



LIBRARY BOARD OF TRUSTEES  
**MEETING AGENDA**  
Meetings: 4<sup>th</sup> 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  
**March 18, 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) Facility Improvements & Space Planning

Director will update Board on upcoming facility upgrades, projects submitted for the City's Capital Improvement Plan and ideas from staff and public space use surveys.

**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**

February 25, 2019

A meeting of the Escanaba Public Library Board of Trustees was held February 25, 2019 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

**PRESENT:** Elizabeth Keller, Neil Hivala, Janice Hallett, Kathy Mason, Carolyn Stacey, Library Director

**ABSENT:** Tammy Wiles, Peggy Schumann

**PUBLIC COMMENT:** None

**APPROVAL/CORRECTIONS(S) TO MINUTES:** The minutes of January 28, 2019 were accepted on consensus, with the correction of the spelling of Superiorland Library Cooperative.

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

**DIRECTOR'S REPORT:**

**Use Measures:** Reviewed.

**Financials:** Reviewed. Director will follow up on question regarding the calculations of un-funded liability in the pension expenditure line.

**Administration:** The library is currently running a public spaces survey on social media and web page to gather input / ideas for re-arrangement and/or renovation following flooring upgrade. Concurrently, discussing potential changes to staff workspaces with staff. Five staff will receive computer upgrades this month. This was a budgeted expense in the FY 18-19 budget.

**Library Programs/Services:** 16 people attended the DIY Spa Night (herbal wellness) event on February 14. 52 people attended the Younce Guitar Duo on February 21<sup>st</sup> Cabin Fever Booksale was well attended – 1,148 books sold. 73 in attendance at Lego Club. 17 students attended the EHS Student Book Club in February. Singer/songwriter Kitty Donohoe will perform a concert of Irish music on March 12<sup>th</sup> 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 25<sup>th</sup> at 6:30, in celebration of April as National Poetry Month. Peggy Schumann's Photography Club, "Shutter UP" will meet monthly at the library. Programs will be minimal between mid-March and late April in anticipation of flooring installation.

**UNFINISHED BUSINESS:**

A) Library Budget – FY 2019-20

Board reviewed the budget that will be submitted for the next fiscal year. A lump sum payment to MERS by the City for unfunded liability results in an unanticipated expense of \$61, 989 to the current fiscal year and a 24% increase to the pension line for FY 19-20. These costs will require that the library budget the use of fund balance for FY 19-20. Director will follow-up on question regarding the calculations for the allocation of unfunded liability.

B) Facility Improvements and Space Planning

Responses to the public survey on the use of public spaces were distributed for review. Selection of flooring material and schedule for installation will be complete by next month. The installation of new electrical outlets in the floor would complicate the process and is a very costly and unbudgeted capital expense. Other solutions (like furniture with built in outlets) will be considered and upgrading electrical infrastructure will be considered for longer-term. Discussion on staff input and use of space will continue.

**NEW BUSINESS:**

A) Cell Phone Use Policy

The library would like to implement a new cell phone policy in an attempt to ensure a quieter, less disruptive environment. Phones will need to be silenced prior to entering the building; patrons are requested to take conversations to the City Hall foyer. Kathy Mason made a motion to incorporate the new cell phone policy into the library's Safe Use and Conduct Policy, seconded by Neil Hivala, Motion passed.

**ANNOUNCEMENTS:** The next meeting will be Monday, March 18th at 5:00 p.m.

**ADJOURNMENT:** The meeting was adjourned at 5:55p.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 1/31/19

**UNAUDITED**

	ACCOUNT DESCRIPTION	2018/19 BUDGET	UNAUDITED THRU 01/31/2019	COMPARISON TO BUDGET	ACTUAL THRU 01/31/2018
<b>Revenues</b>					
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	3,000.00
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	11,099.91	(6,900.09)	9,679.53
665	Interest Earnings	1,750	0.00	(1,750.00)	751.11
675	Contributions from Private Sources	0	1,724.81	1,724.81	2,852.58
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>
	<b>TOTAL REVENUES</b>	<b>536,750</b>	<b>415,092.06</b>	<b>(121,657.94)</b>	<b>417,656.04</b>
<b>Expenditures</b>					
702	Salaries and Wages	292,254	168,662.04	123,591.96	167,674.58
712	Overhead on Salaries and Wages	78,271	113,908.29	(35,637.29)	44,045.94
713	Life & Hospital Insurance	73,268	38,464.69	34,803.31	44,657.01
726	Supplies(Misc)	600	1,083.96	(483.96)	512.18
727	Office Overhead/Supplies	6,500	4,340.09	2,159.91	3,123.09
801	Professional Services	32,121	14,743.29	17,377.71	14,320.33
850	Telephones	3,300	1,320.71	1,979.29	964.70
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	30,331.00	21,665.00	30,331.00
943	Rental of Equipment	1,176	686.00	490.00	686.00
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	1,284.35	3,715.65	1,503.94
979	Books, Magazines & Periodicals	<u>40,000</u>	<u>21,228.56</u>	<u>18,771.44</u>	<u>22,109.64</u>
	<b>TOTAL EXPENDITURES</b>	<b>585,661.00</b>	<b>396,952.76</b>	<b>188,708.24</b>	<b>330,551.56</b>
	<b>EXCESS(DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>(48,911.00)</b>	<b>18,139.30</b>	<b>67,050.30</b>	<b>87,104.48</b>
	<b>BEGINNING FUND BALANCE-7/1/18</b>		<b>216,413.07</b>		
	<b>FUND BALANCE 1/31/19</b>		<b>233,552.37</b>		
	<u>Balance Sheet Balances</u>				
	Cash-Investments	434,714.26			
	Accrued Interest	383.69			
	Due to/Due from/Deferred	(201,545.58)			
	A/P at YE and Prepaids	0.00			
	Net Assets	<u>233,652.37</u>			

**CITY OF ESCANABA**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JANUARY 31, 2019**

**FUND 268 - LIBRARY FUND**

	--- PREVIOUS YEAR ---			--- CURRENT YEAR ---					
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL			
<b>REVENUE</b>									
268-000-437-002		RENAISSANCE ZONE REIMBURSEME	.00	590.96	.00		.00	292.91	.00
268-000-586-100	15,500.00	ST OF MICHIGAN LIBRARY FUNDING	.00	.00	.00	17,000.00	.00	.00	.00
268-000-589-211	.00	GRANTS	3,000.00	3,000.00	3,000.00	.00	.00	.00	.00
268-000-589-212	.00	SUPERIORLAND	750.00	.00	.00	.00	750.00	.00	.00
268-000-858-000	100,000.00	ORDINANCE/PENAL FINES-CO ALLO	.00	.00	.00	100,000.00	.10	.00	.00
268-000-858-000	18,000.00	FINES AND FEES	9,879.53	2,024.10	.00	18,000.00	11,099.91	958.88	.00
268-000-865-000	1,750.00	INTEREST EARNINGS	751.11	248.49	.00	1,750.00	.00	.00	.00
268-000-873-000	.00	SALE OF PROPERTY	31.86	.00	.00	.00	.00	.00	.00
268-000-875-000	.00	CONTRIB FROM PRIVATE SOURCES	217.62	41.84	.00	.00	243.41	.00	.00
268-000-875-001	.00	CONTRIBUTIONS-FRIENDS	2,000.00	.00	.00	.00	1,481.40	.00	.00
268-000-875-002	.00	CONTRIBUTIONS- COMMUNITY FUND	634.98	.00	.00	.00	.00	.00	.00
268-000-898-000	.00	GAIN ON SALE OF INVESTMENTS	.00	.00	.00	.00	1,224.33	.00	.00
268-000-899-101	400,000.00	CONTRIBUTION FR GENERAL FUND	400,000.00	.00	.00	400,000.00	400,000.00	.00	.00
	<b>TOTAL REVENUE</b>		<b>535,250.00</b>	<b>417,656.04</b>	<b>5,314.43</b>	<b>536,750.00</b>	<b>415,092.08</b>	<b>958.88</b>	<b>958.88</b>
	<b>TOTAL FUND REVENUE</b>		<b>535,250.00</b>	<b>417,656.04</b>	<b>5,314.43</b>	<b>536,750.00</b>	<b>415,092.08</b>	<b>958.88</b>	<b>958.88</b>
<b>EXPENDITURES</b>									
<b>DEPARTMENT 000</b>									
268-000-702-000	286,531.00	SALARIES AND WAGES	138,731.09	21,759.65	292,254.00	146,074.54	23,381.77	.00	.00
268-000-703-000	.00	SICK, HOLIDAY, VACATION	28,943.49	3,022.07	.00	22,587.50	1,700.91	.00	.00
268-000-712-000	74,453.00	OVERHEAD ON SALARIES & WAGES	44,045.94	6,338.83	78,271.00	113,908.29	7,483.15	.00	.00
268-000-713-000	73,920.00	LIFE & HOSPITAL INSURANCE	44,657.01	5,800.15	73,268.00	38,484.89	4,640.33	.00	.00
268-000-726-000	800.00	SUPPLIES-MISCELLANEOUS	512.18	41.84	600.00	1,083.96	49.31	.00	.00
268-000-727-000	6,500.00	OFFICE SUPPLIES	3,123.09	621.62	6,500.00	4,340.09	425.27	.00	.00
268-000-801-000	30,465.00	PROFESSIONAL SERVICES	14,320.33	35.80	32,121.00	14,743.29	315.09	.00	.00
268-000-850-000	3,250.00	TELEPHONES	984.70	48.70	3,300.00	1,320.71	375.00	.00	.00
268-000-860-000	500.00	TRAVEL EXPENSES, AUTO ALLOW.	70.62	.00	500.00	.00	.00	.00	.00
268-000-910-000	225.00	INSURANCE AND BONDS	307.53	.00	225.00	301.84	.00	.00	.00
268-000-932-000	1,344.00	REPAIRS/MAINT TO EQUIPMENT	.00	.00	.00	116.94	.00	.00	.00
268-000-942-000	51,996.00	RENTAL OF BUILDING OR OFFICES	30,331.00	4,333.00	51,996.00	30,331.00	4,333.00	.00	.00
268-000-943-000	1,900.00	RENTAL OF EQUIPMENT	686.00	98.00	1,176.00	686.00	98.00	.00	.00
268-000-958-000	245.00	MEMBERSHIP AND DUES	210.00	.00	250.00	213.00	.00	.00	.00
268-000-960-000	200.00	EDUCATION AND TRAINING	35.00	.00	200.00	268.00	.00	.00	.00
268-000-977-000	1,000.00	CAPITAL OUTLAY-EQUIPMENT	1,503.94	928.20	5,000.00	1,284.35	357.98	.00	.00
268-000-979-000	40,000.00	BOOKS, MAGAZINES, PERIODICALS	22,109.64	5,519.45	40,000.00	21,228.56	5,193.26	.00	.00
	<b>TOTAL DEPARTMENT 000</b>		<b>573,129.00</b>	<b>380,551.56</b>	<b>48,547.31</b>	<b>586,681.00</b>	<b>396,952.76</b>	<b>48,353.07</b>	<b>48,353.07</b>

**CITY OF ESCANABA**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2019

**FUND 268 - LIBRARY FUND**

	----- PREVIOUS YEAR -----			----- CURRENT YEAR -----		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
TOTAL FUND EXPENDITURES	573,129.00	330,551.58	48,547.31	555,661.00	396,952.76	48,353.07
NET REVENUES OVER EXPENDITURE	( 37,879.00)	87,104.48	( 43,232.86)	( 48,911.00)	18,139.30	( 47,394.19)

**CITY OF ESCANABA**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JANUARY 31, 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	1,636.67	195.61	4,500.00	.00	.00
703-000-698-000	GAIN ON SALE OF INVESTMENTS	.00	.00	.00	.00	2,047.38	.00
	<b>TOTAL REVENUE</b>	<b>4,500.00</b>	<b>1,636.67</b>	<b>195.61</b>	<b>4,500.00</b>	<b>2,047.38</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>4,500.00</b>	<b>1,636.67</b>	<b>195.61</b>	<b>4,500.00</b>	<b>2,047.38</b>	<b>.00</b>
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	226.92	9.36	10,000.00	2,296.49	530.44
		10,000.00	226.92	9.36	10,000.00	2,296.49	530.44
	<b>TOTAL FUND EXPENDITURES</b>	<b>10,000.00</b>	<b>226.92</b>	<b>9.36</b>	<b>10,000.00</b>	<b>2,296.49</b>	<b>530.44</b>
	<b>NET REVENUES OVER EXPENDITURE</b>	<b>( 5,500.00)</b>	<b>1,409.75</b>	<b>186.25</b>	<b>( 5,500.00)</b>	<b>( 248.11)</b>	<b>( 530.44)</b>