



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
February 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

A) City Budget 2018-19: Status report on budget proceedings and upcoming meetings.

NEW BUSINESS

B) Bezold Fund: Library director will present an overview and current status of the Margaret Bezold Trust Fund, at the request of the Board.

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**

January 22, 2018

A meeting of the Escanaba Public Library Board of Trustees was held January 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, Neil Hivala, Kathy Mason, Tammy Wiles, Carolyn Stacey, Library Director.

ABSENT: Peggy O'Connell Schumann, Council Liaison

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of November 27, 2017 were accepted on consensus.

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

DIRECTOR'S REPORT:

Use Measures: Library director will continue to look for more meaningful ways to provide library statistics and use measures. Graphing data over time and utilizing reports from "Blue Cloud Analytics" will be featured in future meetings.

Financials: Reviewed.

Administration: Library director is serving as Secretary for the reconstituted advisory board to the Superiorland Library Cooperative. Library director is serving on the planning committee for the annual meeting of the Upper Peninsula Region of Library Cooperation. Library director applied and received funding for children's materials from the Dorothy Louise Kyler Foundation (Ohio). The grant was \$3,000 and must be spent by the end of March. Original oak tables from the Carnegie building are being refinished, courtesy of a donor. The library is participating in a committee sponsored by the Visitor and Convention Bureau that is promoting the summer activities around Ludington Park for 2018.

Library Programs / Services

The library's Lego Club, run by volunteer Aaron Deiter, has received a \$500 grant from the Escanaba Rotary. Two altered book art classes (Feb 22 and March 22nd) have been added to the calendar of public programs. The library is working with the Michigan Humanities Council on hosting Kekla Magoon, author of *X: a Novel*, which is the 2017 selected titles for the Great Michigan Read. The event is anticipated for May 16th.

Friends of the Library: Recent Contributions to the library include funds for the digital subscriptions, Ancestry Library (\$2,100) and Mango Languages. (\$2,272), as well as the print Sunday edition New York Times (\$439). The Publicity Committee meets on January 29th.

UNFINISHED BUSINESS:

A: Net Neutrality: Director provided an update on the current status of Net Neutrality legislation and action, as pertains to public libraries.

NEW BUSINESS:

A: Library Budget, Fiscal Year 2018-19.

Library director provided calendar of meetings for budget process for Fiscal Year 2018-2019. General discussion on budgetary conditions affecting the library. Review of revenue sources and general categories in expenditures. Discussion of fund balance use. Trustees are encouraged to participate in the public comment during budget hearings. Library director will keep Board apprised of important dates and times and provide talking points when appropriate.

ANNOUNCEMENTS: The next meeting will be Monday, February 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



P.O. Box 948 • Escanaba, MI 49829-0948 • (906) 786-0240 • fax (906) 786-4755

October 14, 2004

Library Board
City of Escanaba

Dear Board Members:

The City of Escanaba is in receipt of your letter of October 9, 2004, concerning the Bezold Bequest. Attached please find minutes of the July 1, 2004, City Council meeting. At that meeting, City Council members discussed the Bezold Bequest to the Library. Upon review by our City Controller and our City Attorney, City Council ordered the administration to develop policy concerning expenditure of the Bequest. Attached you will find a draft copy of the proposed policy outlining the fiduciary requirements and moral expectations followed through the will of Ms. Bezold. I am planning on attending the October 25, 2004, meeting of the Library Board to discuss this issue and I will make myself available to answer any questions or comments you may have prior to this meeting.

Sincerely,


Douglas K. Terry
City Manager

C: Karen Peterson

Enc.

**POLICY STATEMENT
CITY OF ESCANABA LIBRARY
BEZOLD BEQUEST**

The following is the policy of the City of Escanaba in regard to the Bezold Bequest.

In 2004, the City was named as a beneficiary as part of the Bezold bequest to utilize funds designated for the City of Escanaba Public Library. The bequest shall include the expenditure of funds for the following purposes: Children's reading materials, computer software and any learning aid which directly provides learning for children and youth utilizing the resources of the City of Escanaba Public Library. Expenditure levels shall be established through the City's annual budgetary process. A separate accounting number and system shall be assigned through the City Controller's Office in order to track any expenditures. At the direction of the City Controller, all proceeds from the Bezold Bequest shall be placed in a trust fund which accrues interest revenue. At no time shall the Bequest be used in the support of operations such as capital additions, maintenance, furniture, or any other apparatus used for the Escanaba Public Library. Any expenditure shall be done with a review of the Public Library Director with affirmation by the City Manager and the City Controller subject to the approval during the budget process of City Council.

- NB-3** Moyle moved, Berthiaume seconded to approve the annual agreement with the Delta County Historical Society, as defined, for \$5,000.

Upon a call of the roll, the vote was as follows:

Ayes: Moyle, Berthiaume, Evans, Heikkila, Schwalbach
Nays: None

MOTION CARRIED.

Approval of Escanaba Exchange Club to reserve Ludington Park for activities on Sunday, July 4, 2004.

Council was requested to approve the Exchange Club's request to reserve a portion of Ludington Park for the annual "Day in the Park" activities scheduled for July 4, 2004. The Club's Independence Day celebration includes children's' games, pony rides, food, novelty vendors and music. As a condition of approval, the Club was to provide liability insurance and confirm all health certificates for food vendors.

- NB-4** Moyle moved, Evans seconded CARRIED UNANIMOUSLY approve the Escanaba Exchange Club's reservation of Ludington Park for July 4, 2004.

Approval of a transfer of funds to the Escanaba Friends of the Library.

The Escanaba Public Library was the beneficiary of a large bequest from the Margaret Bezold estate for \$265,624.98. Miss Bezold was a kindergarten teacher with the Escanaba schools for 44 years. Miss Bezold's requirement was that the funds be used for reading materials, as opposed to bricks, mortar, roofing or maintenance, with a strong preference it be used primarily for children's materials.

It was suggested that Miss Bezold's bequest be transferred to the Friends of the Library. The Friends of the Library were good stewards of memorials and bequests, and provided many extras the budget of the Library does not provide. The Friends of the Library could work with Library staff to ensure the proper use of these funds.

City Attorney Peterson suggested Council acknowledge the acceptance of Miss Bezold's bequest, and further recommended the bequest remain under control of the City. Mr. Peterson advised Administration should develop a policy on how the funds would be used, along with how the expenditures would be made with direction from the Friends of the Library. City Manager Terry echoed Attorney Peterson's recommendation.

Council Members and Library Director Cary discussed the following:

- The requirements of the Miss Margaret Bezold bequest;
- Directed Administration to develop a policy regarding the requirements that the funds be used for reading materials, as opposed to bricks, mortar, roofing or maintenance, with a strong preference it be used primarily for children's materials,

- as defined by Margaret Bezold;
- Director Cary advised there was not any specification as to retaining the principal, but yearly expenditures were not to affect the library budget;
 - It was Council's strong preference that the policy be written to only use the interest each year in order to keep forever the name of Margaret Bezold at the Escanaba Public Library;
 - Council also suggested the policy be written so the recommendation of yearly expenditures would come from the Friends of the Library.

NB-5 Berthiaume moved, Evans seconded to graciously accept the bequest from the Margaret Bezold estate for \$265,624.98.

Upon a call of the roll, the vote was as follows:

Ayes: Berthiaume, Evans, Moyle, Heikkila, Schwalbach
Nays: None

MOTION CARRIED.

**Approval of proposals to perform the Deep Water Port Feasibility Study.
Expenditures were budgeted in the current 2004/05 Fiscal Year Budget.**

City Manager Terry provided a brief explanation for each of the four contracts to perform a Deep Water Port Feasibility Study.

Moyle moved, Heikkila seconded to approve four contracts to perform specific tasks associated with the feasibility study for the development of a 100-acre marine terminal in the City of Escanaba as follows:

- Astra Designs, International, Inc. (ADI) - \$240,000 for a econometric study;
- DLZ - \$74,395 for project planning and coordination, existing conditions review, and report preparation;
- Foster, Swift, Collins & Smith, P.C. – hourly fee structure as outlined in their brochure and will serve as the City legal counsel;
- Advocacy Specialists, L. L. C. - \$4,000 per month for public relations.

Upon a call of the roll, the vote was as follows:

Ayes: Moyle, Heikkila, Berthiaume, Evans, Schwalbach
Nays: None

MOTION CARRIED.

City Manager, City Assessor and City Clerk Annual Evaluations.

Mayor Schwalbach asked each of their employees as to their preference regarding

BEZOLD TRUST RECAP

	2017/2018 Activity (thru 1/31/18)	2016/2017 Activity	2016/2016 Activity	2014/2015 Activity	2013/2014 Activity	2012/2013 Activity	2011/2012 Activity	2010/2011 Activity	2009/2010 Activity	2008/2009 Activity	2007/2008 Activity	2006/2007 Activity	2005/2006 Activity	2004/2005 Activity
Original Bequest: 2004														
Fund Balance From PTY	253,721.83	268,391.64	260,274.98	260,163.98	261,062.98	268,239.98	270,204.98	274,831.98	277,423.98	278,141.98	270,830.98	286,014.98	289,066.98	286,524.98
Interest Earnings	1,441.06	5,263.86	4,650.03	4,499.00	4,702.00	4,543.00	4,378.00	4,294.00	5,275.00	11,064.00	13,636.00	13,192.00	11,798.00	11,391.00
Professional Services	(226.62)	(2,763.29)	(1,518.56)	(4,629.00)	(5,659.00)	(8,062.00)	(455.00)	(845.00)	(676.00)	(9,324.00)	(8,961.00)	(9,403.00)	(9,627.00)	(7,746.00)
Book Purchases		(7,160.29)	4,985.19	271.00	58.00	(3,233.00)	(7,331.00)	(8,891.00)	(7,789.00)	(486.00)	636.00	1,027.00	(4,923.00)	(201.00)
Gain (Loss) on Investments							1,443.00	915.00	798.00					
Fund Balance Remaining	254,936.07	263,721.93	268,891.64	260,274.98	260,163.98	261,062.98	268,239.98	270,204.98	274,831.98	277,423.98	276,141.98	270,830.98	286,014.98	289,066.98

U1123DabbieYearEndBezoia RecapVTD Recap



Spring & Summer Programs 2018
Escanaba Public Library

Youth and Family Programs

Electronics for Arduino

March 6th – 3:30 – 5:00 p.m.

Celebrate **Teen Tech Week** by learning how to code using Arduino. Learn the basics and make your first project. Grades 6 and up. Participants may enter to win an Arduino kit. Space is limited. Call 906-789-7328 to register.

Summer Reading Club June 11th – July 20th

“Libraries Rock!”

Keep the kids reading throughout the summer with the library’s summer reading club. Weekly activities and incentives. Registration begins June 11th. For more information, call 906-789-7328.

Lego Club

Lego Club is a monthly theme based hour-long creative adventure designed to encourage parent/child constructive building and interaction. At the end of each Lego club, there will be a drawing for Lego prizes. Please bring one box of Legos per child. A small sample of Legos will be available if needed. No registration necessary. *Second Saturday of each month from 10:30 a.m. - Noon*

Lunch Bunch

Bring your lunch to the library! Friends and family can eat together out on the patio, weather permitting, then enjoy stories in the Story Room. *Tuesdays at 11:30 from June 19 through July 17*

June 6th – 6:30 p.m.

Friends of the Escanaba Public Library Annual Ice Cream Social and Book Sale

Join friends and family in welcoming summer with the Escanaba City Band, cake and ice cream on the North lawn of the library.

June 21st – 3:30 p.m.

Musician and Storyteller Tom Pease

Bring the whole family for an afternoon of laughter, singing and stories. No registration necessary. Sponsored by the Friends of the Library.

July 11th – 6:30 p.m.

“The Spoon Man”

Family fun with comedian and entertainer, Jim Cruise, a.k.a. “The Spoon Man.” No registration necessary. Sponsored by the Friends of the Library.

Programs for Adults & Teens

Altered Book Art

Transform an old book into a creative keepsake. Free event, all supplies provided. Registration required. Call 906-789-7323 to sign up. Sponsored by the Friends of the Library.

Thursdays June 28th, July 26th, August 16th – 6:00 p.m.

Tech Tuesdays

Drop in to learn the ins and outs of downloading ebooks and digital audiobooks from the library's collection to your device. No appointment necessary. Each Tuesday at noon. For more information, call 906-789-7333.

The Great Michigan Read – *One title, one state and thousands engaged in literary discussion.*

The 2017-28 Great Michigan Read title is *X: A Novel* by Ilyasah Shabazz and Kekla Magoon.

The book explores the Michigan roots of Malcolm X, including the early life experience, both good and bad, that molded him into one of the most prominent leaders of the twentieth century. The library is hosting the following programs to give readers and opportunity to explore and discuss the work:

April 12, 6:00 p.m.

The Great Michigan Read, with Dr. Alan Scot Willis

Northern Michigan University Professor will explore themes from the novel.

May 16, 6:00 p.m.

Author Kekla Magoon

An interactive look at *X: A Novel*, with author Kekla Magoon.

Preserving the Harvest- MSU Extensions

Learn tips and tricks for putting up fresh fruits and veggies from the pros at MSU Extensions.

Demonstration and sampling!

July 19th – 6:00 p.m. Favorite Fruit Spreads

August 23rd – 6:00 p.m. Salsas with Spirit

September 20th – 6:00 p.m. The Art of Pickling

August 9th – 5:30 – 7:00 p.m.

Local Author Fair

The Escanaba Public Library invites the public to meet local published and self-published authors at the Author Fair. Chat with local authors and browse an amazing selection of locally written books available for purchase and signing while enjoying complimentary refreshments. Sponsored by the Friends of the Library. For more information, call 906-789-7333.