



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
September 25, 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) Safety Policy and Procedures
Review of practices currently in place and discussion on workplace security

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
August 28, 2017

A meeting of the Escanaba Public Library Board of Trustees was held August 28, 2017 at 5:02p.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:

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of June 26, 2017 were accepted on consensus.

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

DIRECTOR'S REPORT

Use Measures: Reviewed

Financials: Reviewed. Question regarding why penal fines appear higher than what was received could not be answered by library director. Director will consult with City Controller and report back next month.

Administration: Director discussed current activities/projects, including wi-fi printing, replacements for iPads in children's room, "Mobile Circ" equipment for use in outreach, recent outreach activities and the upcoming annual meeting of the Upper Peninsular Region of Library Cooperation (UPRLC).

UNFINISHED BUSINESS:

NEW BUSINESS:

A) Library In-Service Day: Director discussed plans for a staff in-service focusing on safety for Friday, September 29th. The library would need to close to the public for all staff to participate. This training corresponds with the strategic plan goal of maximizing staff potential. N. Hivala moved and J. Hallett seconded to close the library on September 29th for staff training. Unanimous.

B) Summer Program Review and Fall Program Calendar: Director reported on activity during the summer for children, family and adult events and provided a preview of program planning in progress for Fall.

C) Quarterly Workplan Goals: Director reported that work plans for fall will prioritize technology and marketing. Local history and digitization will be a focus for the winter quarter.

ANNOUNCEMENTS: The board meeting for July is cancelled. Next meeting is Monday, September 25, 2017 at 5pm

ADJOURNMENT: 5:45p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair

**Director's report
Escanaba Public Library
Board of Trustees – Regular Meeting
September 25, 2017**

Use Measure	Aug 16	Aug 17
<i>Checkouts – Physical</i>	8645	7982
<i>Checkouts - Digital</i>	763	739
<i>Holds Activity</i>	1006	863
<i>Library Cards Issued</i>	74	79
<i>Network Use</i>	2431	2308
<i>Fines & Fees Paid</i>	\$1112	\$1133
<i>Patron Gate Count</i>	8461	7457
<i>Attendance – Children's Events</i>	28	128
<i>Attendance – Adult Events</i>	0	52

Financials:

Financial reports current through July, 2017 have been provided.

Administration:

- Annual report (promotional) is in progress for Fiscal year 2106-17 and will be distributed to townships and partner organizations.
- Currently under review in the library policy manual: Section 3 – Use of Library Equipment (3.7 Laptops)

Library Programs / Services:

- Friends of the Library Back-to-School Open House on Saturday, September 9th was well attended and well received by the community. Plans are to make this an annual event.
- Staff demonstrations of online library resources will be take place each Tuesday from 2 – 3pm in the library at the reference desk. Session will be promoted as “Tech Tuesdays” and will begin September 26th.
- Friends of the Library are supporting a film premiere of *Young Hemingway and his Enduring Eden* in collaboration with the Bonifas. This is a 60 minute documentary by George Colburn exploring Northern Michigan’s integral role in the development of Ernest Hemingway’s writings. Events will be held October 19th and 20th.
- The Kiwanis Club will be sponsoring the library’s Lego Club with a \$750.00 donation. Volunteer Aaron Deiter runs the program and secured the funding.
- Staff from the Dickinson County Library will attend a Library Babies session in October to observe the program.
- Flyer of Fall events for adults is included with board packet.

What's Happening at the Escanaba Public Library

October 12 & 19

6:00 p.m.

Folded Up/U.P. Silhouette

Altered book art folding project.

Registration is required



October 14-28

Great Pumpkin Check-Out

Check –out a pumpkin and take it home to decorate. Popular vote will determine a winner.

Prizes for under 12 and teen/adult



October 26

6:00 p.m.

Troy Graham & Emily Smith

Musical Performance

Public is invited.

No registration required.



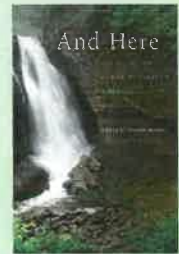
November 9

6:00 p.m.

And Here—100 Years of Upper Peninsula Writing, 1917-2017

Reading and book signing event featuring L.E. Kimball / April Lindala / Jillena Rose / Eric Torgersen

No registration required.



November 15

6:00 p.m.

Upcycling-Deer Day

Craft a gift bag made from wrapping paper and book page silhouettes.

Registration is required



December 7

6:00 p.m.

Upcycling-Fashion Hacking

Upcycle a men's dress shirt into a full or half apron.

Registration is required



Supported by the Friends of the Escanaba Public Library

For more information contact the Escanaba Public Library @ 906-789-7323 or www.escanabalibrary.org

Located in downtown Escanaba at 400 Ludington Street, Escanaba, MI 49829

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 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>							
268-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	15,500.00	(8,501.36)	(8,501.36)	15,500.00	(8,505.96)	(8,505.96)
268-000-569-212	SUPERIORLAND	.00	657.00	657.00	.00	750.00	750.00
268-000-656-000	ORDINANCE/PENAL FINES-CO ALLO	100,000.00	121,373.54	121,373.54	100,000.00	.00	.00
268-000-658-000	FINES AND FEES	18,000.00	978.40	978.40	18,000.00	1,557.44	1,557.44
268-000-665-000	INTEREST EARNINGS	1,750.00	365.59	365.59	1,750.00	.00	.00
268-000-675-000	CONTRIB FROM PRIVATE SOURCES	.00	200.00	200.00	.00	40.00	40.00
268-000-698-000	GAIN ON SALE OF INVESTMENTS	.00	.00	.00	.00	1,247.92	1,247.92
268-000-699-101	CONTRIBUTION FR GENERAL FUND	400,000.00	.00	.00	400,000.00	.00	.00
TOTAL REVENUE		535,250.00	115,073.17	115,073.17	535,250.00	(4,910.60)	(4,910.60)
TOTAL FUND REVENUE		535,250.00	115,073.17	115,073.17	535,250.00	(4,910.60)	(4,910.60)
<u>EXPENDITURES</u>							
<u>DEPARTMENT 000</u>							
268-000-702-000	SALARIES AND WAGES	281,245.00	18,652.66	18,652.66	286,531.00	18,573.43	18,573.43
268-000-703-000	SICK, HOLIDAY, VACATION	.00	3,211.56	3,211.56	.00	4,643.24	4,643.24
268-000-712-000	OVERHEAD ON SALARIES & WAGES	83,784.00	6,626.95	6,626.95	74,453.00	6,152.55	6,152.55
268-000-713-000	LIFE & HOSPITAL INSURANCE	71,092.00	7,003.09	7,003.09	73,920.00	7,495.27	7,495.27
268-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	.00	.00	600.00	.00	.00
268-000-727-000	OFFICE SUPPLIES	6,500.00	58.51	58.51	6,500.00	19.62	19.62
268-000-801-000	PROFESSIONAL SERVICES	29,976.00	.00	.00	30,465.00	(1,642.69)	(1,642.69)
268-000-850-000	TELEPHONES	2,800.00	123.53	123.53	3,250.00	48.98	48.98
268-000-860-000	TRAVEL EXPENSES, AUTO ALLOW.	500.00	.00	.00	500.00	.00	.00
268-000-910-000	INSURANCE AND BONDS	225.00	.00	.00	225.00	.00	.00
268-000-932-000	REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,344.00	1,344.00	1,344.00	.00	.00
268-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00	4,333.00	4,333.00	51,996.00	4,333.00	4,333.00
268-000-943-000	RENTAL OF EQUIPMENT	1,724.00	102.00	102.00	1,900.00	98.00	98.00
268-000-958-000	MEMBERSHIP AND DUES	245.00	.00	.00	245.00	.00	.00
268-000-960-000	EDUCATION AND TRAINING	200.00	.00	.00	200.00	.00	.00
268-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,000.00	.00	.00	1,000.00	.00	.00
268-000-979-000	BOOKS, MAGAZINES, PERIODICALS	40,000.00	2,167.53	2,167.53	40,000.00	950.00	950.00
TOTAL DEPARTMENT 000		573,231.00	43,622.83	43,622.83	573,129.00	40,671.40	40,671.40
TOTAL FUND EXPENDITURES		573,231.00	43,622.83	43,622.83	573,129.00	40,671.40	40,671.40
NET REVENUES OVER EXPENDITURE		(37,981.00)	71,450.34	71,450.34	(37,879.00)	(45,582.00)	(45,582.00)

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 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	4,400.00	692.10	692.10	4,500.00	.00	.00
703-000-698-000	GAIN ON SALE OF INVESTMENTS	.00	.00	.00	.00	1,959.95	1,959.95
	TOTAL REVENUE	4,400.00	692.10	692.10	4,500.00	1,959.95	1,959.95
	TOTAL FUND REVENUE	4,400.00	692.10	692.10	4,500.00	1,959.95	1,959.95
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	.00	.00	10,000.00	.00	.00
		10,000.00	.00	.00	10,000.00	.00	.00
	TOTAL FUND EXPENDITURES	10,000.00	.00	.00	10,000.00	.00	.00
	NET REVENUES OVER EXPENDITURE	(5,600.00)	692.10	692.10	(5,500.00)	1,959.95	1,959.95

CITY OF ESCANABA - ESCANABA PUBLIC LIBRARY

Comparison of Budget to Actual-Fiscal Year 2017-18

As Of 7/31/17

UNAUDITED

		2017-18	UNAUDITED	COMPARISON	ACTUAL
ACCOUNT DESCRIPTION		BUDGET	THRU 07/31/2017	TO BUDGET	THRU 07/31/2016
Revenues					
437 -002	Renaissance Zone Reimb	0	0.00	0.00	0.00
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)	(8,501.36)
569 -212	Superiorland	0	750.00	750.00	657.00
656	Ordinance/Penal Fines - County Allocation	100,000	111,304.95	11,304.95	121,373.54
658	Fines and Fees	18,000	1,557.44	(16,442.56)	978.40
665	Interest Earnings	1,750	0.00	(1,750.00)	365.59
675	Contributions from Private Sources	0	0.00	0.00	200.00
694	Miscellaneous	0	40.00	40.00	0.00
698	Gain/(Loss) on Investments	0	0.00	0.00	0.00
699 -101	Contribution from General Fund	<u>400,000</u>	<u>0.00</u>	<u>(400,000.00)</u>	<u>0.00</u>
TOTAL REVENUES		535,250	113,652.39	(421,597.61)	115,073.17
Expenditures					
702	Salaries and Wages	286,531	23,216.67	263,314.33	21,864.22
712	Overhead on Salaries and Wages	74,453	6,152.55	68,300.45	6,626.95
713	Life & Hospital Insurance	73,920	8,653.63	65,266.37	7,003.09
726	Supplies(Misc)	600	0.00	600.00	0.00
727	Office Overhead/Supplies	6,500	19.62	6,480.38	58.51
801	Professional Services	30,465	2,610.29	27,854.71	0.00
850	Telephones	3,250	48.98	3,201.02	123.53
860	Travel Expenses, Auto Allow	500	0.00	500.00	0.00
910	Insurance & Bonds	225	0.00	225.00	0.00
932	Repairs/Maintenance of Equipment	1,344	0.00	1,344.00	1,344.00
942	Rental of Building or Offices	51,996	4,333.00	47,663.00	4,333.00
943	Rental of Equipment	1,900	98.00	1,802.00	102.00
958	Membership and Dues	245	0.00	245.00	0.00
960	Education and Training	200	0.00	200.00	0.00
977	Capital Outlay-Equipment	1,000	0.00	1,000.00	0.00
979	Books, Magazines & Periodicals	<u>40,000</u>	<u>950.00</u>	<u>39,050.00</u>	<u>2,167.53</u>
TOTAL EXPENDITURES		573,129.00	46,082.74	527,046.26	43,622.83
EXCESS(DEFICIT) OF REVENUES OVER EXPENDITURES		<u>(37,879.00)</u>	<u>67,569.65</u>	<u>105,448.65</u>	<u>71,450.34</u>
BEGINNING FUND BALANCE-7/1/17			217,303.66		
FUND BALANCE 7/31/17			<u>284,873.31</u>		

Carolyn Stacey

From: Melissa Becotte - Controller <mbecotte@escanaba.org>
Sent: Wednesday, September 20, 2017 12:50 PM
To: Carolyn Stacey
Subject: Penal Fines

Your penal fine line item on your financial reports will look a bit different this year. Through the audit, the July payment was reviewed and deemed to be posted in the wrong fiscal year. We have always taken the payments as they come and left them in the year they are received. The auditors noticed the check stub for the July 2017 payment was actually for fiscal year 2016/17. They required us to recognize the money in last year. The result is that you have 2 payments in 2016/17 for a total of \$232,678.49. This line item will not show any revenue for 2017/18 until the next payment is sent in July 2018 (which will be labeled as fiscal year 2017/18 and will be posted in 2017/18 via journal entry). This will be the case moving forward. All payments of penal fines will come at the end of the fiscal year.

If you have any questions, please don't hesitate to call or stop in.

Melissa Becotte
City of Escanaba Controller
P.O. Box 948 Escanaba, MI 49829
906-789-7300