



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
November 26, 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) Library Renovations

Discussion on potential for library renovation project.

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**

October 22, 2018

A meeting of the Escanaba Public Library Board of Trustees was held October 22, 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, Carolyn Stacey, Library Director.

ABSENT: Neil Hivala, Peggy Schumann

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of September 24, 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 September were reviewed.

Administration: Facility maintenance issues are at forefront, including a failed motor in the HVAC system. Director is currently compiling facility needs for planning purposes, including flooring replacement. The intent is to begin fundraising for improvements. Director is researching grant opportunities for facility needs, "wish list" items and programs. Director will be attending a full day workshop on "Place-making and Public Engagement," offered through MSU Extensions, on behalf of the City on November 7th. Director is traveling to the Dickinson County Library this Wednesday to tour the newly renovated building and meet with staff. Director will serve on an advisory committee for MTU Faculty who are developing prototypes for teaching lifelong digital literacy skills for older adults. Upcoming webinars include: "Evaluating and Sharing Your Library's Impact," and "Librarian Evolution: Libraries Thrive When we Change."

Library Programs/Services: 30 people attended the event featuring Storyteller Pete Griffin.

50 – 60 people attended the Antiques Appraisal Event with Mark Moran. The Library is currently recognizing October as Family History Month. The Friends are sponsoring a contest inviting people to bring in their family tree to be entered into a drawing for a DNA testing kit. 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. Currently, 50 people are registered for the event.

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. Each Thursday throughout November, writers will be invited to gather at the library to work towards their goal. A closing celebration will take place on the last Thursday. A series of consumer education programs targeted at seniors will be offered beginning in November. The Michigan eLibrary (MeL) has been re-designed and expanded. Link through the library's web page at www.escanabalibrary.org or via www.mel.org to see what's new.

UNFINISHED BUSINESS:

NEW BUSINESS:

ANNOUNCEMENTS: The next meeting will be Monday, November 26th 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 9/30/18

UNAUDITED

	ACCOUNT DESCRIPTION	2018/19 BUDGET	UNAUDITED THRU 09/30/2018	COMPARISON TO BUDGET	ACTUAL THRU 09/30/2017
Revenues					
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	0.00
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	6,577.61	(12,422.39)	4,128.49
665	Interest Earnings	1,750	0.00	(1,750.00)	404.94
675	Contributions from Private Sources	0	11,571.99	11,571.99	1,674.96
684	Miscellaneous	0	0.00	0.00	0.00
698	Gain/(Loss) on Investments	0	1,224.33	1,224.33	0.00
699 -101	Contribution from General Fund	400,000	0.00	(400,000.00)	0.00
	TOTAL REVENUES	536,750	19,416.94	(517,333.06)	7,549.35
Expenditures					
702	Salaries and Wages	292,254	68,896.57	223,357.43	69,963.96
712	Overhead on Salaries and Wages	78,271	21,561.60	56,709.40	18,631.24
713	Life & Hospital Insurance	73,268	23,063.65	50,204.35	19,988.47
726	Supplies(Misc)	600	461.93	138.07	253.32
727	Office Overhead/Supplies	6,500	2,255.38	4,244.62	1,129.23
801	Professional Services	32,121	7,863.82	24,257.18	3,641.74
850	Telephones	3,300	427.88	2,872.12	355.50
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	307.53
932	Repairs/Maintenance of Equipment	0	111.00	(111.00)	0.00
942	Rental of Building or Offices	51,996	12,999.00	38,997.00	12,999.00
943	Rental of Equipment	1,176	294.00	882.00	294.00
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	40,000	5,242.64	34,757.36	6,198.79
	TOTAL EXPENDITURES	585,661.00	143,390.47	442,270.53	134,548.52
	EXCESS(DEFICIT) OF REVENUES OVER EXPENDITURES	(48,911.00)	(123,973.53)	(75,062.53)	(126,999.17)
	BEGINNING FUND BALANCE-7/1/17		215,413.07	May change when audit is done	
	FUND BALANCE 9/30/18		91,439.54		
	<u>Balance Sheet Balances</u>				
	Cash-Investments	139,461.89			
	Accrued Interest	383.69			
	Due to/Due from/Deferred	(48,406.04)			
	A/P at YE and Prepays	0.00			
	Net Assets	91,439.54			

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 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	590.96	590.96	.00	292.91	292.91
268-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	15,500.00	.00	.00	17,000.00	.00	.00
268-000-569-212	SUPERIORLAND	.00	750.00	.00	.00	750.00	.00
268-000-656-000	ORDINANCE/PENAL FINES-CO ALLO	100,000.00	.00	.00	100,000.00	.10	.00
268-000-658-000	FINES AND FEES	18,000.00	4,128.49	946.40	18,000.00	5,577.61	1,372.60
268-000-665-000	INTEREST EARNINGS	1,750.00	404.94	170.33	1,750.00	.00	.00
268-000-675-000	CONTRIB FROM PRIVATE SOURCES	.00	40.00	.00	.00	10,090.59	.00
268-000-675-001	CONTRIBUTIONS-FRIENDS	.00	1,000.00	1,000.00	.00	1,481.40	.00
268-000-675-002	CONTRIBUTIONS- COMMUNITY FUND	.00	634.96	.00	.00	.00	.00
268-000-698-000	GAIN ON SALE OF INVESTMENTS	.00	.00	.00	.00	1,224.33	.00
268-000-699-101	CONTRIBUTION FR GENERAL FUND	400,000.00	.00	.00	400,000.00	.00	.00
	TOTAL REVENUE	535,250.00	7,549.35	2,707.69	536,750.00	19,416.94	1,665.51
	TOTAL FUND REVENUE	535,250.00	7,549.35	2,707.69	536,750.00	19,416.94	1,665.51
<u>EXPENDITURES</u>							
<u>DEPARTMENT 000</u>							
268-000-702-000	SALARIES AND WAGES	286,531.00	59,965.28	19,217.70	292,254.00	60,407.60	18,183.97
268-000-703-000	SICK, HOLIDAY, VACATION	.00	9,998.68	3,374.03	.00	8,488.97	3,162.68
268-000-712-000	OVERHEAD ON SALARIES & WAGES	74,453.00	18,631.24	6,159.09	78,271.00	21,561.60	7,250.43
268-000-713-000	LIFE & HOSPITAL INSURANCE	73,920.00	19,988.47	7,391.14	73,268.00	23,063.65	12,736.52
268-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	253.32	120.00	600.00	461.93	303.98
268-000-727-000	OFFICE SUPPLIES	6,500.00	1,129.23	486.35	6,500.00	2,255.38	460.62
268-000-801-000	PROFESSIONAL SERVICES	30,465.00	3,641.74	71.60	32,121.00	7,863.82	26.85
268-000-850-000	TELEPHONES	3,250.00	355.50	50.11	3,300.00	427.88	49.84
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	307.53	307.53	225.00	.00	.00
268-000-932-000	REPAIRS/MAINT TO EQUIPMENT	1,344.00	.00	.00	.00	111.00	.00
268-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00	12,999.00	4,333.00	51,996.00	12,999.00	4,333.00
268-000-943-000	RENTAL OF EQUIPMENT	1,900.00	294.00	98.00	1,176.00	294.00	98.00
268-000-958-000	MEMBERSHIP AND DUES	245.00	210.00	.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	.00	5,000.00	.00	.00
268-000-979-000	BOOKS, MAGAZINES, PERIODICALS	40,000.00	6,198.79	2,322.67	40,000.00	5,242.64	1,569.98
	TOTAL DEPARTMENT 000	573,129.00	134,548.52	43,931.22	585,661.00	143,390.47	48,175.87
	TOTAL FUND EXPENDITURES	573,129.00	134,548.52	43,931.22	585,661.00	143,390.47	48,175.87

CITY OF ESCANABA
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2018

FUND 268 - LIBRARY FUND

	— PREVIOUS YEAR —			— CURRENT YEAR —		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
NET REVENUES OVER EXPENDITURE	(37,879.00)	(126,999.17)	(41,223.53)	(48,911.00)	(123,973.53)	(46,510.36)

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 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	725.35	375.32	4,500.00	.00	.00
703-000-698-000	GAIN ON SALE OF INVESTMENTS	.00	.00	.00	.00	2,047.38	.00
	TOTAL REVENUE	<u>4,500.00</u>	<u>725.35</u>	<u>375.32</u>	<u>4,500.00</u>	<u>2,047.38</u>	<u>.00</u>
	TOTAL FUND REVENUE	<u>4,500.00</u>	<u>725.35</u>	<u>375.32</u>	<u>4,500.00</u>	<u>2,047.38</u>	<u>.00</u>
<u>EXPENDITURES</u>							
703-000-979-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	82.10	63.81	10,000.00	144.61	61.04
		<u>10,000.00</u>	<u>82.10</u>	<u>63.81</u>	<u>10,000.00</u>	<u>144.61</u>	<u>61.04</u>
	TOTAL FUND EXPENDITURES	<u>10,000.00</u>	<u>82.10</u>	<u>63.81</u>	<u>10,000.00</u>	<u>144.61</u>	<u>61.04</u>
	NET REVENUES OVER EXPENDITURE	<u>(5,500.00)</u>	<u>643.25</u>	<u>311.51</u>	<u>(5,500.00)</u>	<u>1,902.77</u>	<u>(61.04)</u>

RECURRING EVENTS

DECEMBER & JANUARY EVENT CALENDAR

SATURDAY STORY HOUR

December 15 & January 19 | 1:30 pm

Children ages 4 and up are invited to this library classic, featuring stories, songs, special guests, and activities on a theme. Occurring every 3rd Saturday of the month from 1:30 PM – 2:30 PM. This is a free event. No registration required.

LEGO CLUB

December 8 & January 12 | 1:30 pm

LEGO Club welcomes all children (and their parents) who love LEGOS, a sense of adventure, and being creative! Occurring on every 2nd Saturday of the month, we will explore different themes each month.

LAPSIT

January 11, 18, 25 | 1:30 pm

Songs, rhymes, bouncing, and clapping activities combined with short picture books, socializing and playtime. For babies 3-23 months with a parent or caregiver. Registration is required. Please call 906-789-7328 to sign up.

TODDLER TIME

January 9, 16, 23, 30 | 10:30 am

Stories, songs, movement, puppets, finger plays, and a simple craft for children ages 2-4 with a parent or caregiver. Occurring on Wednesdays from 10:30 am – 11:30 am. Registration is required for this event. Please call 906-789-7328 to sign up.

THE ESCANABA PUBLIC LIBRARY WILL BE CLOSED AT NOON ON DECEMBER 24 & 31 AND ALL DAY ON DECEMBER 25 & JANUARY 1



WINTER EVENTS

DECEMBER & JANUARY EVENT CALENDAR

SONGS & WISDOM OF MR. ROGERS

December 4th | 6:30 pm

Created and produced by Rebecca Bender of the Canterbury Bookstore and Phil Lynch of The Red House, this unique program looks back at one of the most beloved Americans on television with a mixture of live music and spoken word. No registration is required. Sponsored by the Friends of the Escanaba Public Library

STORYTIME WITH SANTA

December 15th | 1:30 pm

Children 4 and up are invited to this special holiday story hour with guest Santa Claus making an appearance! No registration is required. Sponsored by the Friends of the Escanaba Public Library

CONSUMER EDUCATION

January 18th | 1:00 pm

Learn about the signs of identity theft, how to protect your personal information on and off line, and what to do if you become an identity theft victim. No registration is required.

STITCH IN TIME CRAFTING GROUP

January 16th | 6:30 pm

Gather with other knitters, crocheters, and needlepoint enthusiasts to finish up those UFOs (unfinished projects) or to start something new. No registration is required.

LORD OF THE RINGS TRIVIA NIGHT

January 24th | 6:30 pm | Doors open at 6:00 pm

Join other LOTR fans as they test their Middle Earth knowledge! For ages 12 and up. Space is limited! Teams must REGISTER for this event. Costumes are encouraged

THE ESCANABA PUBLIC LIBRARY WILL BE CLOSED AT NOON ON DECEMBER 24 & 31 AND ALL DAY ON DECEMBER 25 & JANUARY 1

