



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
Patricia Baribeau, Council Liaison
Carolyn Stacey, Library Director

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

Library Board of Trustees
October 23, 2017

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 25, 2017**

A meeting of the Escanaba Public Library Board of Trustees was held September 25, 2017 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, Carolyn Stacey, Library Director.

ABSENT: Patricia Baribeau

PUBLIC COMMENT:

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of August 28, 2017 were accepted on consensus, with the correction of two typos.

APPROVAL/ADJUSTMENTS TO THE AGENDA: The agenda was accepted as written.

DIRECTOR'S REPORT

Use Measures: Reviewed

Financials: Reviewed. Director will consult Controller on question regarding the State Aid revenue line and report at the next meeting.

Administration: Annual report (promotional) is in progress for Fiscal year 2106-17 and will be distributed to townships and partner organizations. Currently under review in the library policy manual: Section 3 – Use of Library Equipment (3.7 Laptops)

Library Programs / Services: Friends of the Library Back-to-School Open House on Saturday, September 9th was well attended and well received by the community. Plans are to make this an annual event. Staff demonstrations of online library resources will be take place each Tuesday from 2 – 3pm in the library at the reference desk. The sessions will be promoted as “Tech Tuesdays” and will begin September 26th. The Friends of the Library are supporting a film premiere of *Young Hemingway and his Enduring Eden* in collaboration with the Bonifas. This is a 60 minute documentary by George Colburn exploring Northern Michigan’s integral role in the development of Ernest Hemingway's writings. Events will be held October 19th and 20th. The Kiwanis Club will be sponsoring the library’s Lego Club with a \$750.00 donation. Volunteer Aaron Deiter runs the program and secured the funding. Staff from the Dickinson County Library will attend a Library Babies session in October to observe the program. A flyer of fall events at the library was distributed. Banned Books Week will be promoted the last week of September.

UNFINISHED BUSINESS:

NEW BUSINESS:

A) Safety Policies and Procedures:

Director discussed the need for solid safety policies and procedures in the library. The existing Safe Use and Conduct Policy was reviewed, including the section on suspending and banning patrons who present recurring issues. The library’s emergency manual and the agenda for the upcoming staff training day were briefly reviewed. Active shooter training and CPR will be provided by Escanaba Public Safety. Director discussed intent to identify professionals working in mental health who can present training for library staff.

ANNOUNCEMENTS: Next meeting is Monday, October 23, 2017 at 5:00 p.m.

ADJOURNMENT: 5:45p.m. on consensus

Respectfully Submitted,

Approved

Carolyn Stacey, Library Director

Elizabeth Keller, Chair

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2017

FUND 268 - LIBRARY FUND

	--- PREVIOUS YEAR ---			--- CURRENT YEAR ---		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
<u>REVENUE</u>						
268-000-566-100 ST OF MICHIGAN LIBRARY FUNDING	15,500.00	.00	8,501.36	15,500.00	.00	8,505.96
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	121,373.54	.00	100,000.00	.00	.00
268-000-658-000 FINES AND FEES	18,000.00	3,165.24	2,186.84	18,000.00	3,182.09	1,624.65
268-000-665-000 INTEREST EARNINGS	1,750.00	609.90	244.31	1,750.00	234.61	147.29
268-000-675-000 CONTRIB FROM PRIVATE SOURCES	.00	200.00	.00	.00	40.00	.00
268-000-675-002 CONTRIBUTIONS- COMMUNITY FUND	.00	.00	.00	.00	634.96	634.96
268-000-699-101 CONTRIBUTION FR GENERAL FUND	400,000.00	.00	.00	400,000.00	.00	.00
TOTAL REVENUE	535,250.00	126,005.68	10,932.51	535,250.00	4,841.66	10,912.86
TOTAL FUND REVENUE	535,250.00	126,005.68	10,932.51	535,250.00	4,841.66	10,912.86
<u>EXPENDITURES</u>						
<u>DEPARTMENT 000</u>						
268-000-702-000 SALARIES AND WAGES	281,245.00	41,040.98	22,388.32	286,531.00	40,747.58	22,174.15
268-000-703-000 SICK, HOLIDAY, VACATION	.00	4,588.04	1,376.48	.00	6,624.65	1,981.41
268-000-712-000 OVERHEAD ON SALARIES & WAGES	83,784.00	13,375.67	6,748.72	74,453.00	12,472.15	6,319.60
268-000-713-000 LIFE & HOSPITAL INSURANCE	71,092.00	12,380.23	5,377.14	73,920.00	12,597.33	5,102.06
268-000-726-000 SUPPLIES-MISCELLANEOUS	600.00	3.95	3.95	600.00	133.32	133.32
268-000-727-000 OFFICE SUPPLIES	6,500.00	940.10	881.59	6,500.00	642.88	623.26
268-000-801-000 PROFESSIONAL SERVICES	29,976.00	7,163.58	7,163.58	30,465.00	3,570.14	5,212.83
268-000-850-000 TELEPHONES	2,800.00	245.83	122.30	3,250.00	305.39	256.41
268-000-860-000 TRAVEL EXPENSES, AUTO ALLOW.	500.00	75.90	75.90	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	1,344.00	.00	1,344.00	.00	.00
268-000-942-000 RENTAL OF BUILDING OR OFFICES	51,996.00	8,666.00	4,333.00	51,996.00	8,666.00	4,333.00
268-000-943-000 RENTAL OF EQUIPMENT	1,724.00	204.00	102.00	1,900.00	196.00	98.00
268-000-958-000 MEMBERSHIP AND DUES	245.00	.00	.00	245.00	210.00	210.00
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	.00	.00	1,000.00	575.74	575.74
268-000-979-000 BOOKS, MAGAZINES, PERIODICALS	40,000.00	2,604.46	436.93	40,000.00	3,876.12	2,926.12
TOTAL DEPARTMENT 000	573,231.00	92,632.74	49,009.91	573,129.00	90,617.30	49,945.90
TOTAL FUND EXPENDITURES	573,231.00	92,632.74	49,009.91	573,129.00	90,617.30	49,945.90
NET REVENUES OVER EXPENDITURE	(37,981.00)	33,372.94	(38,077.40)	(37,879.00)	(85,775.64)	(39,033.04)

CITY OF ESCANABA
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING AUGUST 31, 2017

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	1,058.11	366.01	4,500.00	350.03	188.05
	TOTAL REVENUE	4,400.00	1,058.11	366.01	4,500.00	350.03	188.05
	TOTAL FUND REVENUE	4,400.00	1,058.11	366.01	4,500.00	350.03	188.05
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	1,659.11	1,659.11	10,000.00	18.29	18.29
		10,000.00	1,659.11	1,659.11	10,000.00	18.29	18.29
	TOTAL FUND EXPENDITURES	10,000.00	1,659.11	1,659.11	10,000.00	18.29	18.29
	NET REVENUES OVER EXPENDITURE	(5,600.00)	(601.00)	(1,293.10)	(5,500.00)	331.74	169.76

Carolyn Stacey

From: Melissa Becotte - Controller <mbecotte@escanaba.org>
Sent: Tuesday, October 17, 2017 3:49 PM
To: Carolyn Stacey
Subject: State Funding

Regarding your question about State funding ~ The July report showed a negative number for State funding. The reason this happens is because we have received a payment for the prior fiscal year. We have to report the revenue for the year it was earned. This creates an accrual entry that will recognize the money in the proper year thus showing a negative balance in the current year. Once the money is actually received in the current year, it zeros out the negative balance. This is necessary so we don't record the revenue twice.

For example, if the State owed the Library \$2,000 at 6/30/17 and paid us 8/10/17, the books would show the revenue as an accrual at 6/30/17. On 7/31/17, the accrual is still sitting there as (\$2,000). On 8/10/17 the money is received and zeros out the account.

Let me know if you need more clarification. I can also print the detail GL so you can see the actual transactions if you think that would be beneficial.

Melissa Becotte
City of Escanaba Controller
P.O. Box 948 Escanaba, MI 49829
906-789-7300

And Here

THURSDAY

NOVEMBER 9

6:00—8:00 P.M.

100 YEARS OF
UPPER PENINSULA
WRITING,
1917–2017

Author Panel & Book Signing

Authors will read from their
work and sign copies

Books will be available for purchase

Edited by Ronald Riecki

Foreword by Thomas Lynch

FREE EVENT—NO REGISTRATION



Kathleen Heideman
Rydholm



L.E. Kimball



April Lindala



Jillean Rose



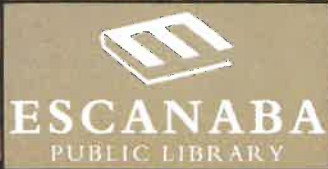
Eric Torgersen

Supported by the Friends of the Escanaba Public Library



For more information contact the Escanaba Public Library @ 906-789-7323 or www.escanabalibrary.org

Located in downtown Escanaba at 400 Ludington Street, Escanaba, MI 49829



Troy Graham & Emily Smith

Thursday
October 26
6:00 p.m.

Musical Performance

Troy Graham, original singer-songwriter from Marquette, MI has made his living touring the country playing a mixture of folk, indie and bluegrass music since the age of 19. Most recently he is working on a solo album, after a decade long run with bands, Sparrow Tree (bluegrass) and Lake of Shadows (indie-folk). He captivates audiences with known classic melodies and new original modern folk tunes.

Although **Emily Smith** has just started accompanying Troy on vocals, their harmonizing abilities makes it appear like they've been a duo for years. Emily grew up in a musical family with classical music training from her mother and a theater background. She is all around artistic, also a painter, and gets into the creative process of music for the pure joy of the experience.

FREE EVENT— NO REGISTRATION

Supported by the Friends of the Escanaba Public Library



For more information contact the Escanaba Public Library @ 906-789-7323 or www.escanabalibrary.org
Located in downtown Escanaba at 400 Ludington Street, Escanaba, MI 49829

Lego Club

Presented by



- **Who** – Parents and Children who like to imagine and create with Legos.
- **What** – Lego Club is a monthly theme based hour-long creative adventure designed to encourage parent/child constructive building and interaction.
- **When** – 10:30 AM on the 2nd Saturday of each month.



November 11th – Ocean, Deep Sea, Boats or Ships

December 9th – City, Buildings, Downtown

January 13th – Video Games

February 10th – Castles, Knights, Medieval

March 10th – Disney

April 14th – Pets and Animals

May 12th – Monsters and Villains

June 9th – Super Heroes

- **Where** – Escanaba Public Library/City Council Chambers.
400 Ludington Street, Escanaba.
- **Why** – To support and encourage imagination, sharing and building.

* At the end of each **Lego Club** there will be a drawing for Lego prizes.

* Please bring one box of Legos per child or one, one-gallon zip lock bag of Legos per child. A small sample of Legos will be available if needed.

* For more information contact the Escanaba Public Library at **906.789.7328** or visit www.escanabalibrary.org.

Generously Sponsored by:



The great pumpkin

CHECK-OUT

Decorate me any which way you like! Make me funny, scary, happy, fierce or look like your favorite author or book character!

Hey, you get to keep the pumpkin you decorate!

Enter our pumpkin decorating contest!

Pick out a pumpkin from our "pumpkin patch" or use your own pumpkin, squash or gourd from your own garden!

The rules

- ◆ Contest open to all ages
- ◆ Two prizes will be awarded to one lucky winner in each group (under 12 and Teen/Adult)
- ◆ Decorated pumpkins only— No carved
- ◆ Pumpkins can be "checked-out" between **October 14 and 21**. Limit 2 per family
- ◆ To be eligible for one of the prizes, decorated pumpkins must be received by **October 23**
- ◆ Pumpkins will be on display in the library and judged by popular vote **October 23 to October 26**
- ◆ Winners will be announced **October 27**.
- ◆ Decorated pumpkins can be picked up **October 28**



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