



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
May 21, 2018

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) Supplemental Funding: Director will review the library's mechanisms for receiving donations and grants.
- B) Superiorland Library Cooperative: The Escanaba Public Library is eligible to appoint a representative to the Superiorland Library Cooperative Board. Library director will present background and information for discussion.
- C) Staff Training Day: Director will discuss proposal for a staff training day in June.

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 26, 2018

A meeting of the Escanaba Public Library Board of Trustees was held February 26, 2018 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

PRESENT: Elizabeth Keller, Janice Hallett, Neil Hivala, Kathy Mason, Tammy Wiles, Peggy O'Connell Schumann, Council Liaison Carolyn Stacey, Library Director.

ABSENT: None

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of January 22, 2018 were accepted on consensus.

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

DIRECTOR'S REPORT:

Use Measures: Reviewed.

Financials: Reports current through December were reviewed.

Administration Two staff positions (Library Asst I, Library Asst II) are now vacant. Director is updating job descriptions and will advertise when complete. The library director is serving on the personnel committee for Superiorland Library Cooperative. Member libraries are eligible to appoint a Board member to the Superiorland Library Cooperative. Escanaba's position is available. This topic will be on the agenda for the next board meeting. The library director is working with faculty from MTU to develop a program for tutoring volunteers to work with older adults in the library on technology skills. The library director will attend the Small & Rural Libraries Conference on April 30th in Traverse City, with a stipend from Superiorland Library Cooperative.

Library Programs / Services

AARP is preparing taxes for seniors and low income taxpayers at the library by appointment.

The library will participate in the Michigan Notable Author Tour in May. The featured author will be Henrik Meijer, who has written the book, *Arthur Vandenberg: The Man in the Middle of the American Century*. The program is tentatively scheduled for May 23rd. The library observed February as Black History Month with a featured display and a bibliography. Saturday story hour featured the EHS French Club for February. Adult Services Librarian Monique Ciofu will present a workshop on programming with Skype at the staff development day for Bayliss Library staff in Sault Ste Marie on April 20th.

The library will work with Pathways to highlight Disability Awareness Month in March.

A listing of programs confirmed for Spring and Summer has been included with the board packet.

Friends of the Library: The library director is working with the Friends publicity committee to update marketing goals and objectives for 2018. The next meeting of the Friends Board is Wednesday, March 14 at 7pm

UNFINISHED BUSINESS:

A) **City Budget 2018-19:** The library director met with the city manager in February to review the library's budget submission. No changes were made. The director is making a request from the building authority fund for new flooring. Public work sessions on the budget are April 9th and 10th. No schedule has been set yet.

NEW BUSINESS:

A) **Bezold Fund:** Trustees reviewed interest revenues and expenditures over the life of the fund, as well as original documentation relative to the background and purpose of the fund. Trustees determined that there has been no erosion of the principal and that expenditures have been appropriate. Director will follow up on trustee's questions relative to investments and report back.

ANNOUNCEMENTS: The next meeting will be Monday, March 26th at 5:00 p.m.

ADJOURNMENT: The meeting was adjourned at 5:52 p.m.

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair

CITY OF ESCANABA - ESCANABA PUBLIC LIBRARY

Comparison of Budget to Actual-Fiscal Year 2017-18

As Of **3/31/18**

UNAUDITED

| | ACCOUNT DESCRIPTION | 2017-18 BUDGET | UNAUDITED THRU 03/31/2018 | COMPARISON TO BUDGET | ACTUAL THRU 03/31/2017 |
|--|---|---------------------------|---------------------------|-------------------------|--------------------------|
| Revenues | | | | | |
| 437 -002 | Renaissance Zone Reimb | 0 | 590.96 | 590.96 | 1,041.98 |
| 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) | 0.00 |
| 569 -XXX | Misc. Grants | 0 | 3,000.00 | 3,000.00 | 0.00 |
| 569 -212 | Superiorland | 0 | 750.00 | 750.00 | 657.00 |
| 656 | Ordinance/Penal Fines - County Allocation | 100,000 | 0.00 | (100,000.00) | 123,380.84 |
| 658 | Fines and Fees | 18,000 | 12,587.31 | (5,412.69) | 12,783.34 |
| 665 | Interest Earnings | 1,750 | 1,235.55 | (514.45) | 2,486.24 |
| 675 | Contributions from Private Sources | 0 | 3,149.09 | 3,149.09 | 6,204.12 |
| 694 | Miscellaneous | 0 | 31.86 | 31.86 | 72.36 |
| 698 | Gain/(Loss) on Investments | 0 | 0.00 | 0.00 | 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 | 535,250 | 421,344.77 | (113,905.23) | 546,625.88 |
| Expenditures | | | | | |
| 702 | Salaries and Wages | 286,531 | 211,212.44 | 75,318.56 | 207,714.61 |
| 712 | Overhead on Salaries and Wages | 74,453 | 56,490.04 | 17,962.96 | 62,411.88 |
| 713 | Life & Hospital Insurance | 73,920 | 57,147.61 | 16,772.39 | 52,351.30 |
| 726 | Supplies(Misc) | 600 | 808.69 | (208.69) | 138.86 |
| 727 | Office Overhead/Supplies | 6,500 | 4,584.86 | 1,915.14 | 4,300.86 |
| 801 | Professional Services | 30,465 | 20,329.25 | 10,135.75 | 22,984.37 |
| 850 | Telephones | 3,250 | 1,380.19 | 1,869.81 | 1,191.56 |
| 860 | Travel Expenses, Auto Allow | 500 | 70.62 | 429.38 | 218.46 |
| 910 | Insurance & Bonds | 225 | 307.53 | (82.53) | 301.58 |
| 932 | Repairs/Maintenance of Equipment | 1,344 | 0.00 | 1,344.00 | 1,554.00 |
| 942 | Rental of Building or Offices | 51,996 | 38,997.00 | 12,999.00 | 38,997.00 |
| 943 | Rental of Equipment | 1,900 | 882.00 | 1,018.00 | 1,484.85 |
| 958 | Membership and Dues | 245 | 250.00 | (5.00) | 209.00 |
| 960 | Education and Training | 200 | 35.00 | 165.00 | 130.00 |
| 977 | Capital Outlay-Equipment | 1,000 | 1,503.94 | (503.94) | 0.00 |
| 979 | Books, Magazines & Periodicals | <u>40,000</u> | <u>31,270.63</u> | <u>8,729.37</u> | <u>24,761.22</u> |
| | TOTAL EXPENDITURES | 573,129.00 | 425,269.80 | 147,859.20 | 418,729.55 |
| EXCESS(DEFICIT) OF REVENUES OVER EXPENDITURES | | <u>(37,879.00)</u> | <u>(3,925.03)</u> | <u>33,953.97</u> | <u>127,896.33</u> |
| BEGINNING FUND BALANCE-7/1/17 | | | 217,303.66 | | |
| FUND BALANCE | | 3/31/18 | <u>213,378.63</u> | | |
| Balance Sheet Balances | | | | | |
| | Cash-Investments | 215,708.60 | | | |
| | Accrued Interest | 536.58 | | | |
| | Due to/Due from/Deferred | (2,866.55) | | | |
| | A/P at YE and Prepaids | 0.00 | | | |
| | Net Assets | <u>213,378.63</u> | | | |

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CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 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 | 1,041.98 | .00 | 590.86 | .00 |
| 268-000-568-100 | ST OF MICHIGAN LIBRARY FUNDING | 15,500.00 | .00 | 15,500.00 | .00 | .00 |
| 268-000-569-211 | GRANTS | .00 | .00 | .00 | 3,000.00 | .00 |
| 268-000-569-212 | SUPERIORLAND | .00 | 657.00 | .00 | 750.00 | .00 |
| 268-000-658-000 | ORDINANCE/PENAL FINES-CO ALLO | 100,000.00 | 123,380.84 | 100,000.00 | .00 | .00 |
| 268-000-658-000 | FINES AND FEES | 18,000.00 | 12,783.34 | 18,000.00 | 12,587.31 | 1,543.50 |
| 268-000-665-000 | INTEREST EARNINGS | 1,750.00 | 2,486.24 | 1,750.00 | 1,235.55 | 303.09 |
| 268-000-673-000 | SALE OF PROPERTY | .00 | .00 | .00 | 31.86 | .00 |
| 268-000-675-000 | CONTRIB FROM PRIVATE SOURCES | .00 | 2,200.00 | .00 | 514.13 | 37.08 |
| 268-000-675-001 | CONTRIBUTIONS-FRIENDS | .00 | 4,004.12 | .00 | 2,000.00 | .00 |
| 268-000-675-002 | CONTRIBUTIONS- COMMUNITY FUND | .00 | .00 | .00 | 634.96 | .00 |
| 268-000-694-000 | MISCELLANEOUS | .00 | 72.36 | .00 | .00 | .00 |
| 268-000-699-101 | CONTRIBUTION FR GENERAL FUND | 400,000.00 | 400,000.00 | 400,000.00 | 400,000.00 | .00 |
| | TOTAL REVENUE | 535,250.00 | 546,625.88 | 535,250.00 | 421,344.77 | 1,883.65 |
| | TOTAL FUND REVENUE | 535,250.00 | 546,625.88 | 535,250.00 | 421,344.77 | 1,883.65 |
| EXPENDITURES | | | | | | |
| DEPARTMENT 000 | | | | | | |
| 268-000-702-000 | SALARIES AND WAGES | 281,245.00 | 180,398.96 | 22,081.84 | 286,581.00 | 178,122.67 |
| 268-000-703-000 | SICK, HOLIDAY, VACATION | .00 | 27,066.72 | 1,735.87 | .00 | 33,089.77 |
| 268-000-711-000 | OVERTIME | .00 | 258.93 | .00 | .00 | .00 |
| 268-000-712-000 | OVERHEAD ON SALARIES & WAGES | 83,784.00 | 62,411.88 | 6,861.18 | 74,453.00 | 58,490.04 |
| 268-000-713-000 | LIFE & HOSPITAL INSURANCE | 71,092.00 | 52,351.30 | 4,768.26 | 73,920.00 | 57,147.61 |
| 268-000-726-000 | SUPPLIES-MISCELLANEOUS | 600.00 | 138.86 | 134.91 | 800.00 | 808.69 |
| 268-000-727-000 | OFFICE SUPPLIES | 6,500.00 | 4,300.88 | 459.76 | 6,500.00 | 4,584.86 |
| 268-000-801-000 | PROFESSIONAL SERVICES | 29,976.00 | 22,984.37 | 709.25 | 30,465.00 | 20,329.26 |
| 268-000-850-000 | TELEPHONES | 2,800.00 | 1,191.53 | 199.65 | 3,250.00 | 1,380.19 |
| 268-000-860-000 | TRAVEL EXPENSES, AUTO ALLOW. | 500.00 | 218.48 | 72.36 | 500.00 | 70.62 |
| 268-000-910-000 | INSURANCE AND BONDS | 225.00 | 301.68 | .00 | 225.00 | 307.53 |
| 268-000-932-000 | REPAIRS/MAINT TO EQUIPMENT | 1,344.00 | 1,554.00 | .00 | 1,344.00 | .00 |
| 268-000-942-000 | RENTAL OF BUILDING OR OFFICES | 51,996.00 | 38,997.00 | 4,333.00 | 51,996.00 | 38,997.00 |
| 268-000-943-000 | RENTAL OF EQUIPMENT | 1,724.00 | 1,464.85 | 102.00 | 1,900.00 | 882.00 |
| 268-000-958-000 | MEMBERSHIP AND DUES | 245.00 | 209.00 | .00 | 245.00 | 250.00 |
| 268-000-960-000 | EDUCATION AND TRAINING | 200.00 | 130.00 | 95.00 | 200.00 | 35.00 |
| 268-000-977-000 | CAPITAL OUTLAY-EQUIPMENT | 1,000.00 | .00 | .00 | 1,000.00 | 1,503.94 |
| 268-000-979-000 | BOOKS, MAGAZINES, PERIODICALS | 40,000.00 | 24,761.22 | 2,744.65 | 40,000.00 | 31,270.63 |
| | TOTAL DEPARTMENT 000 | 573,231.00 | 418,729.55 | 44,295.63 | 573,129.00 | 425,269.80 |

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2018

FUND 703 - BEZOLD TRUST FUND

| | | --- PREVIOUS YEAR --- | | | --- CURRENT YEAR --- | | |
|---------------------|--------------------------------------|-----------------------|-----------------|-----------------|----------------------|-----------------|-----------------|
| | | AMENDED BUDGET | YTD ACTUAL | MONTH ACTUAL | AMENDED BUDGET | YTD ACTUAL | MONTH ACTUAL |
| <u>REVENUE</u> | | | | | | | |
| 703-000-865-000 | INTEREST EARNINGS | 4,400.00 | 3,933.88 | 449.04 | 4,500.00 | 2,128.88 | 327.38 |
| | TOTAL REVENUE | 4,400.00 | 3,933.88 | 449.04 | 4,500.00 | 2,128.88 | 327.38 |
| | TOTAL FUND REVENUE | 4,400.00 | 3,933.88 | 449.04 | 4,500.00 | 2,128.88 | 327.38 |
| <u>EXPENDITURES</u> | | | | | | | |
| 703-000-979-000 | BOOKS, MAGAZINES, PERIODICALS | 10,000.00 | 2,532.16 | 527.25 | 10,000.00 | 552.67 | 276.08 |
| | | 10,000.00 | 2,532.16 | 527.25 | 10,000.00 | 552.67 | 276.08 |
| | TOTAL FUND EXPENDITURES | 10,000.00 | 2,532.16 | 527.25 | 10,000.00 | 552.67 | 276.08 |
| | NET REVENUES OVER EXPENDITURE | (5,600.00) | 1,401.72 | (78.21) | (5,500.00) | 1,576.21 | 51.30 |



Date: April 18, 2018
To: Patrick Jordan, City Manager
From: Carolyn Stacey, Library Director
Subject: Library Donations
cc: Melissa Becotte, Controller

At the April 23, 2018 Library Board of Trustee meeting, I will be reviewing the various means and mechanisms in place for receiving donations and the library's process for evaluating grant opportunities. I am providing you with some background detail on these topics as well, as I don't believe we've had the opportunity to discuss this since you came on board.

The Friends of the Library, established as a 501 (c3) in 1988, accept the majority of financial gifts on behalf of the library. Honorary and memorial gifts, monetary donations, planned giving and an established fund with the Community Foundation for Delta County are all ways to give. The library's web site includes an option for online donations, as well as a wish list of items to consider.

The library receives these funds occasionally through reimbursement and these contributions show up in the library's gifts and donations revenue line. However, there are many programs and items that they Friends pay for directly that are not run through the Controller's office. Examples include performer fees, computer equipment, digitization projects, garden/grounds maintenance and collection materials. The Friends is an all-volunteer, non-profit organization that exists to support enhanced library services. They do not get involved with library management or operation.

I have attached some of the Friends promotional materials. The information can also be found on the library's web page at <http://www.uproc.lib.mi.us/eplwp/gifts-donations/> and <http://www.uproc.lib.mi.us/eplwp/friends-of-the-library/>.

I hope this information is helpful. If you have questions or would like to discuss further, please let me know.

Thank you for your interest in supporting the Escanaba Public Library

Ways to Give

Books and Collection Materials

The library welcomes your donations of books, movies, music and magazines. Please link to the [Donation Guidelines](#) for details.

Financial Gifts

The [Friends of the Escanaba Public Library](#), a 501 (c3) accept financial contributions on behalf of the library. Honorary and memorial gifts, monetary donations, planned giving and an established fund with the [Community Foundation for Delta County](#) are all ways to give.

The library has developed a [Wish List](#) of services and items to assist donors who would like some suggestions on how to support the library.

For more information, please see the [Library Gift & Donation Policy](#).

Additional Opportunities

The library participates in the [Elmer's Community Care Rewards Program](#) and [Amazon Smile](#) program. Business sponsorship and workplace matching gifts are welcome. Please call the library (906) 789-7323 to discuss.

How to Give

Donate Online

[Donate](#)

Or, write checks payable to the Friends of the Escanaba Public Library. You may mail your check (400 Ludington Street, Escanaba, MI 49829) or come in to discuss your wishes.

Donations to the Friends of the Escanaba Public Library are tax deductible to the extent allowed by law. Donors giving \$500 or more are recognized on the Donor Plaque inside the library.

Friends of the Library

In 1988, a group of library lovers and supporters joined together to establish the **Friends of the Escanaba Public Library**. With a dedicated board and countless volunteers, the Friends provide support to the Library in a number of ways. Through contributions from the public in the form of memorial and commemorative gifts, the Friends supplement the Library's regular budget with the purchase of books and special supplies.

Additionally, the Friends operate a used book sale room in the library. Donated and withdrawn materials from the library are for sale. All proceeds are put back into the library's collection.

The library has developed a handout with donation guidelines and helpful resources for other donation and recycling sites in the community.

For more information on the Friends or to make a contribution, please see the Ways to Give section of the [Gifts and Donations](#) page, or contact the Friends via friendsofescanabalibrary@gmail.com

How do the Friends support the library?

- The Friends sponsor a standing order for best-selling fiction, ensuring that the library receives the newest and most popular books automatically
- The Memorial Garden on the north side of the library was established and is maintained by the Friends
- The Summer Reading Club and other special children's activities are sponsored by the Friends

The Friends' Board meets in the Library at 6:00 p.m on the second Wednesday of each month, September through May.

For more information on the Friends or to make a contribution, please contact the Friends via friendsofescanabalibrary@gmail.com

Membership information is also available at the Library or you can [download the membership form](#) (PDF) online.

If you are interested in making a memorial gift to the Friends of the Escanaba Public Library you can [download the memorial gift form](#) (PDF) which can be printed and mailed.



Please contact library administration if you are interested in donating funds for any of the items on the wish list.

Equipment

Electronic People Counter

Device Charging Station

Disc Cleaning Machine

Off-site book drop box

Barcode scanners

Receipt printers

Facility Improvements

Lighted Display Case

Refinished reading tables

New carpeting

Sofa or comfortable arm chairs

New teen space furnishings

RFID Security System

Oak map case

DVD storage unit (custom built)

Technology

e-readers for checkout

Wi-Fi Hot Spots for checkout

3-D printer

Sponsorships

Great Lakes Digital Library Collection (e-books/digital audio)

Hoopla subscription (movie streaming)









Digitized Newspapers (1924-)

Sponsor movie license






Sponsor online book club

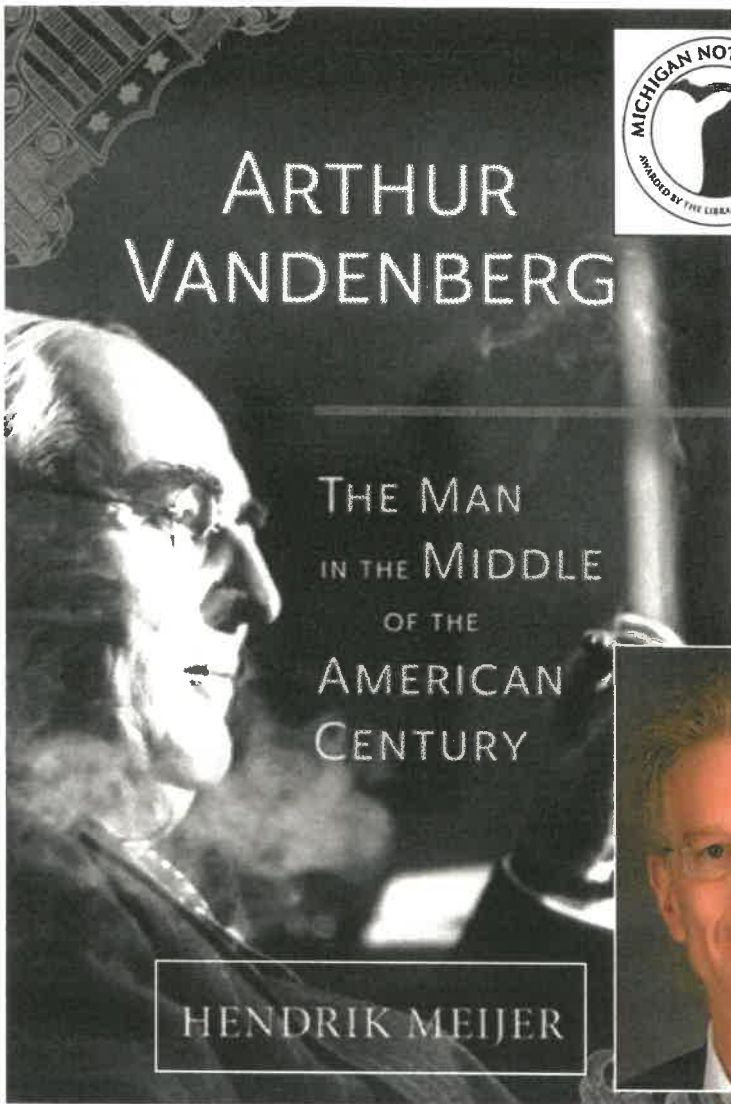
Sponsor Steam Team Event (Children's after-school program)

Sponsor a Newspaper Subscription Annually

-  Detroit Free Press
-  Escanaba Daily Press
-  Green Bay Press Gazette
-  Iron Mountain Daily News
-  Marquette Mining Journal
-  News from Indian Country
-  New York Times
-  Wall Street Journal

Sponsor online database

-  Ancestry.org
-  Historic Newspaper Index
-  Mango Languages
-  Sandborn Fire Maps
-  Tumblebooks



2018 Michigan Notable Authors Tour

May 23

6:30 p.m.

Author Talk

Free Event

No registration



"An engaging and thorough account. . . . A first-rate chronicle."

(Wall Street Journal)

"It is a first-class political biography, enthralling, a page-turner."

(National Review)

"Every member of Congress should read this book for a lesson in leadership. "

(NPR)

About the book

Arthur H. Vandenberg was appointed and later elected to the United States Senate in 1928, where he was an opponent of the New Deal and an isolationist who resisted efforts to aid European allies at the onset of World War II. After Pearl Harbor, Vandenberg soon recognized the need for unity and worked closely with Democratic administrations to build the strong bipartisan consensus that established the Marshall Plan, the United Nations, and NATO. Vandenberg's life and career offer powerful lessons for today, and Meijer has given us a story that suggests an antidote to our current democratic challenges. After reading this poignant biography, many will ask: Where is the Vandenberg of today?

University of Chicago Press, 2017

About the author

Hank Meijer is the executive chairman of Meijer Incorporated, a business he joined first as a grocery clerk. After serving as a reporter for a Detroit-area newspaper group, he became editor and later publisher of a weekly newspaper in Plymouth, MI. He rejoined Meijer in 1979 as assistant advertising director and has previously published a biography of Hendrick Meijer, the company's founder.

Sponsors of the 2018 Michigan Notable Authors Tour

