



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
October 22, 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

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**

September 24, 2018

A meeting of the Escanaba Public Library Board of Trustees was held September 24, 2018 at 5:00 p.m. in Room C102 of the Escanaba City Hall/Library Complex, Escanaba, MI 49829.

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

ABSENT: Neil Hivala

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of August 27, 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 August were reviewed.

Administration: UPRLC Annual Meeting will take place September 25 – 26th at Bay College. Trustees are welcome to attend reception at 6pm on Tuesday, 9/25. Director recently participated in webinar, "Getting Unstuck: Help your Board, Staff and Town Talk about Library Funding." Upcoming webinars include: "Evaluating and Sharing Your Library's Impact," and "Librarian Evolution: Libraries Thrive When we Change."

Library Programs/Services: The Library is currently recognizing "Banned Book Week."

Library staff is planning a Harry Potter Trivia Night for October 25th at 6:30 p.m. Prizes will be two tickets to the Bonifas Harry Potter celebration happening Oct 27-28th. A National Novel Writing Month Kick-off event is being planned for November 1st at 7pm. Writers will be invited to share their ideas and questions with Nanci Love, Creative Writing Faculty at Bay College. The library will be a site for volunteers working in the community for Bay College's "Day of Service" on October 5. The library will promote October as "Family History Month," highlighting genealogy resources and featuring a display of the family history of staff members. November will feature "Native Heritage Month," with a display from the Heritage Center at Hannahville.

Friends of the Library: The Friends Open House on September 8th was well attended and comments were positive. The Friends plan to will celebrate National Friends of Libraries Week October 21 – 27. Upcoming Friends sponsored events include Storyteller Pete Griffin and Antiques Appraisal with Mark Moran.

UNFINISHED BUSINESS:

A) Renaissance Zone: Director provided background information on funds the library receives through the State in lieu of taxes for properties in Delta County's "Renaissance Zone," located on the airport property.

NEW BUSINESS:

ANNOUNCEMENTS: The next meeting will be Monday, October 22nd at 5:00 p.m.

ADJOURNMENT: The meeting was adjourned at 5:35p.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 **8/30/18**

UNAUDITED

	ACCOUNT DESCRIPTION	2018/19 BUDGET	UNAUDITED THRU 08/30/2018	COMPARISON TO BUDGET	ACTUAL THRU 08/31/2017
Revenues					
437 -002	Renaissance Zone Reimb	0	0.00	0.00	0.00
528	Federal Grant Revenue	0	0.00	0.00	0.00
588 -100	State of MI Library Funding	17,000	9,540.04	(7,459.96)	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	118,549.10	18,549.10	0.00
658	Fines and Fees	18,000	4,205.01	(13,794.99)	3,182.09
665	Interest Earnings	1,750	0.00	(1,750.00)	234.61
675	Contributions from Private Sources	0	11,519.01	11,519.01	674.96
694	Miscellaneous	0	0.00	0.00	0.00
698	Gain/(Loss) on Investments	0	0.00	0.00	0.00
699 -101	Contribution from General Fund	<u>400,000</u>	<u>0.00</u>	<u>(400,000.00)</u>	<u>0.00</u>
	TOTAL REVENUES	536,750	144,563.16	(392,186.84)	4,841.66
Expenditures					
702	Salaries and Wages	292,254	47,549.92	244,704.08	47,372.23
712	Overhead on Salaries and Wages	78,271	13,414.17	64,856.83	12,472.15
713	Life & Hospital Insurance	73,288	4,046.88	69,221.12	12,597.33
726	Supplies(Misc)	600	157.95	442.05	133.32
727	Office Overhead/Supplies	6,500	1,794.76	4,705.24	642.88
801	Professional Services	32,121	12,606.99	19,514.01	3,570.14
850	Telephones	3,300	378.04	2,921.96	305.39
860	Travel Expenses, Auto Allow	500	0.00	500.00	0.00
900	Printing and Publishing	0	0.00	0.00	0.00
910	Insurance & Bonds	225	0.00	225.00	0.00
932	Repairs/Maintenance of Equipment	0	111.00	(111.00)	0.00
942	Rental of Building or Offices	51,996	0.00	51,996.00	8,666.00
943	Rental of Equipment	1,176	98.00	1,078.00	196.00
958	Membership and Dues	250	213.00	37.00	210.00
960	Education and Training	200	0.00	200.00	0.00
977	Capital Outlay-Equipment	5,000	0.00	5,000.00	575.74
979	Books, Magazines & Periodicals	<u>40,000</u>	<u>4,337.16</u>	<u>35,662.84</u>	<u>3,876.12</u>
	TOTAL EXPENDITURES	585,661.00	84,707.87	500,953.13	90,617.30
	EXCESS(DEFICIT) OF REVENUES OVER EXPENDITURES	<u>(48,911.00)</u>	<u>59,855.29</u>	<u>108,766.29</u>	<u>(85,775.64)</u>
	BEGINNING FUND BALANCE-7/1/17		215,413.07	May change when audit is done	
	FUND BALANCE	8/30/18	<u>275,268.36</u>		
	<u>Balance Sheet Balances</u>				
	Cash-Investments		221,255.55		
	Accrued Interest		383.69		
	Due to/Due from/Deferred		59,063.64		
	A/P at YE and Prepaids		(5,434.52)		
	Net Assets		<u>275,268.36</u>		

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2018

FUND 268 - LIBRARY FUND

	----- PREVIOUS YEAR -----			----- CURRENT YEAR -----		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
REVENUE						
268-000-566-100 ST OF MICHIGAN LIBRARY FUNDING	15,600.00	.00	8,506.96	17,000.00	9,640.04	9,540.04
268-000-569-212 SUPERIORLAND	.00	750.00	.00	.00	750.00	.00
268-000-666-000 ORDINANCE/PENAL FINES-CO ALLO	100,000.00	.00	.00	100,000.00	118,549.10	.00
268-000-668-000 FINES AND FEES	18,000.00	3,182.09	1,924.66	18,000.00	4,205.01	1,788.52
268-000-666-000 INTEREST EARNINGS	1,750.00	234.81	147.29	1,750.00	.00	.00
268-000-675-000 CONTRIB FROM PRIVATE SOURCES	.00	40.00	.00	.00	10,037.81	.00
268-000-675-001 CONTRIBUTIONS-FRIENDS	.00	.00	.00	.00	1,481.40	1,481.40
268-000-675-002 CONTRIBUTIONS- COMMUNITY FUND	.00	634.98	634.98	.00	.00	.00
268-000-699-101 CONTRIBUTION FR GENERAL FUND	400,000.00	.00	.00	400,000.00	.00	.00
TOTAL REVENUE	535,250.00	4,841.88	10,912.86	536,750.00	144,563.16	12,808.96
TOTAL FUND REVENUE	535,250.00	4,841.88	10,912.86	536,750.00	144,563.16	12,808.96
EXPENDITURES						
DEPARTMENT 000						
268-000-702-000 SALARIES AND WAGES	286,531.00	40,747.58	22,174.15	292,254.00	42,223.83	20,967.61
268-000-703-000 SICK, HOLIDAY, VACATION	.00	8,824.85	1,981.41	.00	5,326.29	2,356.44
268-000-712-000 OVERHEAD ON SALARIES & WAGES	74,453.00	12,472.15	6,319.60	78,271.00	13,414.17	6,604.34
268-000-713-000 LIFE & HOSPITAL INSURANCE	73,920.00	12,597.33	5,102.06	73,268.00	4,046.88	(1,655.47)
268-000-726-000 SUPPLIES-MISCELLANEOUS	800.00	133.32	133.32	800.00	157.95	120.34
268-000-727-000 OFFICE SUPPLIES	6,500.00	642.88	623.26	6,500.00	1,794.76	1,530.82
268-000-801-000 PROFESSIONAL SERVICES	30,465.00	3,570.14	5,212.83	32,121.00	12,808.98	4,814.77
268-000-850-000 TELEPHONES	3,250.00	305.39	256.41	3,300.00	378.04	327.60
268-000-860-000 TRAVEL EXPENSES, AUTO ALLOW.	500.00	.00	.00	500.00	.00	.00
268-000-910-000 INSURANCE AND BONDS	225.00	.00	.00	225.00	.00	.00
268-000-932-000 REPAIRS/MAINT TO EQUIPMENT	1,344.00	.00	.00	.00	111.00	111.00
268-000-942-000 RENTAL OF BUILDING OR OFFICES	51,998.00	8,668.00	4,333.00	51,998.00	.00	.00
268-000-943-000 RENTAL OF EQUIPMENT	1,900.00	196.00	98.00	1,176.00	98.00	.00
268-000-958-000 MEMBERSHIP AND DUES	245.00	210.00	210.00	250.00	213.00	.00
268-000-960-000 EDUCATION AND TRAINING	200.00	.00	.00	200.00	.00	.00
268-000-977-000 CAPITAL OUTLAY-EQUIPMENT	1,000.00	575.74	575.74	5,000.00	.00	.00
268-000-979-000 BOOKS, MAGAZINES, PERIODICALS	40,000.00	3,876.12	2,926.12	40,000.00	4,337.16	1,994.91
TOTAL DEPARTMENT 000	573,129.00	90,817.30	49,945.90	585,661.00	84,707.87	37,172.38
TOTAL FUND EXPENDITURES	573,129.00	90,817.30	49,945.90	585,661.00	84,707.87	37,172.36
NET REVENUES OVER EXPENDITURE	(37,879.00)	(85,775.64)	(39,033.04)	(48,911.00)	59,855.29	(24,382.40)

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 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	4,500.00	350.03	188.05	4,500.00	.00	.00
	TOTAL REVENUE	4,500.00	350.03	188.05	4,500.00	.00	.00
	TOTAL FUND REVENUE	4,500.00	350.03	188.05	4,500.00	.00	.00
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	18.29	18.29	10,000.00	83.57	83.57
		10,000.00	18.29	18.29	10,000.00	83.57	83.57
	TOTAL FUND EXPENDITURES	10,000.00	18.29	18.29	10,000.00	83.57	83.57
	NET REVENUES OVER EXPENDITURE	(5,500.00)	331.74	169.76	(5,500.00)	(83.57)	(83.57)

Michigan Department of
Attorney General

consumer education



Bill Schuette
Michigan Attorney General



Be a savvy consumer
and avoid tricks criminals
use to steal from you by
attending these FREE,
45-minute seminars on:
**Phone, Mail & e-Scams,
Identity Theft and
Online Safety**

NO REGISTRATION—FREE EVENT

November 15, 1:00—2:00 p.m.

Phone, Mail, and e-Scams

Learn the telltale signs of scams prevalent in phone calls, mail, email, and texts, along with steps to take to minimize your risk of being victimized.

January 16, 1:00—2:00 p.m.

Identity Theft

Learn about the signs of identity theft, how to protect your personal information online and off, and what to do if you become an identity theft victim.

February 14, 1:00—2:00 p.m.

Online Safety

Learn how to protect your devices, money, and personal information while online. Also provides information on how to avoid common and emerging online scams.



400 Ludington Street—Downtown Escanaba, MI 49829



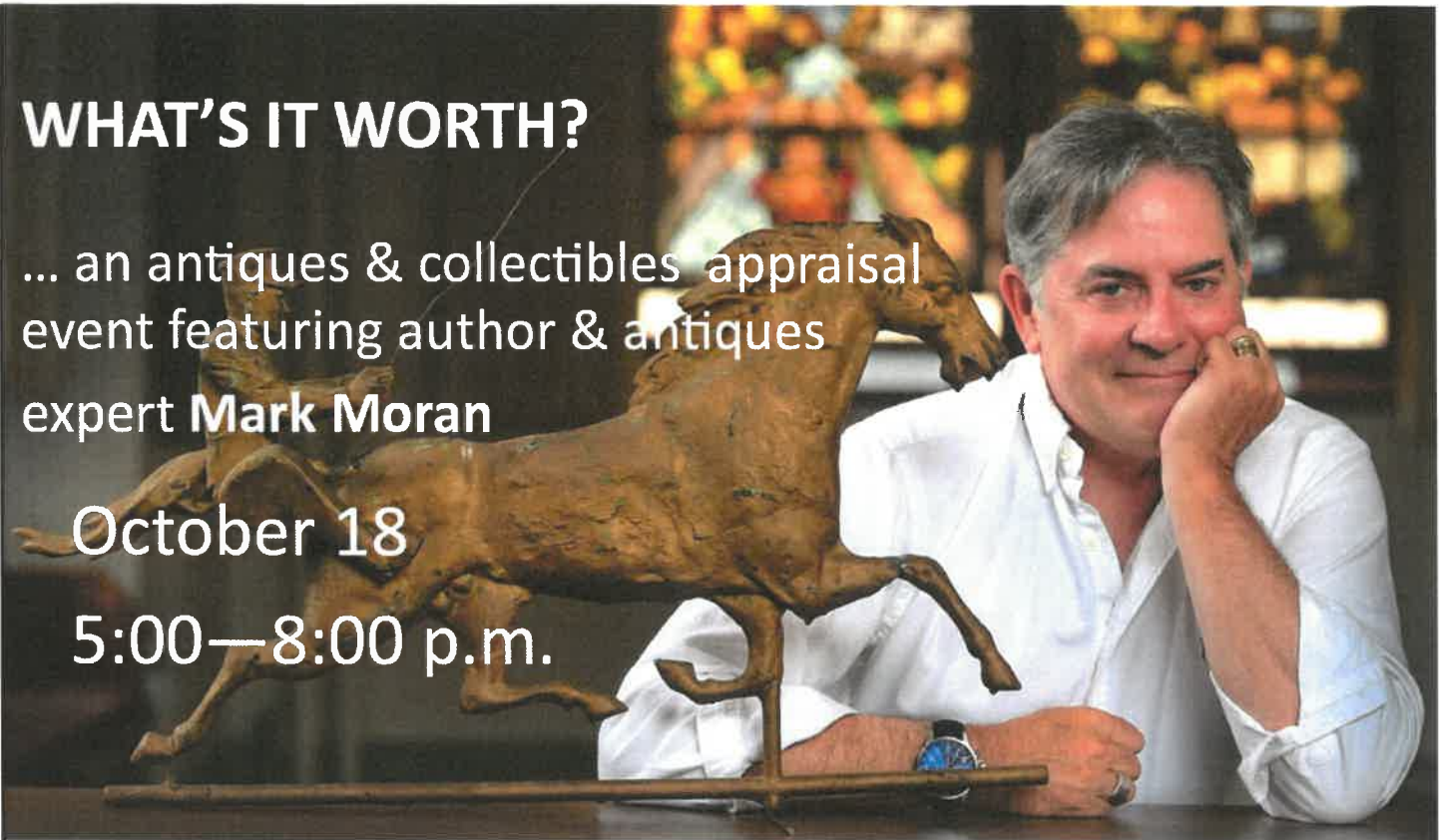
For more information—906-789-7323—escanabalibrary.org

WHAT'S IT WORTH?

... an antiques & collectibles appraisal event featuring author & antiques expert **Mark Moran**

October 18

5:00—8:00 p.m.



Categories of objects for appraisal may include:

Fine art, Furniture, Ceramics, Glassware, vintage photographs, advertising, folk art, assorted toys, metalware, clocks, costume jewelry, musical instruments, books and sports memorabilia.

Excluded items:

All weapons, including knives and swords, traps (like leg-hold), Nazi memorabilia, coins and paper money, fine jewelry, including precious gems, and Beanie Babies.

About Mark Moran

He is the author or co-author of more than 25 books on antiques and collectibles including three editions of the 800-page annual *Warman's Antiques & Collectibles*. He has bought and sold antiques for more than 30 years, specializing in vintage folk art, Americana, and fine art.

**Limited appraisals available
Pre-registration is required
Begins October 1
Call 906-789-7323**

Opinions of value are informal and may not be used for insurance or charitable donations, which require a certified appraisal.

Home visits available /Call 715-281-5060 /
moranm1953@gmail.com for details!

Supported by the Friends of the Escanaba Public Library



400 Ludington Street Escanaba, Michigan 49829

906-789-7323 / escanabalibrary.org





ESCANABA PUBLIC LIBRARY PRESENTS
**GREAT GOBLETS
OF FIRE!**

A HARRY POTTER TRIVIA EVENT

**From 6:30 pm to 7:30 pm at the
Escanaba Public Library. Doors open at
6 pm | 10.25.2018
REGISTER BY OCTOBER 19**

For Harry Potter fans 12 and up. Enter your team (up to 5 people) in our trivia event and win prizes! We will also be doing a drawing for two tickets to the Night of Magic and Wizardry at the Bonifas. Refreshments will be served and costumes are encouraged.

PRE-REGISTRATION IS REQUIRED.
Call 906.789.7323 to register

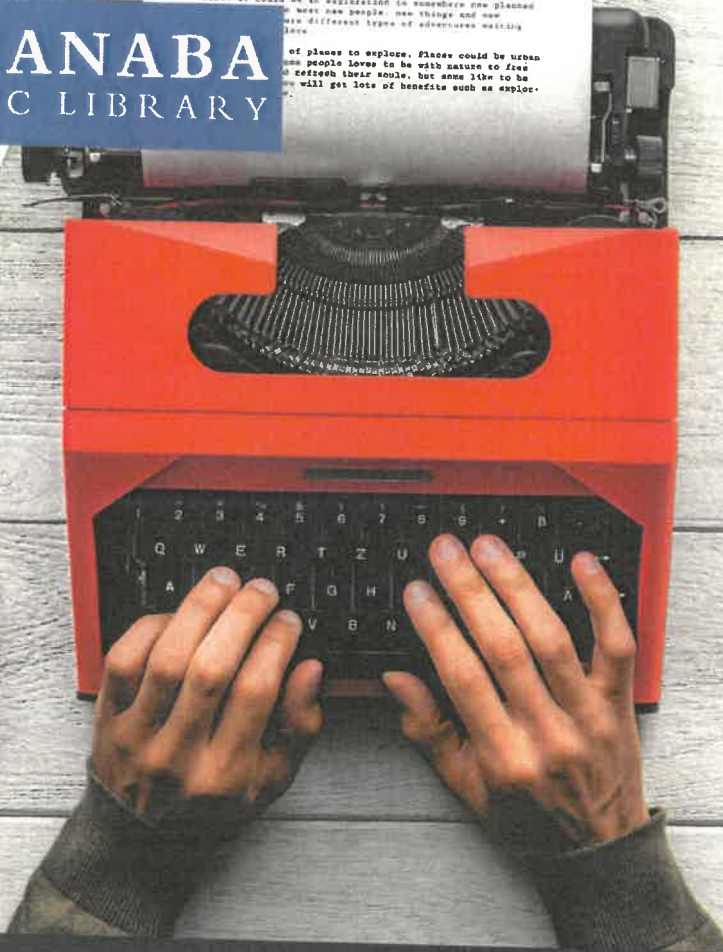
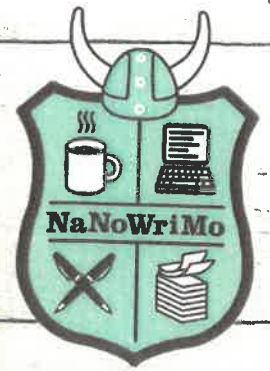




ESCANABA
PUBLIC LIBRARY

Travel is to make a journey or to take an adventure on
somebody by bicycle, train, airplane, car, motorcycle, or
boat. It could be an exploration to somewhere new, places
to meet new people, new things and new
new different type of adventures waiting
there.

of places to explore, places could be urban
and people love to be with nature to free
of getting their souls, but some like to be
and will get lots of benefits such as explor-



WANT TO WRITE A NOVEL IN A MONTH?

The Escanaba Public Library is hosting a National Novel Writing Month
kick-off party and you're invited!

Bring your laptop or notebook on November 1 at 7:00 p.m. and join other
writers as they tackle 50,000 words in 30 days.

Bay College Writing Instructor Nanci Love will be on hand to offer advice.
Refreshments will be served.

Kick-off party begins at 7:00 pm on November 1

**Writing group takes place on Thursdays (except for Thanksgiving)
from 6:00 pm -8:00 pm**

**TGIO (Thank God Its Over) Party on November 29 during final writing
group**

escanaba public library | 906.789.7323 | epl@escanabalibrary.org | 400 Ludington St, Escanaba