



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

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

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

Library Board of Trustees
November 24, 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

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
October 27, 2014

A meeting of the Escanaba Public Library Board of Trustees was held October 27th at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

PRESENT: Philip Lynch, Priscilla Green, Janice Hallett, Neil Hivala, Pat Baribeau, Carolyn Stacey, Library Director.

ABSENT: Elizabeth Keller.

ALSO PRESENT: Members of the public (8)

PUBLIC COMMENT: None

ANNOUNCEMENTS: Phil Lynch announced that a number of his students from the Escanaba High School were in attendance at the meeting to observe.

APPROVAL/CORRECTIONS(S) TO MINUTES: Minutes of the September 22, 2014 meeting were approved as written.

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

DIRECTOR'S REPORT

1. Monthly Statistics
2. Financials
3. Administration

The library will update children's room computers with a \$5,000 donation to the Friends from an independent foundation. Funds will purchase iPads for children's and teens to be used in the library. The library will be working with a local graphics business and the Friends of the Library to create an updated logo for the library. Work is expected to take place in the next 3 -6 months. The library director and a sub-committee of the Friends are researching library foundations.

4. Library Programs & Services

The children's department will present a "Family Fun Night" in conjunction with Delta County Great Start on October 22nd. The program is part of a series planned for children and families/caregivers. Each program includes a craft, story, activity and snack.

105 teens entered the library's contest for "Teen Read Week," October 12-18. Winner will be drawn on October 22nd. The library will sponsor the Delta County Historical Society's winter outreach series for 2015 with lectures in February, March and April.

UNFINISHED BUSINESS:

Gifts & Donations Policy

The Board reviewed a first reading of the proposed revision of the Gifts and Donations policy. The library director indicated she is still reviewing sample policies and expects to make additional revisions and recommendations. Editing suggestions will be incorporated and the final version will be brought to the board for approval when ready.

NEW BUSINESS: None

ANNOUNCEMENTS: None

ADJOURNMENT: 5:24 p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Philip Lynch, Chair

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2014

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	251.88	.00	.00	649.05	.00
268-000-566-100 ST OF MICHIGAN LIBRARY FUNDING	12,874.00	.00	.00	15,866.00	.00	.00
268-000-569-211 GRANTS	.00	75.00	.00	.00	.00	.00
268-000-569-221 LIB OF MI FOUNDATION BOOK TOUR	.00	.00	.00	.00	100.00	.00
268-000-656-000 ORDINANCE/PENAL FINES-CO ALLO	124,758.00	.00	.00	100,000.00	98,193.88	.00
268-000-658-000 FINES AND FEES	23,000.00	106,728.20	2,059.19	23,000.00	6,629.65	1,775.13
268-000-665-000 INTEREST EARNINGS	2,200.00	487.08	151.93	1,500.00	382.00	.00
268-000-675-000 CONTRIB FROM PRIVATE SOURCES	.00	6,600.95	5,494.95	.00	.00	.00
268-000-699-101 CONTRIBUTION FR GENERAL FUND	365,000.00	.00	.00	371,000.00	.00	.00
268-000-699-701 CONTRIBUTION FROM HEALTH/DENT	13,893.00	13,893.00	.00	.00	.00	.00
TOTAL REVENUE	541,725.00	128,036.11	7,706.07	511,366.00	105,954.58	1,775.13
TOTAL FUND REVENUE	541,725.00	128,036.11	7,706.07	511,366.00	105,954.58	1,775.13
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000 SALARIES AND WAGES	263,652.00	79,607.12	20,623.76	270,103.00	79,213.82	21,546.98
268-000-703-000 SICK, HOLIDAY, VACATION	.00	7,187.00	1,498.93	.00	9,286.32	1,171.17
268-000-712-000 OVERHEAD ON SALARIES & WAGES	60,356.00	19,739.73	4,964.56	67,721.00	22,034.11	5,592.92
268-000-713-000 LIFE & HOSPITAL INSURANCE	70,139.00	22,412.56	4,770.56	70,483.00	20,887.06	2,042.95
268-000-726-000 SUPPLIES-MISCELLANEOUS	600.00	.00	.00	600.00	181.37	164.87
268-000-727-000 OFFICE SUPPLIES	7,500.00	2,508.57	1,261.44	6,500.00	724.67	568.17
268-000-801-000 PROFESSIONAL SERVICES	27,796.00	11,833.67	5,043.56	29,597.00	10,769.83	3,952.63
268-000-850-000 TELEPHONES	4,720.00	319.71	103.62	3,720.00	414.85	105.40
268-000-860-000 TRAVEL EXPENSES, AUTO ALLOW.	500.00	.00	.00	500.00	98.92	73.92
268-000-910-000 INSURANCE AND BONDS	450.00	219.77	.00	225.00	174.76	.00
268-000-932-000 REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,493.99	149.99	1,344.00	1,344.00	.00
268-000-942-000 RENTAL OF BUILDING OR OFFICES	34,819.00	11,606.32	2,901.58	51,996.00	17,332.00	4,333.00
268-000-943-000 RENTAL OF EQUIPMENT	1,732.00	244.01	128.01	1,000.00	124.11	124.11
268-000-958-000 MEMBERSHIP AND DUES	390.00	190.00	.00	225.00	198.00	.00
268-000-960-000 EDUCATION AND TRAINING	260.00	25.00	.00	260.00	.00	.00
268-000-977-000 CAPITAL OUTLAY-EQUIPMENT	1,000.00	89.99	.00	1,000.00	.00	.00
268-000-979-000 BOOKS, MAGAZINES, PERIODICALS	40,000.00	10,324.08	2,897.72	26,000.00	7,509.36	4,148.43
TOTAL DEPARTMENT 000	515,258.00	167,801.52	44,343.73	531,274.00	170,293.18	43,824.55
TOTAL FUND EXPENDITURES	515,258.00	167,801.52	44,343.73	531,274.00	170,293.18	43,824.55
NET REVENUES OVER EXPENDITURE	26,467.00	(39,765.41)	(36,637.66)	(19,908.00)	(64,338.60)	(42,049.42)

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 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	4,200.00	1,598.85	405.53	4,600.00	1,072.34	.00
	TOTAL REVENUE	4,200.00	1,598.85	405.53	4,600.00	1,072.34	.00
	TOTAL FUND REVENUE	4,200.00	1,598.85	405.53	4,600.00	1,072.34	.00
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	1,086.16	588.83	10,000.00	471.98	93.20
		10,000.00	1,086.16	588.83	10,000.00	471.98	93.20
	TOTAL FUND EXPENDITURES	10,000.00	1,086.16	588.83	10,000.00	471.98	93.20
	NET REVENUES OVER EXPENDITURE	(5,800.00)	512.69	(183.30)	(5,400.00)	600.36	(93.20)