

Library Board of Trustees
Meeting Agenda
November 28, 2022
5:00 p.m. – City Council Chambers



Tammy Wiles, Chair
Lynn Soderberg, Vice-Chair
Kathleen Cibula, Trustee
Christina Economopolus, Trustee
Priscilla Green, Trustee
Tyler Dubord, Council Liaison
Carolyn Stacey, Library Director

CALL TO ORDER
ROLL CALL
PUBLIC COMMENT
APPROVAL/CORRECTION(S) TO MINUTES
APPROVAL/ADJUSTMENTS TO THE AGENDA
CORRESPONDENCE

DIRECTOR'S REPORT

The director updates the Board on monthly use measures, financials, administration projects, library services and activities.

UNFINISHED BUSINESS

A) Mobile Outreach Vehicle – Project Update

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



Mission Statement

The Escanaba Public Library connects people through information, opportunities and ideas to inspire lifelong enrichment and enjoyment.

CITY OF ESCANABA
LIBRARY BOARD OF TRUSTEES
MINUTES
October 24, 2022

A meeting of the Escanaba Public Library Board of Trustees was held on October 24th, 2022 at 5:00 p.m. in the City Council chambers. The meeting was called to order at 5:00 p.m.

PRESENT: Kathleen Cibula, Lynn Soderberg, Priscilla Green, Tyler Dubord
Carolyn Stacey

ABSENT: Christina Economopolus

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of the September 26, 2022 meeting were accepted on consensus.

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

DIRECTOR'S REPORT: Financials and Use Measures: Reviewed. Projects & Services Updates: The library has joined UPLINK, a regional collaborative online archive. Reduced online hosting costs as well as future digitization opportunities are primary benefits. Staff is under-taking a web page redesign project. 5 Chromebooks and 5 new hotspots are available for check-out. The library will partner with an agency called 'Connected Nation' to offer free basic digital literacy classes in January, in-person and hands-on. Programs & Promotions: Attendance figures for October programs were provided. Upcoming confirmed programs were reviewed. Professional Development: Director participated in "Public Library Impact, Communication and Responsiveness in Times of Uncertainty" through the University of Michigan School of Information on October 18th, attended the UPRLC Annual Conference in Marquette on September 30th. and participated in a webinar featuring Lance Werner, Kent District Library speaking on Intellectual Freedom for Front Line Staff. Friends of the Library Updates: The Friends were recently honored with the Benedict Award from the Bonifas Art Center. The Friends are sponsoring the EHS Student Book Club for this school year. 20 students are participating.

UNFINISHED BUSINESS:

A) Collection Development Policy: Trustees reviewed the final draft of the Collection Development Policy. *L. Soderberg moved to accept the policy, K. Cibula seconded. Motion passed unanimously.*

B) Delivery – Mobile Outreach Vehicle. Delays have occurred with the bookmobile production due to 'supply chain' issues with HVAC parts. Trustees discussed options for receiving the vehicle with an altered HVAC system, or waiting for the original part that was specified to come in. Consensus was to wait for the original dual voltage HVAC system to be available and receive the vehicle later. Director will discuss the situation with the Library of Michigan in the event that this would push the project past the grant's final deadline and report back.

NEW BUSINESS:

A) 2023 Meeting Schedule: Dates for the 2023 meeting schedule were reviewed. *P. Green made a motion to adopt the schedule as printed, L. Soderberg seconded, motion passed unanimously.*

ANNOUNCEMENTS: The next Board of Trustees meeting is scheduled for Monday, November 28th at 5:00 p.m.

ADJOURNMENT: The meeting was adjourned at 5:47 p.m. on consensus.

Respectfully Submitted,

Approved,

Carolyn Stacey, Library Director

Tammy Wiles, Chair

PERIOD ENDING 10/31/2022

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		2022-23	10/31/2022	MONTH	10/31/2022	BALANCE	% BDT
		AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)		USED

Fund 271 - LIBRARY FUND							
Revenues							
Dept 000							
271-000-528-000	FEDERAL REVENUE	5,494.00	10,049.18	10,049.18	(4,555.18)	182.91	
271-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	25,416.00	0.00	0.00	25,416.00	0.00	
271-000-656-000	ORDINANCE/PENAL FINES-CO ALLO	108,144.00	0.00	0.00	108,144.00	0.00	
271-000-657-000	FINES AND FEES	30,000.00	3,544.37	703.20	26,455.63	11.81	
271-000-665-000	INTEREST EARNINGS	1,000.00	0.00	0.00	1,000.00	0.00	
271-000-675-001	CONTRIBUTIONS-FRIENDS	10,000.00	524.35	0.00	9,475.65	5.24	
271-000-675-002	CONTRIBUTIONS-COMMUNITY FUND	0.00	52.20	0.00	(52.20)	100.00	
271-000-677-212	SUPERIORLAND	750.00	153.57	0.00	596.43	20.48	
271-000-699-101	CONTRIBUTION FR GENERAL FUND	450,000.00	0.00	0.00	450,000.00	0.00	
Total Dept 000		630,804.00	14,323.67	10,752.38	616,480.33	2.27	
TOTAL REVENUES		630,804.00	14,323.67	10,752.38	616,480.33	2.27	

Expenditures							
Dept 000							
271-000-702-000	SALARIES AND WAGES	335,545.00	79,643.17	21,905.72	255,901.83	23.74	
271-000-702-100	SALARIES AND WAGES - BOOKMOBILE	0.00	713.88	0.00	(713.88)	100.00	
271-000-703-000	SICK, HOLIDAY, VACATION	0.00	13,989.76	3,412.45	(13,989.76)	100.00	
271-000-712-000	OVERHEAD ON SALARIES & WAGES	137,150.00	35,396.47	4,660.27	101,753.53	25.81	
271-000-713-000	LIFE & HOSPITAL INSURANCE	68,060.00	24,272.31	6,851.48	43,787.69	35.66	
271-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	631.95	338.77	(31.95)	105.33	
271-000-727-000	OFFICE SUPPLIES	5,000.00	957.51	0.00	4,042.49	19.15	
271-000-791-000	BOOKS, MAGAZINES, PERIODICALS	25,000.00	4,855.68	1,886.43	20,144.32	19.42	
271-000-801-000	PROFESSIONAL SERVICES	35,643.00	1,551.75	1,263.43	34,091.25	4.35	
271-000-850-000	TELEPHONES	2,357.00	440.76	47.80	1,916.24	18.70	
271-000-910-000	INSURANCE AND BONDS	375.00	0.00	0.00	375.00	0.00	
271-000-932-000	REPAIRS/MAINT TO EQUIPMENT	0.00	143.00	143.00	(143.00)	100.00	
271-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00	17,332.00	4,333.00	34,664.00	33.33	
271-000-943-000	RENTAL OF EQUIPMENT	8,937.00	227.25	75.75	8,709.75	2.54	
271-000-958-000	MEMBERSHIP AND DUES	390.00	228.00	0.00	162.00	58.46	
271-000-960-000	EDUCATION AND TRAINING	0.00	45.00	45.00	(45.00)	100.00	
271-000-977-500	CAPITAL OUTLAY - BOOKMOBILE	5,494.00	11,170.25	3,025.31	(5,676.25)	203.32	
Total Dept 000		676,547.00	191,598.74	47,988.41	484,948.26	28.32	
TOTAL EXPENDITURES		676,547.00	191,598.74	47,988.41	484,948.26	28.32	

Fund 271 - LIBRARY FUND:							
TOTAL REVENUES							
TOTAL EXPENDITURES							
NET OF REVENUES & EXPENDITURES							
630,804.00		14,323.67	10,752.38	616,480.33	2.27		
676,547.00		191,598.74	47,988.41	484,948.26	28.32		
(45,743.00)		(177,275.07)	(37,236.03)	131,532.07	387.55		

TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS							
NET OF REVENUES & EXPENDITURES							
632,804.00		14,323.67	10,752.38	618,480.33	2.26		
696,547.00		199,261.34	54,468.95	497,285.66	28.61		
(63,743.00)		(184,937.67)	(43,716.57)	121,194.67	290.13		

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	10/31/2022	(ABNORMAL)	MONTH	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 236 - BEZOLD TRUST FUND										
Revenues										
Dept 000										
236-000-665-000	INTEREST EARNINGS	2,000.00		0.00		0.00		2,000.00		0.00
Total Dept 000		2,000.00		0.00		0.00		2,000.00		0.00
TOTAL REVENUES:		2,000.00		0.00		0.00		2,000.00		0.00
Expenditures										
Dept 000										
236-000-791-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00		3,111.16		1,929.10		6,888.84		31.11
236-000-801-000	PROFESSIONAL SERVICES	10,000.00		4,361.45		4,361.45		5,638.55		43.61
236-000-977-000	CAPITAL OUTLAY-EQUIPMENT	0.00		189.99		189.99		(189.99)		100.00
Total Dept 000		20,000.00		7,662.60		6,480.54		12,337.40		38.31
TOTAL EXPENDITURES		20,000.00		7,662.60		6,480.54		12,337.40		38.31
Fund 236 - BEZOLD TRUST FUND:										
TOTAL REVENUES		2,000.00		0.00		0.00		2,000.00		0.00
TOTAL EXPENDITURES		20,000.00		7,662.60		6,480.54		12,337.40		38.31
NET OF REVENUES & EXPENDITURES		(18,000.00)		(7,662.60)		(6,480.54)		(10,337.40)		42.57

<u>Use Measure</u>	<u>September 22</u>	<u>October 22</u>	<u>Difference</u>
Items Checked Out (Physical)	3964	3683	-7%
Items Checked Out (Digital)	1016	1161	14%
Library Visitors	3381	3526	4%
Network Use (Wi-Fi)	5057	3226	-36%
Network Use (Wired)	440	520	18%
Holds Activity	329	342	4%
New Users	50	62	24%
Electronic Subscription Sessions	1405	1193	-15%
Program Attendance	54	180	233%

Prior Year Comparison

<u>Use Measure</u>	<u>October 21</u>	<u>October 22</u>	<u>Difference</u>
Items Checked Out (Physical)	3340	3683	▲ 10%
Items Checked Out (Digital)	1076	1161	▲ 8%
Library Visitors	2912	3526	▲ 21%
Network Use (Wi-Fi)	4620	3226	▼ -30%
Network Use (Wired)	364	520	▲ 43%
Holds Activity	502	342	▼ -32%
New Users	48	62	▲ 29%
Electronic Subscription Sessions	562	1193	▲ 112%
Program Attendance	36	180	▲ 400%

**Month by Hour for Escanaba Library
For the month of October, 2022**

Day	Hour Ending												0001 Front Door oth	Total					
	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm			9pm	10pm	11pm	12am	
Total	92	300	411	433	439	486	443	375	309	145	33	0	0	0	0	0	60	3,526	
Hour by Day of Week																			
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	18	60	106	114	84	102	93	91	52	23	8	0	0	0	0	0	0	20	771
Tue	15	49	51	70	55	82	95	78	57	39	5	0	0	0	0	0	0	14	610
Wed	18	59	79	61	64	61	53	74	103	31	4	0	0	0	0	0	0	4	611
Thu	13	45	75	60	75	76	78	41	65	29	9	0	0	0	0	0	0	9	575
Fri	9	52	63	72	75	68	80	69	32	23	7	0	0	0	0	0	0	9	559
Sat	19	35	37	56	86	97	44	22	0	0	0	0	0	0	0	0	0	4	400
All Total	92	300	411	433	439	486	443	375	309	145	33	0	0	0	0	0	60	3,526	
Grand Total Hour by Day of Week																			
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	18	60	106	114	84	102	93	91	52	23	8	0	0	0	0	0	0	20	771
Tue	15	49	51	70	55	82	95	78	57	39	5	0	0	0	0	0	0	14	610
Wed	18	59	79	61	64	61	53	74	103	31	4	0	0	0	0	0	0	4	611
Thu	13	45	75	60	75	76	78	41	65	29	9	0	0	0	0	0	0	9	575
Fri	9	52	63	72	75	68	80	69	32	23	7	0	0	0	0	0	0	9	559
Sat	19	35	37	56	86	97	44	22	0	0	0	0	0	0	0	0	0	4	400

December PSAs

*The Children's Room of the Escanaba Public Library is holding a Multicultural Story Hour on Saturday, December 3 at 1:00 p.m. This event is put on by the Multicultural Club from Bay College. This month's theme is the Inuit Culture. This free event is for children ages 5 and up.

*The Escanaba Public Library and the Escanaba High School Chorale are presenting "Sweet Seasonal Songs" on Tuesday, December 6 at 4:30 pm. Enjoy refreshments as you partake of music of the season.

*The Escanaba Public Library is hosting a Food Preservation series with MSU Extension Service Food Safety Expert Stephanie Ostrenga Sprague. The next event will be Thursday, December 8 at 4:30 pm in the library, and the topic is Food Gifts. This event is free and open to the public.

*The Escanaba Public Library is holding their monthly Lego Club on Saturday, December 10 at 1:00 p.m. This month's theme is Santa's Lego Workshop. Please bring one small box or ziptop bag of Legos per child. Prizes will be drawn at the end of the session. Treats will be provided.

*Come to a special Santa Story Time on Saturday, December 17 at 1:00 p.m. This event will be held in the Council Chambers of City Hall. Each child will receive a small gift. The Friends of the Escanaba Public Library and Canterbury Book Store are making this free event possible.

*The Escanaba Public Library will be closing at noon on Friday, December 23. It will be closed on Saturday, December 24, and Monday, December 26. Regular hours will resume on Tuesday, December 27. The library will be closing at noon on Friday, December 30. It will be closed on Saturday, December 31, and Monday, January 2, 2023. Regular hours will resume on Tuesday, January 3.



Current Projects & Priorities Fall / Winter 2022-23

Implementing Mobile Outreach Services (ARPA Project)

Delivery of the mobile outreach vehicle has been delayed by 'supply chain' issues with HVAC parts, however, we do expect it prior to December 30th. We will take several weeks to fine tune the scope of services and set up the collections and hope to begin service in January, 2023.

Web Page Re-Design

Staff is currently working on a re-design of the web site, which was designed in 2015. The goal is an intuitive, navigable virtual portal to library collections and services. Funds for the project are provided by the Friends of the Library. The new site is expected to launch in January, 2023.

UPLINK Digital Archives

The library is joining a new consortium based at NMU that will provide hosting and digital preservation services for the online and physical archives of Escanaba papers from 1869 forward. Technical assistance in evaluating other print collections is included with membership. This is a big step forward in improving access to unique local history collections at an affordable price.

On-going – Funding & Establishment Study

Research into re-establishment and/or negotiating tiered service contracts (with fees) continues as part of on-going, long-term efforts to identify viable options for sustainable, equitable funding.

Facility Enhancements

- **Ludington Street Sign**
In cooperation with the library, Public Works, the ISD and Trades & Labor Council, the Friends are working on a proposal for a monument style sign to be placed on the Ludington Street side of the building that will increase the visibility of the library. The sign will feature brick masonry with an LED panel for advertising hours, programs and services. Council will receive a proposal for approval when complete. If approved, installation would take place in Spring.
- **Library Garden Upgrade**
The Friends currently maintain the memorial garden on the north side of the building. They are working with a Landscape Architect via CUPPAD to enhance this area with native plants and possibly a rain garden. DPW has offered their assistance with the project.

Staff Development Day

Prior to COVID, the library closed for an annual professional development day annually. With staff levels now restored to pre-COVID levels, a training event is being planned. Friend's financial support will enable professional trainers in the areas of customer service, developing digital literacy and team building. Staff also needs re-certification in CPR/AED.



**CONNECTED
NATION**



FREE DIGITAL LITERACY & LEARNING WORKSHOPS

JOIN THE ESCANABA PUBLIC LIBRARY

- 1/24/23** Computer/internet/email basics 10am - 12:30pm EST
Computer/internet/email basics 2pm - 4:30pm EST
- 1/25/23** Computer/internet/email basics 10am - 12:30pm EST
Computer/internet/email basics 2pm - 4:30pm EST



**SCAN QR CODE OR USE LINK TO
REGISTER:**

<https://surveys.connectednation.org/s3/EPL>

Questions? Contact 906-789-7332

Sponsored by

