



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
Peggy Schumann, Council Liaison
Carolyn Stacey, Library Director

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

Library Board of Trustees
February 25, 2019

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

A) Library Budget – FY 2019-20

Discussion on library budgetary conditions for FY 2019-20.

B) Facility Improvements & Space Planning

Topics for discussion will include upcoming facility upgrades, identifying future projects to include in the City's Capital Improvement Plan and preliminary results of public spaces survey.

NEW BUSINESS

A) Cell Phone Use Policy

Trustees will review proposed changes to the library's cell phone usage policy.

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**

January 28, 2019

A meeting of the Escanaba Public Library Board of Trustees was held January 28, 2019 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

PRESENT: Neil Hivala, Janice Hallett, Kathy Mason, Tammy Wiles, Peggy Schumann, Council Liaison, Carolyn Stacey, Library Director,

ABSENT: Elizabeth Keller

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of November 26, 2018 were accepted on consensus.

APPROVAL/ADJUSTMENTS TO THE AGENDA: The agenda was accepted on consensus.

DIRECTOR'S REPORT:

Use Measures: Reviewed.

Financials: Reviewed.

Administration: The annual State Aid statistical report will be submitted by February 1 to ensure continuation of State Aid payments. The library will join the Superioland Consortium for Internet service in FY 2019-20. Grants currently under consideration include an LSTA grant with a local history / digitization focus, as well as a grant from the Library of Michigan to support summer reading programming.

Library Programs/Services: Library staff will present a class on making herbal wellness products on February 14 at 6:30 p.m. The library received a grant from the Michigan Humanities Council Touring program which funds 40% of a visiting artist or musician. The Younce Guitar Duo will perform on February 21st at 6:30 p.m. Matching funds are provided by the Friends of the Library. Singer/songwriter Kitty Donohoe will perform a concert of Irish music on March 12th at 6:30 p.m. Sponsored by the Friends. An event featuring Marquette area poets and the U.P. Poet Laureate is scheduled for April 25th at 6:30, in celebration of April as National Poetry Month. Peggy Schumann has started a Photography Club that meets at the library. Library staff will visit Language Arts classes at the EUE to present information and resources to support young writers on January 30th. The library will receive a telescope for public use through a grant from the Delta Astronomical Society and the Hannahville 2% program.

Friends of the Library: The Friends will hold a book sale featuring children's and young adult titles on Saturday, February 9th from 11 – 1. The Friends will support the Michigan History Conference scheduled in Escanaba in June, 2019 by sponsoring an ad. The Friends will publish a winter newsletter in February in cooperation with the library. Trustees will be added to their mailing list for this purpose.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A) Library Budget – FY 2019-20

Director reviewed the City budget calendar and preliminary details on library budgetary conditions for FY 2019-20. With no new revenue source, the budget strategy is to remain status quo and to stay as close as possible within the General Fund appropriation and revenues received. Until the Controller inputs wage and benefit numbers, there is no bottom line. At this time, the budget reflects simple annual operating increases where necessary, some additional funds for data hosting and minimal additions for staff training. Trustees support increasing staff training funds as much as possible. Additional details on the budget will be provided as process moves forward.

B) Capital Improvements

Director briefed the Board on the upcoming flooring replacement and intent to schedule electrical work. Director met with Architect Kyle Blomquist to tour the library and discuss ideas for potential renovations within the MEDC crowd-funding program. Without a specific project budget or scope (ideas only at this time), the recommendation is to take a more gradual approach; engage in some master planning to consider how to apportion the space available to the "first and best use" with a goal of putting together some type of project 2-4 years out. Next steps in the process will be to move ahead with new flooring and begin some space planning by reaching out to the public for input.

ANNOUNCEMENTS: The next meeting will be Monday, February 25th at 5:00 p.m.

ADJOURNMENT: The meeting was adjourned at 5:45p.m.

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair

CITY OF ESCANABA - ESCANABA PUBLIC LIBRARY

Comparison of Budget to Actual-Fiscal Year 2018-19

As Of 12/31/18

UNAUDITED

	ACCOUNT DESCRIPTION	2018/19 BUDGET	UNAUDITED THRU 12/31/2018	COMPARISON TO BUDGET	ACTUAL THRU 12/31/2017
Revenues					
437 -002	Renaissance Zone Reimb	0	292.91	292.91	590.96
528	Federal Grant Revenue	0	0.00	0.00	0.00
566 -100	State of MI Library Funding	17,000	0.00	(17,000.00)	0.00
569 -XXX	Misc. Grants	0	0.00	0.00	0.00
569 -212	Superiorland	0	750.00	750.00	750.00
656	Ordinance/Penal Fines - County Allocation	100,000	0.10	(99,999.90)	0.00
658	Fines and Fees	18,000	10,141.03	(7,858.97)	7,855.43
665	Interest Earnings	1,750	0.00	(1,750.00)	602.62
675	Contributions from Private Sources	0	1,724.81	1,724.81	2,810.74
694	Miscellaneous	0	0.00	0.00	31.86
698	Gain/(Loss) on Investments	0	1,224.33	1,224.33	0.00
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	536,750	414,133.18	(122,616.82)	412,341.81
Expenditures					
702	Salaries and Wages	292,254	143,579.36	148,674.64	142,892.86
712	Overhead on Salaries and Wages	78,271	106,425.14	(28,154.14)	37,707.11
713	Life & Hospital Insurance	73,268	33,824.36	39,443.64	38,856.86
726	Supplies(Misc)	600	1,034.65	(434.65)	470.34
727	Office Overhead/Supplies	6,500	3,914.82	2,585.18	2,501.47
801	Professional Services	32,121	14,428.20	17,692.80	14,284.53
850	Telephones	3,300	945.71	2,354.29	916.00
860	Travel Expenses, Auto Allow	500	0.00	500.00	70.62
900	Printing and Publishing	0	0.00	0.00	0.00
910	Insurance & Bonds	225	301.84	(76.84)	307.53
932	Repairs/Maintenance of Equipment	0	116.94	(116.94)	0.00
942	Rental of Building or Offices	51,996	25,998.00	25,998.00	25,998.00
943	Rental of Equipment	1,176	588.00	588.00	588.00
958	Membership and Dues	250	213.00	37.00	210.00
960	Education and Training	200	268.00	(68.00)	35.00
977	Capital Outlay-Equipment	5,000	926.37	4,073.63	575.74
979	Books, Magazines & Periodicals	<u>40,000</u>	<u>16,035.30</u>	<u>23,964.70</u>	<u>16,590.19</u>
	TOTAL EXPENDITURES	585,661.00	348,599.69	237,061.31	282,004.25
	EXCESS(DEFICIT) OF REVENUES OVER EXPENDITURES	<u>(48,911.00)</u>	<u>65,533.49</u>	<u>114,444.49</u>	<u>130,337.36</u>
	BEGINNING FUND BALANCE-7/1/18		215,413.07		
	FUND BALANCE 12/31/18		<u>280,946.56</u>		
	Balance Sheet Balances				
	Cash-Investments		440,227.14		
	Accrued Interest		383.69		
	Due to/Due from/Deferred		(159,664.27)		
	A/P at YE and Prepalds		0.00		
	Net Assets		<u>280,946.56</u>		

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CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2018

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	590.96	.00	.00	292.91	.00
268-000-566-100 ST OF MICHIGAN LIBRARY FUNDING	15,500.00	.00	.00	17,000.00	.00	.00
268-000-569-212 SUPERIORLAND	.00	750.00	.00	.00	750.00	.00
268-000-656-000 ORDINANCE/PENAL FINES-CO ALLO	100,000.00	.00	.00	100,000.00	.10	.00
268-000-656-000 FINES AND FEES	18,000.00	7,855.43	812.40	18,000.00	10,141.03	1,536.71
268-000-665-000 INTEREST EARNINGS	1,750.00	502.62	(14.64)	1,750.00	.00	.00
268-000-673-000 SALE OF PROPERTY	.00	31.86	.00	.00	.00	.00
268-000-675-000 CONTRIB FROM PRIVATE SOURCES	.00	175.78	36.21	.00	243.41	.00
268-000-675-001 CONTRIBUTIONS-FRIENDS	.00	2,000.00	1,000.00	.00	1,481.40	.00
268-000-675-002 CONTRIBUTIONS- COMMUNITY FUND	.00	634.98	.00	.00	.00	.00
268-000-688-000 GAIN ON SALE OF INVESTMENTS	.00	.00	.00	.00	1,224.33	.00
268-000-699-101 CONTRIBUTION FR GENERAL FUND	400,000.00	400,000.00	400,000.00	400,000.00	400,000.00	.00
TOTAL REVENUE	635,260.00	412,341.61	401,833.97	536,750.00	414,133.18	1,536.71
TOTAL FUND REVENUE	635,260.00	412,341.61	401,833.97	536,750.00	414,133.18	1,536.71
EXPENDITURES						
DEPARTMENT 000						
268-000-702-000 SALARIES AND WAGES	286,631.00	116,971.44	15,593.67	292,254.00	122,692.77	19,002.46
268-000-703-000 SICK, HOLIDAY, VACATION	.00	25,921.42	7,044.30	.00	20,886.59	4,176.62
268-000-712-000 OVERHEAD ON SALARIES & WAGES	74,453.00	37,707.11	6,183.85	78,271.00	108,425.14	66,466.34
268-000-713-000 LIFE & HOSPITAL INSURANCE	73,920.00	38,856.86	7,391.14	73,268.00	33,824.36	6,810.12
268-000-726-000 SUPPLIES-MISCELLANEOUS	600.00	470.34	62.09	600.00	1,034.66	38.10
268-000-727-000 OFFICE SUPPLIES	6,500.00	2,501.47	286.61	6,500.00	3,914.62	420.72
268-000-801-000 PROFESSIONAL SERVICES	30,486.00	14,284.53	789.80	32,121.00	14,428.20	736.10
268-000-860-000 TELEPHONES	3,250.00	916.00	152.50	3,300.00	945.71	3.63
268-000-860-000 TRAVEL EXPENSES, AUTO ALLOW.	600.00	70.62	.00	500.00	.00	.00
268-000-910-000 INSURANCE AND BONDS	225.00	307.53	.00	225.00	301.84	.00
268-000-932-000 REPAIRS/MAINT TO EQUIPMENT	1,344.00	.00	.00	.00	116.94	.00
268-000-942-000 RENTAL OF BUILDING OR OFFICES	51,998.00	25,998.00	4,333.00	51,998.00	25,998.00	4,333.00
268-000-943-000 RENTAL OF EQUIPMENT	1,900.00	588.00	98.00	1,176.00	588.00	98.00
268-000-958-000 MEMBERSHIP AND DUES	245.00	210.00	.00	250.00	213.00	.00
268-000-960-000 EDUCATION AND TRAINING	200.00	35.00	.00	200.00	268.00	.00
268-000-977-000 CAPITAL OUTLAY-EQUIPMENT	1,000.00	575.74	.00	5,000.00	926.37	.00
268-000-979-000 BOOKS, MAGAZINES, PERIODICALS	40,000.00	16,590.19	2,149.04	40,000.00	16,035.30	1,763.06
TOTAL DEPARTMENT 000	573,129.00	282,004.25	44,064.00	585,881.00	348,599.69	106,648.17
TOTAL FUND EXPENDITURES	573,129.00	282,004.25	44,064.00	585,881.00	348,599.69	106,648.17

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2019

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	4,500.00	1,801.50	1,801.50	4,500.00	.00	.00
703-000-698-000	GAIN ON SALE OF INVESTMENTS	.00	.00	.00	.00	2,047.38	2,047.38
	TOTAL REVENUE	4,500.00	1,801.50	1,801.50	4,500.00	2,047.38	2,047.38
	TOTAL FUND REVENUE	4,500.00	1,801.50	1,801.50	4,500.00	2,047.38	2,047.38
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	276.59	276.59	10,000.00	2,336.30	2,336.30
		10,000.00	276.59	276.59	10,000.00	2,336.30	2,336.30
	TOTAL FUND EXPENDITURES	10,000.00	276.59	276.59	10,000.00	2,336.30	2,336.30
	NET REVENUES OVER EXPENDITURE	(5,500.00)	1,524.91	1,524.91	(5,500.00)	(288.92)	(288.92)

Escanaba Public Library
Safe Use & Conduct Policy

The Escanaba Public Library seeks to provide its users with a safe and pleasant library experience in an atmosphere conducive to study, reading and appropriate use of materials and services. So that all persons may enjoy the benefits of the Library, individuals visiting or using the Library's facilities or services must comply with the following Safe Use & Conduct Policy.

Any library user whose actions or conduct are threatening, dangerous, abusive or present an imminent danger to library visitors, staff or him/herself will be removed immediately without any type or advanced warning or notice. Whenever necessary, law enforcement will be contacted. Library staff is authorized to carry out all provisions of this policy.

To Ensure the Safety of All Users:

Any activity that unreasonably interferes with library user or staff comfort, safety, use or quiet enjoyment of the library is prohibited, including, but not limited to:

- Disruptive, uncontrolled behavior or behavior that exceeds acceptable noise levels, including disruptive use of personal communications or entertainment devices
- Vandalizing or abusing library materials, equipment or facilities
- Harassing or threatening library users or staff, including engaging in inappropriate conversation
- Following staff or library users with the intent to annoy; staring with the intent to annoy or any other threatening or intimidating act with the intent to annoy
- Photographing library users or staff without permission
- Presenting strong, pervasive odors, so offensive that it constitutes a nuisance (including bodily hygiene odors and odors caused by perfume or cologne)
- Unauthorized or inappropriate use of library furnishings or equipment (ie. computers, fire alarms, book carts, emergency exit doors)
- Use or possession of alcohol or illegal drugs, or any visible intoxication from alcohol or drugs
- Smoking and the use of tobacco products anywhere within 100' of the facility
- Refusing to vacate the facility after its regular closing hours or after a building evacuation

To Ensure Access to Library Services for All Users, the following is prohibited:

- Bringing bicycles or other modes of transportation assistance (with the exception of strollers, carriages, and baby carriers) not required by disabled patrons into the library
- Blocking entrances, exits, aisles, walkways or otherwise interfering with the free movement of staff and patrons
- Monopolizing/obstructing space, seating, tables or equipment to the exclusion of others
- Leaving personal belongings unattended
- Bringing animals into the library, except service dogs or those authorized by staff
- Eating is not allowed in the library. Closed or covered drink containers are permitted.
- Leaving young children unattended. See the library's Unattended Child Policy for more information.

Authority & Enforcement

Library rules of conduct are supported by Michigan Statute (MCL 397.206)

Library visitors and staff are expected to obey all Federal, State and Local laws. Illegal activity, as well as any willful or repeated violations of this policy or

Suspension:

Library staff may require violators to leave the premises for the day. This is termed a *suspension*. These persons may return no earlier than the following day.

Banning and Appeal: The library director, with written notice, may *ban* persons for repeated and/or serious offenses. A banned person may not return to the library without the permission of the library director. Library users receiving a notice of banning may within fifteen (15) working days from the date of the notice appeal the ruling by written correspondence to the library director. The library director will respond to the appeal within ten (10) working days of receipt of the appeal. If the appeal to the library director is not satisfactory, the library user may make an appeal to the Library Board of Trustees by written communication delivered to the library within fifteen (15) working days of the date of the decision.

Approved, March 24, 2014

Library Board of Trustees



Cell Phone Usage



- Patrons are asked to silence their cell phones upon entering the Butler Library by turning the “ring sound to vibrate” so as not to disturb any other patrons.
- If a patron must use a cell phone, please take the call outside of the Library to the vestibule or outside of the building.
- If a patron deems it necessary to use a cell phone in the Library, please keep your voices at a reasonable level and attempt to move away from others so they are not disturbed.
- We understand a cell phone must be used while at a computer station on occasion, but only brief and quiet conversations are permitted at this time so others Library patrons are not disturbed.

1 Ace Road

Butler, New Jersey 07405

973-838-3262

Hours:

Mon. – Thurs. 10 am – 8 pm*

Fri. 10 am – 5 pm*

Sat. 10 am – 3 pm*

*Our door will be locked 5 minutes before closing.

Closed Sat. July & August

SEARCH

Library Spaces Survey

At the Escanaba Public Library, we strive to create inviting and inspiring spaces. In an effort to understand how you, a community member, uses the space, please complete this brief survey. It will take approximately 5 minutes and your responses will be completely anonymous. Thank you for for participating!

1. On average, how often do you visit the library? (Please check only one)

- | | |
|--|---|
| <input type="radio"/> Every day | <input type="radio"/> A few times a month |
| <input type="radio"/> About once a week | <input type="radio"/> A few times a year |
| <input type="radio"/> A few times a week | <input type="radio"/> About once a year |
| <input type="radio"/> Once a month | |

2. How long is your typical visit to the library? (Please check only one).

- Under 15 minutes
- 15 minutes - 1 hour
- 2 - 4 hours
- 5 hours or more

3. For what reasons do you usually visit the library? (Please check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Attend a program | <input type="checkbox"/> Socialize / meet with others |
| <input type="checkbox"/> Borrow / return materials | <input type="checkbox"/> Use a library computer |
| <input type="checkbox"/> Browse materials | <input type="checkbox"/> Use library photocopiers / printers |
| <input type="checkbox"/> Find specific items | <input type="checkbox"/> Use microfilm reader |
| <input type="checkbox"/> Get help from library staff | <input type="checkbox"/> Use quiet study room |
| <input type="checkbox"/> Read | <input type="checkbox"/> Use wireless Internet |
| <input type="checkbox"/> Research / Study | <input type="checkbox"/> Get assistance with electronic device |
| <input type="checkbox"/> Other (please specify) | |

4. Do you usually come to the library alone or with others?

- Alone (please skip next question)
- With others

5. How many other people usually come to the library with you? (Please check only one)

- 1
- 2
- 3
- 4
- 5
- 6 or more

6. How important is it to you to have spaces in the library for groups to meet, socialize, and/or work together? (Please check only one)

- Extremely important
- Very important
- Somewhat important
- Not so important
- Not at all important

7. What is your favorite location or place in the library? Why do you like it?

8. What is your least favorite location or place in the library? Why do you dislike it?

9. If you could change one thing about the library's space, what would it be and why?

10. Please describe what would make the library a more inviting and inspiring space for you

11. Additional comments or suggestions about library space:

12. Your gender:

- Female
- Male
- Prefer not to respond

13. Your age:

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+
- Prefer not to respond