

CRAWFORD COUNTY LIBRARY BOARD OF TRUSTEES

Regular Meeting

Thursday February 13, 2014

Devereaux Memorial Library
201 Plum Street, Grayling, Michigan 49738

CALL TO ORDER

ROLL CALL : Cheryll Ruley, Debbie Friedman, Corinne Wesoloswki, Paul Bailey
and Jeri Selthoffer

PLEDGE OF ALLEGIANCE / INVOCATION : Selthoffer

CITIZENS WHO WISH TO SPEAK

AGENDA ADDITIONS/DELETIONS

APPROVAL OF MINUTES

1. January 9,2014

FRIENDS OF THE LIBRARY:

Reminder: Memberships are due now.

CORRESPONDENCE

FINANCIAL REPORT:

APPROVAL OF BILLS

DIRECTOR'S REPORT

Action Items:

- 1.
- 2.
- 3.

NEW BUSINESS

None

OLD BUSINESS

1. Real Estate Purchase/Closing

SUPERIORLAND CO-OP REPORT – Selthoffer
None

COMMITTEE REPORTS

1. Policy – Friedmann
2. Personnel – Wesolowski
3. Strategic Plan – Mansfield – Scheduling new meeting date/time.

OTHER MATTERS THAT MAY LEGALLY COME BEFORE THE BOARD

CITIZENS WHO WISH TO SPEAK

ANNOUNCEMENTS

ADJOURNMENT

Next Regular Board Meeting Thursday March 13, 2014

**CRAWFORD COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES**

January 9, 2014 ~ 8:30 a.m. Rescheduled to 10:00 a.m.

Devereaux Memorial Library, 201 Plum Street, Grayling MI 49738 ~ (989) 348-9214

CALL TO ORDER: The Crawford County Library Board meeting was called to order at 10:00 a.m. by President Jeri Selthoffer in the meeting room of the Devereaux Memorial Crawford County Library.

ROLL CALL: Crawford County Library Board Members present – Jeri Selthoffer, Debbie Friedman, Cheryll Ruley, and Paul Bailey; Corinne Wesolowski joined by telephone. Others present included Library Director Bambi Mansfield and Library Services Coordinator Connie Meyer.

PLEDGE OF ALLEGIANCE/INVOCATION:

Pledge led by Selthoffer; invocation given by Friedman.

CITIZENS WHO WISH TO SPEAK: None.

AGENDA ADDITIONS AND DELETIONS: Under Old Business, move #1 Real Estate Offer to the top of the agenda; under Correspondence add #1 Letter from BJ Sander; under Director's Report, add #1 Upholstery Bill and #2 Vacation Time Policy; *Motion by Ruley, second by Friedman to approve the agenda as amended. Discussion. 5 ayes, 0 nay; motion carried.*

OLD BUSINESS:

1. Real Estate Offer – *Motion by Friedman, second by Bailey to enter closed session for the purpose of discussing a real estate transaction. Discussion. 5 ayes, 0 nays; motion carried.* The board entered closed session at 10:06 a.m. The board returned to open session at 10:17 a.m. *Motion by Ruley, second by Bailey to approve the agreement with Crawford AuSable School District to purchase 707 Ingham Street, Grayling, Michigan 49738, as is and including the portable classroom building, for \$20,000.00 plus half of the estimated closing costs, approximately \$500.00. Discussion. Roll call vote: Wesolowski – aye, Bailey – aye, Friedman – aye, Ruley – aye, Selthoffer – aye; 5 ayes, 0 nays; motion carried.* Closing on the purchase is expected by January 30, 2014.

APPROVAL OF MINUTES: December 12, 2013 Regular Meeting Minutes – *Motion by Friedman, second by Bailey to approve the December 12, 2013 Regular Meeting Minutes as presented. Discussion. 5 ayes, 0 nays; motion carried.*

FRIENDS OF THE LIBRARY: Selthoffer reminded everyone that membership dues are due. The group is meeting every other month and the next meeting is February 10, 2014 at 10 a.m. in the meeting room of the Devereaux Memorial Library.

CORRESPONDENCE:

1. Letter from BJ Sander – Letter praises staff for their welcoming attitude. No action.

FINANCIAL REPORT: Mansfield reviewed with the board the FY 2013-2014 County Library Revenue & Expenditure Report for the period ending 12/31/13 with 25% of the fiscal year completed (attached) Revenues stand at 11.37% and Expenditures stand at 19.98%. *Motion by Friedman, second by Bailey to approve FY 2013-2014 County Library Fund Revenue & Expenditure Report for the period ending December 31, 2013 as presented. Discussion. 5 ayes, 0 nays; motion carried.*

APPROVAL OF BILLS: The board was presented with the Final Voucher List dated January 9, 2014 (attached). *Motion by Ruley, second by Friedman to approve the monthly voucher list of expenditures dated January 9, 2014, as presented, in the total amount of \$30,316.99. Discussion. Roll call vote: Bailey – aye, Wesolowski – aye, Friedman – aye, Ruley – aye, Selthoffer – aye; 5 ayes, 0 nay; motion carried.*

LIBRARY DIRECTOR'S REPORT: Attached.

Action Items:

1. Upholstery Bill –The bill for reupholstering is \$666.60 over the agreed contracted amount. Mansfield explained additional work beyond the scope of the formal agreement was performed. *Motion by Ruley, second by Bailey to pay the final bill from Shelley Pinkelman in the amount of \$666.60 upon return of the fabric, all chairs and furnishings belonging to the library, with the check coming to the library for transaction completion. Discussion. Roll call vote: Friedman – aye, Bailey – aye, Wesolowski – aye, Ruley – aye, Selthoffer – aye. 5 ayes, 0 nays; motion carried.*
2. Vacation Time Policy – Mansfield brought her concern about one part time employee who will be earning less vacation days due to the recently amended Policy 217. Ruley proposed the board set aside the provisions for the ten-year employee and grandfather in, according to previous guidelines. Discussion. *Motion by Ruley, second by Bailey to exercise the Article XI: Policy Suppression of the Crawford County Library Board of Trustees' By-Laws and set aside Policy 217 Vacation Time and grandfather in to previous policy guidelines of 8 days vacation as a ten-year employee for Joann Yoder. Discussion. 5 ayes, 0 nays; motion carried.*

NEW BUSINESS: None.

SUPERIORLAND LIBRARY COOPERATIVE REPORT:

1. State Aid Update – Selthoffer reported state aid is expected to increase by 18%.
 2. Co-Op Collection Development – Selthoffer reported discussion about each library in the cooperative purchasing and maintaining a special collection to avoid duplication of books, saving money for each library through interlibrary loans. The Co-Op's eBook collection is growing.
- Selthoffer also reported the Co-Op's fund balance is healthy and the Sirsi system will be phased out in the future and upgraded to a more current system which will require the purchase of new servers and other equipment.

COMMITTEE REPORTS:

1. Policy – Friedman had no report at this time. Ruley has handed over policy manual files.
2. Personnel – Wesolowski had no report at this time.

Bailey left the meeting at 11:38 a.m.

3. Strategic Plan – Mansfield suggested the strategic planning meeting be held February 8. There were conflicts with this date. Board members suggested the end of February. The meeting will be rescheduled at the February 13, 2014 meeting.

OTHER MATTERS THAT MAY COME LEGALLY BEFORE THE BOARD: None.

CITIZENS WHO WISH TO SPEAK: Connie Meyer thanked the board for the staff Christmas party on December 14, 2013 and said her family had a good time. She believes the rest of the staff also really enjoyed the gathering.

ANNOUNCEMENTS: Ruley announced that the Crawford County United Way will be holding a Snowmobile Fun Run on February 8, 2014 with registration and lunch at noon at Dingman's Bar in Kalkaska with a donation of \$25 per person. The ride ends at Mainstream Steak & Ribs in Grayling, with dinner and prizes. Riders receive a commemorative t-shirt, too. All funds raised will boost the 2014 Allocation Fund.

ADJOURNMENT: *Motion by Ruley, second by Friedman to adjourn the meeting. Discussion. 4 ayes, 0 nays; motion carried.* Selthoffer adjourned the meeting at 11:43 a.m.

Next Regular Board Meeting is Thursday, February 13, 2014 at 8:30 a.m.
Respectfully submitted by: Cheryll A. Ruley, Board Secretary

02/10/2014 10:15 AM
User: wagner
DB: Crawford County

BALANCE SHEET FOR COUNTY OF CRAWFORD
Period Ending 01/31/2014

Pag

1/1

Fund 271 COUNTY LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
271-000-001.000	Cash	3,578.46
271-000-003.100	INVESTMENT CHASE BANK--- LIBRARY	57,250.28
271-000-003.500	INVESTMENTS HUNTINGTON LIBRARY	131,891.48
271-000-003.800	INVESTMENTS MERCANTILE BANK	161,258.13
271-000-004.000	IMPREST CASH	275.00
271-000-019.007	TAX REC--2007 DEL PERS PROPERTY	300.73
271-000-019.008	DEL 2008 PERSONAL PROPERTY	(4.88)
271-000-019.009	DEL PERS PROPERTY 2009	(15.15)
271-000-019.010	2010 DEL PERSONAL TAX RECEIVABLE	29.93
271-000-019.011	DEL 2011 PERSONAL DUE CO UNITS	12.79
271-000-019.012	DELINQUENT 2012 PERSONAL PROPERTY	281.97
Total Assets		354,858.74
*** Fund Balance ***		
271-000-390.000	FUND BALANCE	50,688.69
271-000-390.020	FUND BALANCE RES--GRANT MATCH	20,000.00
271-000-390.030	FUND BALANCE REST--EQUAL ACCESS	11,000.00
271-000-390.031	FUND BALANCE, ACQUISITIONS	66,000.00
271-000-390.032	FUND BALANCE, TECHNOLOGY	80,000.00
271-000-390.040	DESIG F BAL, INFRAS, DEVEREAUX, RESTRIC	91,319.00
271-000-390.045	FUND BALANCE, GEN INFRAS--- UNREST.	39,189.27
Total Fund Balance		358,196.96
Beginning Fund Balance		358,196.96
Net of Revenues VS Expenditures		(3,338.22)
Ending Fund Balance		354,858.74
Total Liabilities And Fund Balance		354,858.74

GL Number	Description	Balance
*** Assets ***		
271-000-001.000	Cash	(40,074.14)
271-000-003.100	INVESTMENT CHASE BANK--- LIBRARY	57,249.35
271-000-003.500	INVESTMENTS HUNTINGTON LIBRARY	131,874.68
271-000-003.800	INVESTMENTS MERCANTILE BANK	161,258.13
271-000-004.000	IMPREST CASH	275.00
271-000-019.007	TAX REC--2007 DEL PERS PROPERTY	300.73
271-000-019.008	DEL 2008 PERSONAL PROPERTY	(4.88)
271-000-019.009	DEL PERS PROPERTY 2009	(15.15)
271-000-019.010	2010 DEL PERSONAL TAX RECEIVABLE	29.93
271-000-019.011	DEL 2011 PERSONAL DUE CO UNITS	12.79
271-000-019.012	DELINQUENT 2012 PERSONAL PROPERTY	281.97
Total Assets		311,188.41
*** Fund Balance ***		
271-000-390.000	FUND BALANCE	47,685.05
271-000-390.020	FUND BALANCE RES--GRANT MATCH	20,000.00
271-000-390.030	FUND BALANCE REST--EQUAL ACCESS	11,000.00
271-000-390.031	FUND BALANCE, ACQUISITIONS	66,000.00
271-000-390.032	FUND BALANCE, TECHNOLOGY	80,000.00
271-000-390.040	DESIG F BAL, INFRAS, DEVEREAUX, RESTRIC	91,319.00
271-000-390.045	FUND BALANCE, GEN INFRAS--- UNREST.	39,189.27
Total Fund Balance		355,193.32
Beginning Fund Balance - 12-13		
Net of Revenues VS Expenditures - 12-13		3,003.64
*12-13 End FB/13-14 Beg FB		363,940.46
Net of Revenues VS Expenditures - Current Year		(47,008.55)
Ending Fund Balance		311,188.41
Total Liabilities And Fund Balance		311,188.41

* Year Not Closed

01/06/2014	REVENUE AND EXPENDITURE REPORT FOR COUNTY OF CRAWFORD									
	PERIOD ENDING 12/31/2013									
				2013-14		ACTIVITY FOR				
				AMENDED		MONTH				
			END BALANCE	BUDGET	12/31/2013		YTD BALANCE	AVAILABLE	% BDGT	
GL NUMBER	DESCRIPTION	09/30/2013			12/31/2013		12/31/2013	BALANCE	USED	
Fund 271 - COUNTY LIBRARY FUND										
Revenues										
Dept 790-Library - Grayling										
271-790-401.000	CURRENT TAX COLLECTIONS	236,832.86	239,500.00	5,419.20	5,419.20		234,080.80		2.26	
271-790-402.000	REVENUE, MISCELLANEOUS	71,369.09	1,000.00	60.00	179.00		821.00		17.90	
271-790-403.000	UNIQ MGMT REVENUE RECOVERY	124.90	0.00	32.00	32.00		(32.00)		100.00	
271-790-403.500	E RATE REIMBURSEMENT	3,363.55	3,000.00	0.00	2,144.31		855.69		71.48	
271-790-480.000	BOOK FINES/INTER L LOANS	6,364.30	5,000.00	307.48	1,109.89		3,890.11		22.20	
271-790-486.000	PAY PHONE REVENUE	46.45	0.00	8.00	11.25		(11.25)		100.00	
271-790-532.000	GRANT REVENUE	1,211.00	1,500.00	0.00	0.00		1,500.00		0.00	
271-790-532.271	REIMB, MI REHAB SERVICES	1,848.00	0.00	0.00	0.00		0.00		0.00	
271-790-542.000	STATE REIMBURSEMENTS	7,697.55	8,250.00	0.00	0.00		8,250.00		0.00	
271-790-613.000	SALE OF COPIES	4,695.91	4,000.00	436.05	1,308.14		2,691.86		32.70	
271-790-665.000	INTEREST ON INVESTMENTS	2,301.27	400.00	16.80	219.93		180.07		54.98	
271-790-674.250	DONATIONS,	2,478.80	1,500.00	130.00	794.00		706.00		52.93	
271-790-674.271	SUMMER READING PROGRAM	378.00	0.00	0.00	0.00		0.00		0.00	
271-790-674.750	CONTRIBUTIONS--FRIENDS	6,315.65	3,000.00	0.00	1,500.00		1,500.00		50.00	
271-790-674.900	PENAL FINES	117,801.80	111,000.00	0.00	45,583.00		65,417.00		41.07	
271-790-674.999	SALES	120.00	0.00	0.00	0.00		0.00		0.00	
271-790-678.000	REIMBURSEMENTS, OTHER	0.00	0.00	3,575.60	3,590.25		(3,590.25)		100.00	
Total Dept 790-Library - Grayling		462,949.13	378,150.00	9,985.13	61,890.97		316,259.03		16.37	
Dept 792-Library - Frederic										
271-792-480.000	BOOK FINES/INTER L LOANS	201.57	0.00	0.00	71.20		(71.20)		100.00	
271-792-488.000	MEMORIALS	985.00	0.00	21.10	21.10		(21.10)		100.00	
271-792-613.000	SALE OF COPIES	166.30	0.00	35.75	102.00		(102.00)		100.00	
271-792-674.250	DONATIONS	82.00	0.00	0.00	10.00		(10.00)		100.00	

01/06/2014	REVENUE AND EXPENDITURE REPORT FOR COUNTY OF CRAWFORD											
	PERIOD ENDING 12/31/2013											
GL NUMBER	DESCRIPTION	END BALANCE 09/30/2013	2013-14 AMENDED BUDGET	ACTIVITY FOR MONTH 12/31/2013	YTD BALANCE 12/31/2013	AVAILABLE BALANCE	% BDGT USED					
Dept 793-Library - Lovells												
271-793-922.000	FUEL AND HEATING	400.00	450.00	0.00	0.00	450.00	0.00					
271-793-923.000	TELEPHONE	1,058.58	750.00	84.98	171.14	578.86	22.82					
Total Dept 793-Library - Lovells		1,458.58	1,200.00	84.98	171.14	1,028.86	14.26					
Dept 794-SYSTEM WIDE												
271-794-703.000	SALARY--DIRECTOR	49,856.02	52,000.00	3,898.20	10,509.86	41,490.14	20.21					
271-794-703.030	SALARY, STAFF	55,189.45	58,000.00	4,316.32	11,537.27	46,462.73	19.89					
271-794-703.040	WAGES-HOURLY STAFF	93,180.32	120,000.00	7,122.32	22,023.63	97,976.37	18.35					
271-794-703.550	LONGEVITY	930.00	972.00	630.00	630.00	342.00	64.81					
271-794-705.000	VACATION	1,739.07	0.00	153.31	325.22	(325.22)	100.00					
271-794-708.000	PER DIEM	1,925.00	2,625.00	175.00	350.00	2,275.00	13.33					
271-794-715.000	FICA	14,956.66	17,750.00	1,194.84	3,340.97	14,409.03	18.82					
271-794-716.000	HOSPITALIZATION	38,349.61	36,750.00	3,484.56	10,334.44	26,415.56	28.12					
271-794-717.000	SICK AND ACCIDENT INSURANCE	117.80	0.00	22.50	118.50	(118.50)	100.00					
271-794-720.000	UNEMPLOYMENT COMP	2,261.72	4,200.00	57.19	260.35	3,939.65	6.20					
271-794-722.000	WORKMANS COMPENSATION	778.22	1,750.00	62.46	174.47	1,575.53	9.97					
271-794-724.000	RETIREMENT	20,638.27	17,500.00	1,724.67	4,441.50	13,058.50	25.38					
271-794-724.500	RETIREMENT - DC	2,296.09	3,200.00	179.78	502.33	2,697.67	15.70					
271-794-728.000	SUPPLIES	13,530.78	15,000.00	1,103.23	2,738.58	12,261.42	18.26					
271-794-729.790	POSTAGE	1,496.65	1,750.00	237.80	329.80	1,420.20	18.85					
271-794-730.790	BOOKS	38,946.44	42,000.00	3,520.79	8,770.40	33,229.60	20.88					
271-794-736.010	ADULT & FAMILY PROGRAMS	6,466.21	7,000.00	817.16	1,359.95	5,640.05	19.43					
271-794-748.000	MICROFILM/ARCHIVAL/GENEOLOGY	0.00	5,500.00	0.00	0.00	5,500.00	0.00					
271-794-800.000	OTHER SERVICES & CHARGES	514.00	750.00	250.00	250.00	500.00	33.33					
271-794-806.790	DUES,SUBSCRIPTIONS	935.00	2,000.00	0.00	886.00	1,114.00	44.30					
271-794-818.010	LEGAL COUNSEL	288.00	1,000.00	0.00	0.00	1,000.00	0.00					

01/06/2014 REVENUE AND EXPENDITURE REPORT FOR COUNTY OF CRAWFORD									
PERIOD ENDING 12/31/2013									
GL NUMBER	DESCRIPTION	END BALANCE		2013-14		ACTIVITY FOR		YTD BALANCE	% BDGT USED
		09/30/2013		AMENDED	BUDGET	MONTH	12/31/2013		
271-794-818.120	CONSULTANT EXP, E-RATE	1,143.00		1,250.00		0.00	0.00	1,250.00	0.00
271-794-818.300	CONTRACTS OTHER/ROOC	6,773.70		8,000.00		626.27	1,909.91	6,090.09	23.87
271-794-818.790	CONTRACT SERVICE--ITRIGHT	2,625.00		0.00		0.00	0.00	0.00	0.00
271-794-818.791	CONT SERV--UNIQUE MGMNT	683.06		750.00		41.10	108.50	641.50	14.47
271-794-818.990	CONTRACT SERVICE--UPROC (SIRSI)	8,836.52		14,500.00		0.00	2,929.84	11,570.16	20.21
271-794-818.991	CONTRACT SERVICE---DUNNS	4,615.18		3,500.00		366.52	633.44	2,866.56	18.10
271-794-865.790	TRAVEL EXPENSE	417.54		500.00		0.00	20.65	479.35	4.13
271-794-902.790	PRINTING/ ADVERTISING	206.00		750.00		84.60	84.60	665.40	11.28
271-794-925.790	INSURANCE/BOND	4,967.00		5,000.00		0.00	0.00	5,000.00	0.00
271-794-926.000	ILL DELIVERY MEL SYSTEM	3,654.30		3,620.00		0.00	0.00	3,620.00	0.00
271-794-927.000	LIBRARY COOP--STATE AID PASS THRU	3,511.83		4,150.00		0.00	0.00	4,150.00	0.00
271-794-933.000	EQUIPMENT REPAIR	0.00		500.00		0.00	0.00	500.00	0.00
271-794-934.790	BLDG/GROUND MAINTENANCE	18,579.37		20,000.00		483.51	2,805.42	17,194.58	14.03
271-794-962.790	STAFF TRAINING	458.92		800.00		0.00	0.00	800.00	0.00
271-794-965.010	SOFTWARE/LICENSES	4,267.20		3,000.00		0.00	120.00	2,880.00	4.00
271-794-978.790	EQUIPMENT, COMPUTERS	2,522.66		6,000.00		25.00	2,421.58	3,578.42	40.36
271-794-979.010	EQUIPMENT, SECURITY	0.00		4,500.00		0.00	0.00	4,500.00	0.00
271-794-979.790	EQUIP/FURNISHINGS	20.00		1,500.00		109.00	3,190.99	(1,690.99)	212.73
271-794-999.792	EQUITY DISTRIBUTION, DEV IMPROVEN	15,319.33		35,000.00		1,048.49	6,188.00	28,812.00	17.68
271-794-999.793	EQUITY DIST -	981.15		0.00		2,204.94	2,204.94	(2,204.94)	100.00
Total Dept 794-SYSTEM WIDE		423,977.07		503,067.00		33,939.56	101,501.14	401,565.86	20.18
TOTAL Expenditures		461,507.56		546,217.00		36,873.86	109,114.62	437,102.38	19.98
Fund 271:									
TOTAL REVENUES		464,511.20		546,217.00		10,041.98	62,106.07	484,110.93	11.37
TOTAL EXPENDITURES		461,507.56		546,217.00		36,873.86	109,114.62	437,102.38	19.98
NET OF REVENUES & EXPENDITURES		3,003.64		0.00		(26,831.88)	(47,008.55)	47,008.55	100.00

VENDOR-PREPAID	AMOUNT	ACCOUNT	PURPOSE
American Storage	\$162.00	794-800-000	Other Services & Charges
Baker & Taylor	\$233.25	794-730-790	Books
Charter Communications	\$200.30	790-923-000	Telephone
City of Grayling	\$112.97	790-921-000	Water & Sewer
Crawford County Title	\$20,508.25	794-999-793	Equity Distribution, Devereaux Improvement
Detroit Media Partnership LP	\$51.66	794-730-790	Books
Frederic Township Clerk	\$500.00	792-931-300	Bldg lease/rental
Frontier	\$115.83	792-923-000	Telephone Frederic
Meyer, Connie	\$59.88	794-978-790	Equipment, Computers
Postmaster	\$92.00	794-729-790	Postage
R.O.O.C.	\$405.88	794-818-300	Contracts other/ROOC
Total prepaid	\$22,442.02		
VENDOR	AMOUNT	ACCOUNT	PURPOSE
Audio Editions	\$207.18	various	Supplies, Books
Bailey, Paul	\$35.00	794-708-000	Per diem
Bestsellers Audio	\$83.00	794-730-790	Books
BookPage	\$300.00	794-806-790	Dues, Subscriptions
Business Card	\$1,593.82	various	Supplies, Books, Programs
Center Point Large Print	\$88.68	794-730-790	Books
Consumers Energy	\$1,409.66	790-924-000	Electricity
Crawford Co Register of Deeds	\$70.00	794-730-790	Books
DTE Energy	\$630.56	790-922-000	Fuel and Heating
Davidson Titles, Inc.	\$1,762.63	794-730-790	Books
Demco, Inc.	\$94.54	794-728-000	Supplies
DuBois Lumber & Rental Center	\$18.95	794-934-790	Bldg/Ground Maintenance
Dunn's Business Solutions	\$574.30	various	Supplies, Contract Services
Engineered Protection Systems	\$258.05	794-728-000	Supplies
Friedman, Debra	\$35.00	794-708-000	Per diem
Frontier	\$45.29	793-923-000	Telephone Lovells
Gale	\$48.57	794-730-790	Books
Gammicchia, Catherine	\$20.00	794-730-790	Books
I-2000, Inc.	\$39.95	793-923-000	Telephone
Jack Millikin, Inc. Excavating	\$75.00	794-934-790	Bldg/Ground Maintenance
McLean's Ace Hardware	\$101.89	various	Bldg/Ground Maintenance, Supplies
Meyer, Connie	\$33.04	794-865-790	Travel Expense
MicroMarketing	\$88.34	794-730-790	Books
Milltown Electric	\$144.00	794-934-790	Bldg/Ground Maintenance
Northern Fire & Safety	\$315.00	794-934-790	Bldg/Ground Maintenance
Oxmoor House	\$42.91	794-730-790	Books
Peter White Public Library	\$14.99	794-730-790	Books
Phillips Energy Inc.	\$3,048.70	794-934-790	Bldg/Ground Maintenance
Ruley, Cheryl	\$35.00	794-708-000	Per diem
Save A Lot	\$81.22	794-736-010	Adult & Family Programs
Selthoffer, Claudia	\$35.00	794-708-000	Per diem
Spies Public Library	\$25.99	794-730-790	Books
Temperature Control, Inc.	\$2,100.00	794-934-790	Bldg/Ground Maintenance
Township of Lovells	\$400.00	793-922-000	Fuel and Heating
Unique Management Services, Inc	\$59.60	794-818-791	Contract Service Unique Management
Upper Peninsula Region of Lib	\$2,030.34	794-818-990	Contract Service - UPROC
Waste Management	\$52.95	790-923-000	Refuse Disposal
Wesolowski, Corinne	\$35.00	794-708-000	Per diem
West Iron District Library	\$19.95	794-730-790	Books
	\$16,054.10		
January Payroll			
January 3	\$9,070.67		
January 17	\$9,277.30		
January 31	\$9,397.16		
	\$27,745.13		
			\$66,241.25

Crawford County Library Board
Feb 13, 2014
Director's Report

Action Items:

Merrit: Contract for internet services through cooperative will need to be signed. This is to notify the board that I will be signing it as a part of operations.

System Wide:

Fire Inspection: All fire inspections came back without any issues.

Director Vacation: I will be taking vacation days on February 14, 18, 19, 20, 21. During that time I will be available by text, telephone etc. There will not be a need for anyone to take my place.

Erate for Phone was filed. Starr garter is handling this for now. In the future it may not be necessary to continue with these services.

Review of programming: We are constantly reviewing programming options and looking at how to improve. Our adult programs have been poorly attended. There does not seem to be any obvious reasons for the low attendance.

Branches:

Devereaux:

Painting: Painting will begin in the next month. I have been in contact with the company. Colors will need to be reviewed.

Frederic:

Lovells: Bill is being paid for annual heat.

UNIQUE Management
Services, Inc.

L i b r a r y D i v i s i o n

Cumulative Recovery:

Crawford County Library

Accounts Submitted:	310
Dollars Submitted:	\$27,262.41
 Cash Recovery:	 \$1,751.53
Material Recovery:	\$5,058.96
Waives:	\$200.63
Recovery Total:	\$7,011.12
 Total Invoice Amount:	 \$1,952.16
 Total ROI:	 4:1
Asset ROI:	3:1

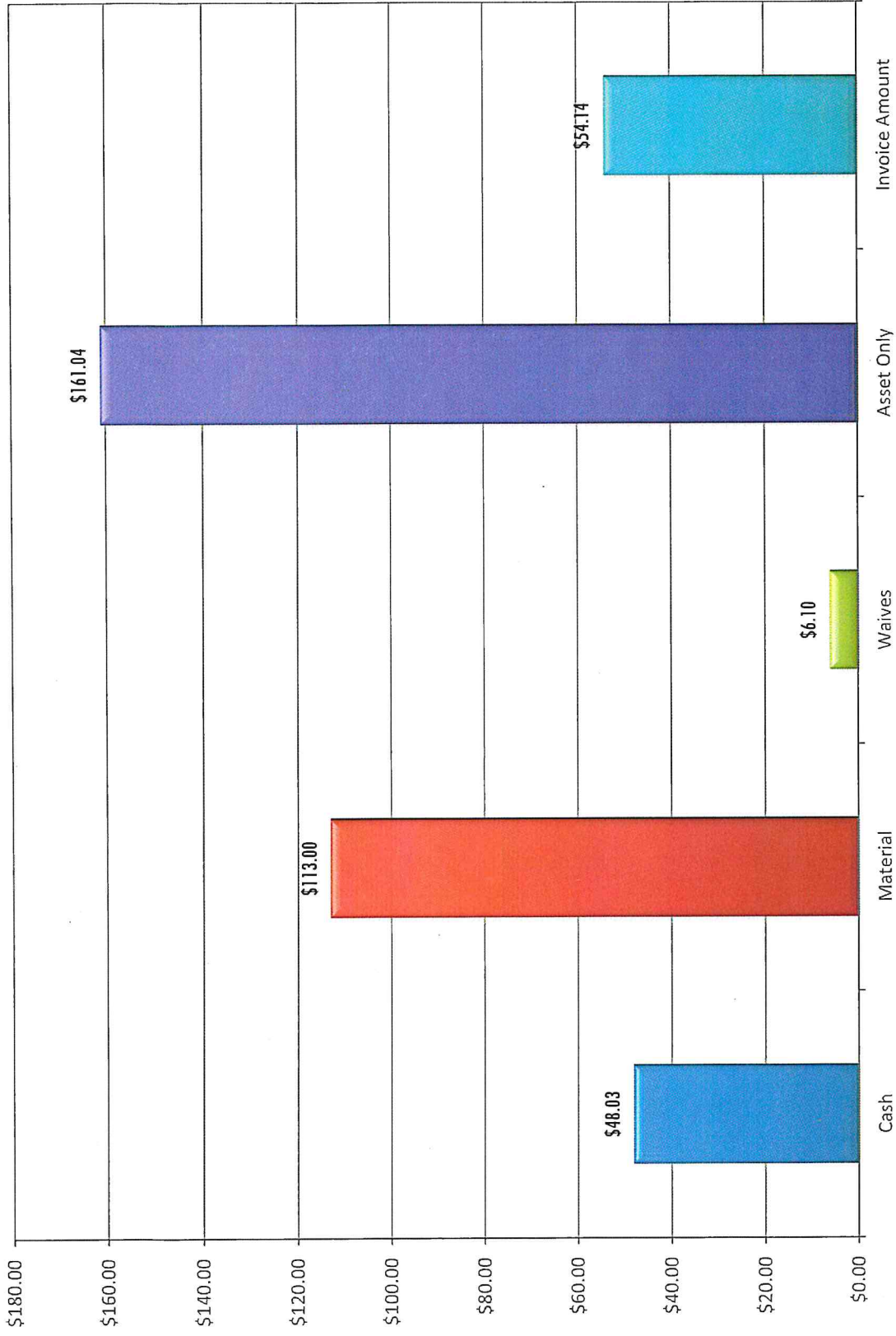
Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.

Monthly Recovery Statistics: Crawford County Library

1/2013 Through 12/2013

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
December-13	\$52.00	\$25.00	\$0.00	\$77.00	\$77.00	\$52.00
November-13	\$41.10	\$187.81	\$0.00	\$228.91	\$228.91	\$41.10
October-13	\$67.40	\$0.00	\$0.00	\$67.40	\$67.40	\$67.40
September-13	\$10.00	\$69.88	\$0.00	\$79.88	\$79.88	\$10.00
August-13	\$7.20	\$50.00	\$0.00	\$57.20	\$57.20	\$7.20
July-13	\$95.14	\$0.00	\$0.00	\$95.14	\$95.14	\$95.14
June-13	\$58.20	\$110.99	\$48.24	\$217.43	\$169.19	\$106.44
May-13	\$96.70	\$210.91	\$0.00	\$307.61	\$307.61	\$96.70
April-13	\$67.29	\$253.78	\$25.00	\$346.07	\$321.07	\$92.29
March-13	\$45.70	\$267.73	\$0.00	\$313.43	\$313.43	\$45.70
February-13	\$15.50	\$25.00	\$0.00	\$40.50	\$40.50	\$15.50
January-13	\$20.18	\$154.94	\$0.00	\$175.12	\$175.12	\$20.18
Total	\$576.41	\$1,356.04	\$73.24	\$2,005.69	\$1,932.45	\$649.65
Average	\$48.03	\$113.00	\$6.10	\$167.14	\$161.04	\$54.14

Average Monthly Recovery and Cost



Crawford County Library System Statistics January 2014

	Last Year January	Last Month December	Devereaux	Frederic	Lovells	Total	YTD
Circulation - Adult							
Books	2572	2131	2360	95	22	2477	9802
Audio	386	301	307	10	0	317	1436
Video	1780	1362	1502	183	3	1688	5963
Dev Laptop	n/a	5	9	0	0	9	27
Subscriptions	12	20	25	9	0	34	113
Total	4750	3819	4203	297	25	4525	17346
Circulation - Children							
All Children's	1161	787	854	33		887	3773
Children's Circ. %	20%	18%	17%	10%	0%	16%	18%
Total Circ.	5911	4606	5057	330	25	5412	21113
Reference							
Transactions –	624	625	505	22	5	532	2563
ILL							
Items Loaned	104	65	69	13	1	83	303
Borrowed	138	123	167	8	0	175	613
Library Use							
Total Visits:	320	270		293	16	309	1503
Computer Use	1576	1440	1323	124	3	1450	6733
Laptop Use	534	695	804	3	1	808	3323
New Card	63	46	51	1	0	52	243
Children's Programs							
Offered	13	23	24	1		25	83
Attendance	345	1416	239	21		260	2953
YA Programs							
Offered	2	0				0	
Attendance	29	0				0	
Adult Programs							
Offered	9	7	6			6	23
Attendance	97	71	52			52	213
General Programs							
Offered	1	1				0	
Attendance	18	50				0	
Total Programs							
Offered	25	31	30	1	0	31	133
Attendance	489	1537	291	21	0	312	3223
Class Visits	4-69	4-51	6-123				