



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
March 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: The library director will provide a status report on budget proceedings and upcoming meetings, as well as talking points relative to the library budget.

NEW BUSINESS

B) Superiorland Library Cooperative: The Escanaba Public Library is eligible to appoint a representative to the Superiorland Library Cooperative Board. Library director will present background and information for discussion.

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**

February 26, 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, Peggy O'Connell Schumann, Council Liaison Carolyn Stacey, Library Director.

ABSENT: None

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of January 22, 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 December were reviewed.

Administration Two staff positions (Library Asst I, Library Asst II) are now vacant. Director is updating job descriptions and will advertise when complete. The library director is serving on the personnel committee for Superiorland Library Cooperative. Member libraries are eligible to appoint a Board member to the Superiorland Library Cooperative. Escanaba's position is available. This topic will be on the agenda for the next board meeting. The library director is working with faculty from MTU to develop a program for tutoring volunteers to work with older adults in the library on technology skills. The library director will attend the Small & Rural Libraries Conference on April 30th in Traverse City, with a stipend from Superiorland Library Cooperative.

Library Programs / Services

AARP is preparing taxes for seniors and low income taxpayers at the library by appointment.

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 tentatively scheduled for May 23rd. The library observed February as Black History Month with a featured display and a bibliography. Saturday story hour featured the EHS French Club for February. Adult Services Librarian Monique Ciofu will present a workshop on programming with Skype at the staff development day for Bayliss Library staff in Sault Ste Marie on April 20th.

The library will work with Pathways to highlight Disability Awareness Month in March.

A listing of programs confirmed for Spring and Summer has been included with the board packet.

Friends of the Library: The library director is working with the Friends publicity committee to update marketing goals and objectives for 2018. The next meeting of the Friends Board is Wednesday, March 14 at 7pm

UNFINISHED BUSINESS:

A) **City Budget 2018-19:** The library director met with the city manager in February to review the library's budget submission. No changes were made. The director is making a request from the building authority fund for new flooring. Public work sessions on the budget are April 9th and 10th. No schedule has been set yet.

NEW BUSINESS:

A) **Bezold Fund:** Trustees reviewed interest revenues and expenditures over the life of the fund, as well as original documentation relative to the background and purpose of the fund. Trustees determined that there has been no erosion of the principal and that expenditures have been appropriate. Director will follow up on trustee's questions relative to investments and report back.

ANNOUNCEMENTS: The next meeting will be Monday, March 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

CITY OF ESCANABA - ESCANABA PUBLIC LIBRARY

Comparison of Budget to Actual-Fiscal Year 2017-18

As Of 1/31/18

UNAUDITED

	ACCOUNT DESCRIPTION	2017-18 BUDGET	UNAUDITED THRU 01/31/2018	COMPARISON TO BUDGET	ACTUAL THRU 01/31/2017
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	9,679.53	(8,320.47)	10,481.34
665	Interest Earnings	1,750	751.11	(998.89)	1,570.96
675	Contributions from Private Sources	0	2,852.58	2,852.58	4,234.00
694	Miscellaneous	0	31.86	31.86	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>400,000.00</u>	<u>0.00</u>	<u>400,000.00</u>
	TOTAL REVENUES	535,250	417,656.04	(117,593.96)	541,366.12
Expenditures					
702	Salaries and Wages	286,531	167,674.58	118,856.42	162,979.40
712	Overhead on Salaries and Wages	74,453	44,045.94	30,407.06	48,436.73
713	Life & Hospital Insurance	73,920	44,657.01	29,262.99	42,239.60
726	Supplies(Misc)	600	512.18	87.82	3.95
727	Office Overhead/Supplies	6,500	3,123.09	3,376.91	2,874.57
801	Professional Services	30,465	14,320.33	16,144.67	17,825.73
850	Telephones	3,250	964.70	2,285.30	886.92
860	Travel Expenses, Auto Allow	500	70.62	429.38	146.10
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	30,331.00	21,665.00	30,331.00
943	Rental of Equipment	1,900	686.00	1,214.00	917.89
958	Membership and Dues	245	210.00	35.00	209.00
960	Education and Training	200	35.00	165.00	35.00
977	Capital Outlay-Equipment	1,000	1,503.94	(503.94)	0.00
979	Books, Magazines & Periodicals	<u>40,000</u>	<u>22,109.64</u>	<u>17,890.36</u>	<u>16,348.55</u>
	TOTAL EXPENDITURES	573,129.00	330,551.56	242,577.44	325,092.02
	EXCESS(DEFICIT) OF REVENUES OVER EXPENDITURES	(37,879.00)	87,104.48	124,983.48	216,274.10
	BEGINNING FUND BALANCE-7/1/17		217,303.66		
	FUND BALANCE	1/31/18	304,408.14		
	<u>Balance Sheet Balances</u>				
	Cash-Investments		307,022.90		
	Accrued Interest		298.30		
	Due to/Due from/Deferred		(2,913.06)		
	A/P at YE and Prepaids		0.00		
	Net Assets		<u>304,408.14</u>		

CITY OF ESCANABA
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2018

FUND 268 - LIBRARY FUND

	--- PREVIOUS YEAR ---			--- CURRENT YEAR ---		
	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL	AMENDED BUDGET	YTD ACTUAL	MONTH ACTUAL
REVENUE						
268-000-437-002	RENAISSANCE ZONE REIMBURSEME	.00	1,041.98	.00	590.96	.00
268-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	15,500.00	.00	15,500.00	.00	.00
268-000-569-211	GRANTS	.00	.00	.00	3,000.00	3,000.00
268-000-569-212	SUPERIORLAND	.00	657.00	.00	750.00	.00
268-000-656-000	ORDINANCE/PENAL FINES-CO ALLO	100,000.00	123,380.84	100,000.00	.00	.00
268-000-658-000	FINES AND FEES	18,000.00	10,481.34	18,000.00	9,679.53	2,024.10
268-000-666-000	INTEREST EARNINGS	1,760.00	1,570.98	1,750.00	761.11	248.49
268-000-673-000	SALE OF PROPERTY	.00	.00	.00	31.88	.00
268-000-676-000	CONTRIB FROM PRIVATE SOURCES	.00	2,200.00	.00	217.62	41.84
268-000-676-001	CONTRIBUTIONS-FRIENDS	.00	2,034.00	.00	2,000.00	.00
268-000-676-002	CONTRIBUTIONS- COMMUNITY FUND	.00	.00	.00	834.96	.00
268-000-699-101	CONTRIBUTION FR GENERAL FUND	400,000.00	400,000.00	400,000.00	400,000.00	.00
	TOTAL REVENUE	535,250.00	541,366.12	535,250.00	417,656.04	5,314.43
	TOTAL FUND REVENUE	535,250.00	541,366.12	535,250.00	417,656.04	5,314.43
EXPENDITURES						
DEPARTMENT 000						
268-000-702-000	SALARIES AND WAGES	281,245.00	139,331.82	286,531.00	138,731.09	21,759.65
268-000-703-000	SICK, HOLIDAY, VACATION	.00	23,388.85	.00	28,943.48	3,022.07
268-000-711-000	OVERTIME	.00	258.93	.00	.00	.00
268-000-712-000	OVERHEAD ON SALARIES & WAGES	83,784.00	48,438.73	74,453.00	44,045.94	6,338.83
268-000-713-000	LIFE & HOSPITAL INSURANCE	71,092.00	42,239.60	73,920.00	44,857.01	5,800.15
268-000-728-000	SUPPLIES-MISCELLANEOUS	800.00	3.96	800.00	512.18	41.84
268-000-727-000	OFFICE SUPPLIES	6,500.00	2,874.57	6,500.00	3,123.09	621.62
268-000-801-000	PROFESSIONAL SERVICES	29,976.00	17,825.73	30,485.00	14,320.33	35.80
268-000-850-000	TELEPHONES	2,800.00	886.92	3,250.00	964.70	48.70
268-000-860-000	TRAVEL EXPENSES, AUTO ALLOW.	500.00	146.10	500.00	70.82	.00
268-000-910-000	INSURANCE AND BONDS	225.00	301.58	225.00	307.53	.00
268-000-932-000	REPAIRS/MAINT TO EQUIPMENT	1,344.00	1,554.00	1,344.00	.00	.00
268-000-942-000	RENTAL OF BUILDING OR OFFICES	51,998.00	30,331.00	51,998.00	30,331.00	4,333.00
268-000-943-000	RENTAL OF EQUIPMENT	1,724.00	917.89	1,900.00	888.00	98.00
268-000-958-000	MEMBERSHIP AND DUES	245.00	209.00	245.00	210.00	.00
268-000-980-000	EDUCATION AND TRAINING	200.00	35.00	200.00	35.00	.00
268-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,000.00	.00	1,000.00	1,603.94	928.20
268-000-979-000	BOOKS, MAGAZINES, PERIODICALS	40,000.00	16,348.55	40,000.00	22,109.64	5,519.45
	TOTAL DEPARTMENT 000	573,231.00	325,092.02	573,129.00	330,561.56	48,547.31

CITY OF ESCANABA
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 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	325,092.02	41,073.95	673,129.00	330,551.58	48,547.31
NET REVENUES OVER EXPENDITURE	(37,981.00)	216,274.10	(37,380.34)	(37,879.00)	87,104.48	(43,232.88)



March 20, 2018

TO: City Council
City Department Heads

FROM: Patrick S. Jordan, City Manager

SUBJECT: City Budget Hearings – Schedule for Department Heads

Below is the schedule for the annual budget hearings*.
Please arrive at least twenty minutes prior to your designated time.

<u>Monday, April 9, 2018</u>	8:00 a.m.	Public Comment
	8:15 a.m.	Introduction – City Manager/City Controller
	8:45 a.m.	Electric – Mike Furmanski
	10:00 a.m.	DDA – Edward Legault
	10:30 a.m.	Public Safety – Rob LaMarche
	11:15 a.m.	HR/Treasurer – Bob Valentine
	12:00 p.m.	Lunch
	12:45 p.m.	Marina – Larry Gravatt
	1:15 p.m.	Water/Wastewater – Jeff Lampi
	3:15 p.m.	General Discussion
<u>Tuesday, April 10, 2018</u>	8:00 a.m.	Public Comment
	8:15 a.m.	Public Works/Engineering – Wendy Taavola / Keith Marenger
	9:15 a.m.	Library – Carolyn Stacey
	9:45 a.m.	Community Pres. – Blaine DeGrave
	10:15 a.m.	Recreation – Kim Peterson
	11:15 a.m.	City Assessor – Patrick Jordan
	11:30 a.m.	City Clerk – Bob Richards
	11:45 a.m.	City Manager/City Controller
	12:00 p.m.	General Discussion / Public Comment

*All starting times are subject to a fifteen minute plus or minus starting and ending time.

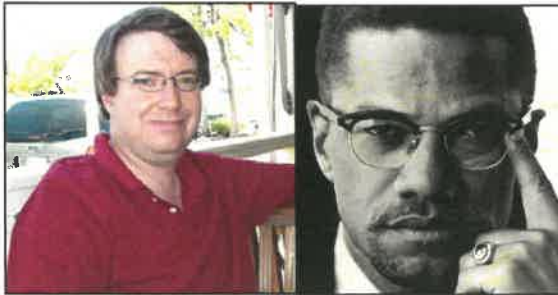


GREAT MICHIGAN READ 2017-2018

The Michigan Humanities Council's Great Michigan Read is a book club for the entire state with a focus on a single book—*X: A novel* by Ilyasah Shabazz with Kekla Magoon

2 Events!

FREE EVENTS—NO REGISTRATION—PUBLIC INVITED



April 12—6:00 p.m.

Malcolm X and the Interpretation of History

Dr. Willis will facilitate a discussion of how the interpretation of history shaped Malcolm's life and how, later, Malcolm sought to reshape the teaching and interpretation of African American history.

Dr. Alan Scott Willis is a professor of history at Northern Michigan University where he teaches African, African America, and religious history. He is a contributing author to *The Encyclopedia of Malcolm X* as well as *Between Fetters and Freedom: African American Baptists since Emancipation*. He is the author of *All According to God's Plan: Southern Baptists and Race: 1945-1970*. He has a Ph. D. from Syracuse University (1999) and has taught at NMU since 2001. He lives in Marquette with his wife, son, and dog.



May 16—6:00 p.m.

Author Talk with Kekla Magoon

Kekla will present an author talk that is interactive and will integrate some audience members in a reader's theatre experience.

Kekla Magoon is the author of ten young adult novels, including *The Rock and the River*, *How It Went Down*, *X: A Novel*, and *The Robyn Hoodlum Adventures Series*. She has received an NAACP Image Award, the John Steptoe New Talent Award, two Coretta Scott King Honors, The Walter Award Honor, and been long listed for the National Book Award. She also writes non-fiction on historical topics. Kekla conducts school and library visits nationwide and serves on the Writers' Council for the National Writing Project. Kekla holds a B.A. from Northwestern University and an M.F.A. in Writing from Vermont College of Fine Arts, where she now serves on faculty.

The Great Michigan Read is presented by the Michigan Humanities Council with support from Meijer and the National Endowment for the Humanities.



Escanaba Public Library / 400 Ludington Street / Downtown Escanaba, MI 49829
906.789.7323 / www.escanabalibrary.org