



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
June 25, 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) Officer Elections: The board will review roster and terms of trustees and hold the annual election of officers.

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**

May 21, 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, Kathy Mason, Tammy Wiles, Carolyn Stacey, Library Director.

ABSENT: Neil Hivala, Peggy O'Connell Schumann

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of February 26, 2018 were accepted on consensus. No minutes for March or April, due to lack of quorum.

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

DIRECTOR'S REPORT:

Use Measures: Reviewed.

Financials: Reports current through March were reviewed.

Administration: New library pages and library assistants are coming on board. The new Library Assistant II will have a marketing focus. The director is currently reviewing all position descriptions and the library organizational chart. The annual meeting of the Upper Peninsula Region of Library Cooperation (UPRLC) is scheduled for 9/25-9/26 at Bay College. Our library will be hosting a reception for regional libraries attending the meeting. The director is involved in regional advisory board meetings to create a Plan for service for Superiorland Library Cooperative this summer.

Library Programs / Services: The Great Michigan Read with Kekla Magoon was well received (22 people attended). 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 confirmed for May 23rd at 6:30 p.m. Current focus is on Summer Calendar of events. The library is working with the ISD and schools to host "literacy camp" at the library this summer to include sessions for parents and kids once per month in June, July and August. Building on interest from the Teen Tech program on basic coding, the library is purchasing two mini circuit boards (with donated funds) for after-school use in the children's room. Changes for public workstation management are coming with start of new fiscal year. Staff is evaluating how computers are used in the library. Changes will make it easier for card catalog use, word processing. Options for a digital magazine and newspaper viewing station are also being considered. Goals for programming and services for the fall will be planning the next phase of newspaper digitization and training technology tutors.

Friends of the Library: Recent support from the Friends includes the purchase of a disc cleaning and restoration machine, sponsorship of an antiques appraisal event scheduled for October, and computer purchases, including a computer for use in genealogy and three card catalog stations. The Friends Spring/Summer newsletter will be out soon; Board is now on mailing list. Planning is in process for the Back to School Open House. Tentative date is Saturday, Sept 8th. The Friends will be celebrating 30 year anniversary in 2018. The director will recognize this at the upcoming ice cream social with the gift of a flowering shrub for the memorial garden. Trustees are invited to attend.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A). Supplemental Funding: The director reviewed the library's mechanisms for receiving grants and donations, which includes an option for online donations. The library receives donations primarily through the Friends of the Escanaba Public Library, a 501c3 since 1988. The Friends also have a fund with the Community Foundation, an account with Amazon Smile, and participate in the Elmer's Community Care program. The library researches and applies for grants regularly. All information about donating is on the library's web page at www.escanabalibrary.org. Literature on "Ways to Give" is also available at the library.

B). Superiorland Library Cooperative. The director reviewed the function of the Superiorland Library Cooperative. The Escanaba Public Library is eligible to appoint a board member to the Superiorland Board. Interested trustees should see library director for details.

C) Staff Training Day: Director reviewed plans for a staff in-service day on Friday, June 29th. Kathy Mason made a *motion to take the Director's initiative and close the library for a staff-in-service on Friday, June 29th*, Tammy Wiles seconded, motion carried.

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

ADJOURNMENT: The meeting was adjourned at 5:30 p.m.

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2018

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	1,041.98	.00	.00	590.98	.00
268-000-566-100 ST OF MICHIGAN LIBRARY FUNDING	15,500.00	.00	.00	15,500.00	.00	.00
268-000-569-211 GRANTS	.00	.00	.00	.00	3,000.00	.00
268-000-569-212 SUPERIORLAND	.00	657.00	.00	.00	750.00	.00
268-000-656-000 ORDINANCE/PENAL FINES-CO ALLO	100,000.00	123,380.84	.00	100,000.00	.00	.00
268-000-658-000 FINES AND FEES	18,000.00	14,916.31	2,132.97	18,000.00	14,073.11	1,485.80
268-000-665-000 INTEREST EARNINGS	1,750.00	2,828.85	342.61	1,750.00	1,473.17	237.62
268-000-673-000 SALE OF PROPERTY	.00	.00	.00	.00	31.86	.00
268-000-675-000 CONTRIB FROM PRIVATE SOURCES	.00	2,200.00	.00	.00	818.09	103.96
268-000-675-001 CONTRIBUTIONS-FRIENDS	.00	4,004.12	.00	.00	10,170.03	8,170.03
268-000-675-002 CONTRIBUTIONS- COMMUNITY FUND	.00	.00	.00	.00	634.96	.00
268-000-694-000 MISCELLANEOUS	.00	172.36	100.00	.00	.00	.00
268-000-699-101 CONTRIBUTION FR GENERAL FUND	400,000.00	400,000.00	.00	400,000.00	400,000.00	.00
TOTAL REVENUE	535,250.00	549,201.46	2,675.58	535,250.00	431,342.18	9,997.41
TOTAL FUND REVENUE	535,250.00	549,201.46	2,675.58	535,250.00	431,342.18	9,997.41
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000 SALARIES AND WAGES	281,245.00	200,405.75	20,006.79	286,531.00	198,537.01	20,414.34
268-000-703-000 SICK, HOLIDAY, VACATION	.00	28,002.30	945.58	.00	34,252.65	1,162.88
268-000-711-000 OVERTIME	.00	258.93	.00	.00	.00	.00
268-000-712-000 OVERHEAD ON SALARIES & WAGES	83,784.00	89,130.68	6,718.80	74,453.00	62,533.79	6,043.76
268-000-713-000 LIFE & HOSPITAL INSURANCE	71,092.00	59,782.62	7,411.32	73,920.00	62,849.86	5,702.35
268-000-726-000 SUPPLIES-MISCELLANEOUS	600.00	450.22	311.36	600.00	656.67	47.98
268-000-727-000 OFFICE SUPPLIES	6,500.00	4,488.30	187.44	6,500.00	4,810.68	225.82
268-000-801-000 PROFESSIONAL SERVICES	29,976.00	27,089.74	4,105.37	30,465.00	24,402.91	4,073.66
268-000-850-000 TELEPHONES	2,800.00	3,480.39	2,288.83	3,250.00	3,492.88	2,112.89
268-000-860-000 TRAVEL EXPENSES, AUTO ALLOW.	500.00	343.65	125.19	500.00	70.62	.00
268-000-910-000 INSURANCE AND BONDS	225.00	301.58	.00	225.00	307.53	.00
268-000-932-000 REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,554.00	.00	1,344.00	.00	.00
268-000-942-000 RENTAL OF BUILDING OR OFFICES	51,996.00	43,330.00	4,333.00	51,998.00	43,330.00	4,333.00
268-000-943-000 RENTAL OF EQUIPMENT	1,724.00	1,566.85	102.00	1,900.00	980.00	98.00
268-000-958-000 MEMBERSHIP AND DUES	245.00	249.00	40.00	245.00	250.00	.00
268-000-960-000 EDUCATION AND TRAINING	200.00	130.00	.00	200.00	35.00	.00
268-000-977-000 CAPITAL OUTLAY-EQUIPMENT	1,000.00	.00	.00	1,000.00	1,503.94	.00
268-000-979-000 BOOKS, MAGAZINES, PERIODICALS	40,000.00	27,177.43	2,416.21	40,000.00	37,252.09	5,981.46
TOTAL DEPARTMENT 000	573,231.00	487,721.44	48,991.89	573,129.00	475,465.73	50,195.93

CITY OF ESCANABA
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2018

FUND 268 - LIBRARY FUND

	--- PREVIOUS YEAR ---			--- CURRENT YEAR ---		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
TOTAL FUND EXPENDITURES	573,231.00	487,721.44	48,991.89	573,129.00	475,465.73	50,195.93
NET REVENUES OVER EXPENDITURE	(37,981.00)	81,480.02	(48,416.31)	(37,879.00)	(44,123.55)	(40,188.62)

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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>							
703-000-665-000	INTEREST EARNINGS	4,400.00	4,825.99	457.90	4,500.00	2,445.68	.00
	TOTAL REVENUE	4,400.00	4,825.99	457.90	4,500.00	2,445.68	.00
	TOTAL FUND REVENUE	4,400.00	4,825.99	457.90	4,500.00	2,445.68	.00
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	2,663.99	65.67	10,000.00	1,828.31	1,041.78
		10,000.00	2,663.99	65.67	10,000.00	1,828.31	1,041.78
	TOTAL FUND EXPENDITURES	10,000.00	2,663.99	65.67	10,000.00	1,828.31	1,041.78
	NET REVENUES OVER EXPENDITURE	(5,600.00)	2,162.00	392.23	(5,500.00)	617.37	(1,041.78)

CITY OF ESCANABA - ESCANABA PUBLIC LIBRARY
Comparison of Budget to Actual-Fiscal Year 2017-18
As Of **4/30/18**

UNAUDITED

	ACCOUNT DESCRIPTION	2017-18 BUDGET	UNAUDITED THRU 04/30/2018	COMPARISON TO BUDGET	ACTUAL THRU 04/30/2017
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	14,073.11	(3,926.89)	14,916.31
665	Interest Earnings	1,750	1,473.17	(276.83)	2,828.85
675	Contributions from Private Sources	0	11,423.08	11,423.08	6,204.12
694	Miscellaneous	0	31.86	31.86	172.36
698	Gain/(Loss) on Investments	0	0.00	0.00	0.00
699 -101	Contribution from General Fund	400,000	400,000.00	0.00	400,000.00
	TOTAL REVENUES	535,250	431,342.18	(103,907.82)	549,201.46
Expenditures					
702	Salaries and Wages	286,531	232,789.66	53,741.34	228,666.98
712	Overhead on Salaries and Wages	74,453	62,533.79	11,919.21	69,130.68
713	Life & Hospital Insurance	73,920	62,849.96	11,070.04	59,762.62
726	Supplies(Misc)	600	856.67	(256.67)	450.22
727	Office Overhead/Supplies	6,500	4,810.68	1,689.32	4,488.30
801	Professional Services	30,465	24,402.91	6,062.09	27,089.74
850	Telephones	3,250	3,492.88	(242.88)	3,480.39
860	Travel Expenses, Auto Allow	500	70.62	429.38	343.66
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	43,330.00	8,666.00	43,330.00
943	Rental of Equipment	1,900	980.00	920.00	1,566.85
958	Membership and Dues	245	250.00	(5.00)	249.00
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	40,000	37,252.09	2,747.91	27,177.43
	TOTAL EXPENDITURES	573,129.00	475,465.73	97,663.27	467,721.44
EXCESS(DEFICIT) OF REVENUES OVER EXPENDITURES		(37,879.00)	(44,123.55)	(6,244.55)	81,480.02
BEGINNING FUND BALANCE-7/1/17			217,303.66		
FUND BALANCE 4/30/18			173,180.11		
Balance Sheet Balances					
	Cash-Investments	175,446.53			
	Accrued Interest	496.17			
	Due to/Due from/Deferred	(2,762.59)			
	A/P at YE and Prepaids	0.00			
	Net Assets	173,180.11			

LOCAL AUTHOR FAIR



The Escanaba Public Library invites published and self-published authors to participate in our **Local Author Fair**, to be held on

Thursday, August 9, 5:00—7:30 p.m.

The event will provide local authors with an opportunity to promote, sell, and sign copies of their work.

Call the library if you are an author interested in participating in this event.

Visit us on Facebook and download a copy of the “Guidelines for Authors and Application” or stop in and pick one up.



For more information 906-789-7333 / www.escanabalibrary.org
400 Ludington St. in Downtown Escanaba, MI 49829



SUMMER ADVENTURES IN READING

Family Camp

For kids 0-5 years old and their caretakers

3 FREE day camps offered in two locations.
Each day includes fun activities, free books, materials and lunch!
Participants receive a Summer Reading bag
and can register for prizes!

Choose 10am-12:30pm OR 12:00pm-2:30pm time
(lunch served at NOON for both)

Escanaba Public Library

JUNE 20
JULY 18
AUGUST 8

Gladstone Library

JUNE 27
JULY 11
JULY 25



Register online at
tinyurl.com/y74ktqpk
or Call 906-399-8979
with questions

GREAT START



Delta-Schoolcraft
Counties

ESCANABA PUBLIC LIBRARY BOARD OF TRUSTEES
Roster & Terms
2018

Janice Hallett
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Term expires 6/1/2020

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Term expires 6/1/2019

Elizabeth Keller
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Term expires 6/1/2019

Kathy Mason
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Escanaba, Michigan 49829
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Term expires 6/1/2019

Tammy Wiles
1006 S. 15th Street
Escanaba, Michigan 49829
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Term expires 6/1/2020

Peggy O'Connell Schumann
Council Liaison

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