000-675-001	CONTRIBUTIONS-FRIENDS	.00	6,544.32	.00	.00	10,095.44	3,700.00
268-000-675-002	CONTRIBUTIONS- COMMUNITY FUND	.00	3,551.16	.00	.00	24.36	(1,225.64)
268-000-694-000	MISCELLANEOUS	.00	295.00	.00	.00	172.36	.00
268-000-698-000	GAIN ON SALE OF INVESTMENTS	.00	3,097.19	3,097.19	.00	(1,982.49)	(1,982.49)
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	550,715.42	13,048.94	562,000.00	683,416.51	128,372.40
TOTAL FUND REVENUE		535,250.00	550,715.42	13,048.94	562,000.00	683,416.51	128,372.40
<u>EXPENDITURES</u>							
<u>DEPARTMENT 000</u>							
268-000-702-000	SALARIES AND WAGES	274,671.00	238,733.06	20,362.42	281,245.00	241,590.98	20,962.24
268-000-703-000	SICK, HOLIDAY, VACATION	.00	32,755.15	2,428.37	.00	33,690.54	1,646.42
268-000-711-000	OVERTIME	.00	.00	.00	.00	258.93	.00
268-000-712-000	OVERHEAD ON SALARIES & WAGES	75,047.00	75,097.14	6,248.81	83,784.00	82,752.14	6,583.30
268-000-713-000	LIFE & HOSPITAL INSURANCE	73,345.00	67,196.13	5,448.18	71,092.00	71,125.10	5,681.24
268-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	567.14	85.19	600.00	522.28	24.36
268-000-727-000	OFFICE SUPPLIES	6,500.00	6,208.45	786.14	6,500.00	6,374.88	1,165.55
268-000-801-000	PROFESSIONAL SERVICES	29,615.00	31,558.38	9,217.26	33,976.00	37,656.20	9,857.21
268-000-850-000	TELEPHONES	2,800.00	2,654.67	121.96	2,800.00	3,814.62	307.78
268-000-860-000	TRAVEL EXPENSES, AUTO ALLOW.	500.00	450.87	137.67	500.00	415.34	.00
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	1,368.62	24.62	1,344.00	1,657.00	103.00
268-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00	51,996.00	4,333.00	51,996.00	51,996.00	4,333.00
268-000-943-000	RENTAL OF EQUIPMENT	1,000.00	1,058.21	328.73	1,724.00	2,109.75	271.90
268-000-958-000	MEMBERSHIP AND DUES	233.00	205.00	.00	245.00	249.00	.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	36,274.25	10,330.61	40,000.00	37,072.98	7,742.96
TOTAL DEPARTMENT 000		559,076.00	548,301.23	59,852.96	577,231.00	571,717.32	58,678.96

CITY OF ESCANABA
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2017

FUND 268 - LIBRARY FUND

	— PREVIOUS YEAR —			— CURRENT YEAR —		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
TOTAL FUND EXPENDITURES	559,076.00	548,301.23	59,852.96	577,231.00	571,717.32	58,678.96
NET REVENUES OVER EXPENDITURE	(23,826.00)	2,414.19	(46,804.02)	(15,231.00)	111,699.19	69,693.44

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2017
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	4,350.00	4,650.03	358.45	4,400.00	5,263.86	437.87
703-000-698-000	GAIN ON SALE OF INVESTMENTS	.00	4,985.19	4,985.19	.00	(3,260.39)	(3,260.39)
	TOTAL REVENUE	<u>4,350.00</u>	<u>9,635.22</u>	<u>5,343.64</u>	<u>4,400.00</u>	<u>2,003.47</u>	<u>(2,822.52)</u>
	TOTAL FUND REVENUE	<u>4,350.00</u>	<u>9,635.22</u>	<u>5,343.64</u>	<u>4,400.00</u>	<u>2,003.47</u>	<u>(2,822.52)</u>
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	3,131.47	237.30	10,000.00	2,753.28	89.29
		<u>10,000.00</u>	<u>3,131.47</u>	<u>237.30</u>	<u>10,000.00</u>	<u>2,753.28</u>	<u>89.29</u>
	TOTAL FUND EXPENDITURES	<u>10,000.00</u>	<u>3,131.47</u>	<u>237.30</u>	<u>10,000.00</u>	<u>2,753.28</u>	<u>89.29</u>
	NET REVENUES OVER EXPENDITURE	<u>(5,650.00)</u>	<u>6,503.75</u>	<u>5,106.34</u>	<u>(5,600.00)</u>	<u>(749.81)</u>	<u>(2,911.81)</u>

CITY OF ESCANABA - ESCANABA PUBLIC LIBRARY

Comparison of Budget to Actual-Fiscal Year 2016-17

As Of **6/30/17**

UNAUDITED

	ACCOUNT DESCRIPTION	2016-17 BUDGET	UNAUDITED THRU 06/30/2017	COMPARISON TO BUDGET	ACTUAL THRU 06/30/2016
Revenues					
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	16,895.32	1,395.32	16,890.72
569 -212	Superiorland	0	657.00	657.00	0.00
656	Ordinance/Penal Fines - County Allocation	100,000	232,678.49	132,678.49	99,429.93
658	Fines and Fees	18,000	18,282.50	282.50	17,402.71
665	Interest Earnings	1,750	3,351.55	1,601.55	2,695.01
675	Contributions from Private Sources	0	12,319.80	12,319.80	10,118.06
694	Miscellaneous	0	172.36	172.36	295.00
698	Gain/(Loss) on Investments	0	(1,982.49)	(1,982.49)	3,097.19
699 -101	Contribution from General Fund	<u>400,000</u>	<u>400,000.00</u>	<u>0.00</u>	<u>400,000.00</u>
	TOTAL REVENUES	535,250	683,416.51	148,166.51	550,715.42
Expenditures					
702	Salaries and Wages	281,245	275,540.45	5,704.55	271,488.21
712	Overhead on Salaries and Wages	83,784	82,752.14	1,031.86	75,097.14
713	Life & Hospital Insurance	71,092	71,125.10	(33.10)	67,196.13
726	Supplies(Misc)	600	522.28	77.72	567.14
727	Office Overhead/Supplies	6,500	6,374.88	125.12	6,208.45
801	Professional Services	29,976	37,656.20	(7,680.20)	31,558.34
850	Telephones	2,800	3,814.62	(1,014.62)	2,654.67
860	Travel Expenses, Auto Allow	500	415.34	84.66	450.87
910	Insurance & Bonds	225	301.58	(76.58)	192.92
932	Repairs/Maintenance of Equipment	1,344	1,657.00	(313.00)	1,368.62
942	Rental of Building or Offices	51,996	51,996.00	0.00	51,996.00
943	Rental of Equipment	1,724	2,109.75	(385.75)	1,058.21
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	<u>40,000</u>	<u>37,072.98</u>	<u>2,927.02</u>	<u>36,274.25</u>
	TOTAL EXPENDITURES	573,231.00	571,717.32	1,513.68	548,301.19
EXCESS(DEFICIT) OF REVENUES OVER EXPENDITURES		<u>(37,981.00)</u>	<u>111,699.19</u>	<u>149,680.19</u>	<u>2,414.23</u>
BEGINNING FUND BALANCE-7/1/16			108,074.28		
FUND BALANCE 6/30/17			<u>219,773.47</u>		
Balance Sheet Balances					
	Cash-Investments	110,633.32			
	Accrued Interest	4,223.71			
	Due to/Due from/Deferred	117,688.67			
	A/P at YE and Prepaids	(12,772.23)			
	Net Assets	<u>219,773.47</u>			



September is Library Card Sign-Up Month!

CELEBRATE
with the
FRIENDS OF THE ESCANABA PUBLIC LIBRARY
OPEN HOUSE

Saturday, September 9th 11 a.m.—1 p.m.

11:00—1:00 p.m. Make It—Take It Table

Upcycle an old t-shirt into a book bag or make a pocket for your library card.

11:15—11:45 a.m. Storytelling

Youngsters, join Jan Curtis in the story room for some interactive amusement!

12:00—12:30 p.m. Preparing Healthy Snacks and School Lunches

Rachel Sabin, Supplemental Nutrition Assistance Program (SNAP), will demonstrate how to prepare healthy snacks that kids will love. Recipes and free samples provided.

12:30—1:00 p.m. Drumming Circle with Lorne Watson

Fun for all ages with professional Drummer, Lorne Watson. Library Patio, weather permitting.



1:00 Grand Prize Drawing

Present your library card or sign-up for a new one and enter the drawing for a FREE CHROMEBOOK. One entry per family, please.

**TEN drawings for \$10 gift cards for School Supplies
A FREE BOOK for each child attending (while supplies last)**

