



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

NEW BUSINESS

A) FY 23-24 Budget Preparation

B) Outreach Services Planning Committee

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**  
November 28, 2022

A meeting of the Escanaba Public Library Board of Trustees was held on November 28, 2022 at 5:00 p.m. in the City Council chambers. The meeting was called to order at 5:04 p.m.

**PRESENT:** Tammy Wiles, Kathleen Cibula, Lynn Soderberg, Christina Economopolus, Tyler Dubord, Carolyn Stacey

**ABSENT:** Priscilla Green

**PUBLIC COMMENT:** None

**APPROVAL/CORRECTIONS(S) TO MINUTES:** The minutes of the October 24<sup>th</sup> meeting were accepted on consensus.

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

**DIRECTOR'S REPORT:** The following documents were reviewed:

Financials and Use Measures

Current Projects & Priorities

December Public Service Announcements – Programs/Promotions

Connected Nation Flyer

**UNFINISHED BUSINESS:**

A) Mobile Outreach Vehicle – Project Update

Actions taken by the library director since the last board meeting:

- o Notified Farber of decision to stay with the HVAC system that was spec'd with vehicle.
- o Reached out to the State Library to discuss ramifications if project misses deadline (grant coordinator is on extended leave).
- o Received call from Farber; 'Pro-Aire' has declared bankruptcy. Original system no longer available. Farber provided two additional options to choose from: partial Pro-Aire system with rooftop AC unit or an engine driven generator option with rooftop AC.
- o Consulted with Public Works and determined to go with generator option; this is a system DPW can understand and maintain. Additionally, this eliminates the concern of obsolete parts and repair problems.
- o Revised project budget at grant administrator's request to address the possibility of not receiving the vehicle by deadline.

Currently, the vehicle is still expected by December 30<sup>th</sup>. If it has not been received by December 26<sup>th</sup>, a waiver will be requested from the State Librarian.

**NEW BUSINESS:** None

**ANNOUNCEMENTS:** The December board meeting will be cancelled due to lack of a quorum. The next Board of Trustees meeting is scheduled for Monday, January 23<sup>rd</sup> at 5:00 p.m.

**ADJOURNMENT:** The meeting was adjourned at 5:27 p.m. on consensus.

Respectfully Submitted,

Approved,

Carolyn Stacey, Library Director

Tammy Wiles, Chair

<u>Use Measure</u>	<u>November 22</u>	<u>December 22</u>	<u>Difference</u>
Items Checked Out (Physical)	3684	3234	-12.21%
Items Checked Out (Digital)	990	1102	11.31%
Library Visitors	3120	3021	-3.17%
Network Use (Wi-Fi)	3431	N/A	#VALUE!
Network Use (Wired)	481	242	-49.69%
Holds Activity	315	363	15.24%
New Users	56	52	-7.14%
Electronic Subscription Sessions	1615	905	-43.96%
Program Attendance	113	192	69.91%
Device Assistance Provided	178	217	21.91%

### Prior Year Comparison

<u>Use Measure</u>	<u>December 21</u>	<u>December 22</u>	<u>Difference</u>
Items Checked Out (Physical)	3076	3234	▲ 5%
Items Checked Out (Digital)	859	1102	▲ 28%
Library Visitors	2701	3021	▲ 12%
Network Use (Wi-Fi)	3245	N/A	#VALUE!
Network Use (Wired)	312	242	▼ -22%
Holds Activity	383	363	▼ -5%
New Users	28	52	▲ 86%
Electronic Subscription Sessions	620	905	▲ 46%
Program Attendance	46	192	▲ 317%

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022	ACTIVITY FOR MONTH 12/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE	% BDT USED
			(ABNORMAL)	(DECREASE)	(ABNORMAL)	
Fund 271 - LIBRARY FUND						
Revenues						
Dept 000						
271-000-528-000	FEDERAL REVENUE	5,494.00	10,049.18	0.00	(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	5,374.93	666.64	24,625.07	17.92
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	1,720.37	0.00	8,279.63	17.20
271-000-675-002	CONTRIBUTIONS- COMMUNITY FUND	0.00	103.17	0.00	(103.17)	100.00
271-000-677-212	SUPERIORLAND	750.00	182.27	0.00	567.73	24.30
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	17,429.92	666.64	613,374.08	2.76
TOTAL REVENUES						
630,804.00		17,429.92	666.64	613,374.08	2.76	
Expenditures						
Dept 000						
271-000-702-000	SALARIES AND WAGES	335,545.00	130,161.20	26,939.79	205,383.80	38.79
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	28,180.58	10,195.01	(28,180.58)	100.00
271-000-712-000	OVERHEAD ON SALARIES & WAGES	137,150.00	58,164.47	6,031.06	78,985.53	42.41
271-000-713-000	LIFE & HOSPITAL INSURANCE	68,060.00	35,764.67	6,317.44	32,295.33	52.55
271-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	871.85	188.93	(271.85)	145.31
271-000-727-000	OFFICE SUPPLIES	5,000.00	2,561.82	834.26	2,438.18	51.24
271-000-791-000	BOOKS, MAGAZINES, PERIODICALS	25,000.00	11,485.31	1,654.17	13,514.69	45.94
271-000-801-000	PROFESSIONAL SERVICES	35,643.00	11,157.47	590.00	24,485.53	31.30
271-000-850-000	TELEPHONES	2,357.00	703.91	130.63	1,653.09	29.86
271-000-910-000	INSURANCE AND BONDS	375.00	242.20	0.00	132.80	64.59
271-000-932-000	REPAIRS/MAINT TO EQUIPMENT	0.00	143.00	0.00	(143.00)	100.00
271-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00	25,998.00	4,333.00	25,998.00	50.00
271-000-943-000	RENTAL OF EQUIPMENT	8,937.00	2,400.35	0.00	6,536.65	26.86
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	0.00	(45.00)	100.00
271-000-977-500	CAPITAL OUTLAY - BOOKMOBILE	5,494.00	141,851.52	132,778.62	(136,357.52)	2,581.94
Total Dept 000		676,547.00	450,673.23	189,992.91	225,873.77	66.61
TOTAL EXPENDITURES						
676,547.00		450,673.23	189,992.91	225,873.77	66.61	
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES						
630,804.00		17,429.92	666.64	613,374.08	2.76	
TOTAL EXPENDITURES						
676,547.00		450,673.23	189,992.91	225,873.77	66.61	
NET OF REVENUES & EXPENDITURES						
(45,743.00)		(433,243.31)	(189,326.27)	387,500.31	947.12	
TOTAL REVENUES - ALL FUNDS						
632,804.00		17,429.92	666.64	615,374.08	2.75	
TOTAL EXPENDITURES - ALL FUNDS						
696,547.00		455,401.14	190,329.86	241,145.86	65.38	
NET OF REVENUES & EXPENDITURES						
(63,743.00)		(437,971.22)	(189,663.22)	374,228.22	687.09	

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	12/31/2022	(ABNORMAL)	MONTH 12/31/2022	INCREASE (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		4,537.92		336.95		5,462.08		45.38
236-000-801-000	PROFESSIONAL SERVICES	10,000.00		0.00		0.00		10,000.00		0.00
236-000-977-000	CAPITAL OUTLAY-EQUIPMENT	0.00		189.99		0.00		(189.99)		100.00
Total Dept 000		20,000.00		4,727.91		336.95		15,272.09		23.64
TOTAL EXPENDITURES		20,000.00		4,727.91		336.95		15,272.09		23.64
Fund 236 - BEZOLD TRUST FUND:										
TOTAL REVENUES		2,000.00		0.00		0.00		2,000.00		0.00
TOTAL EXPENDITURES		20,000.00		4,727.91		336.95		15,272.09		23.64
NET OF REVENUES & EXPENDITURES		(18,000.00)		(4,727.91)		(336.95)		(13,272.09)		26.27

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

Day	Hour Ending												oth	Total					
	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm			9pm	10pm	11pm	12am	
Total	78	285	325	358	405	446	365	309	256	127	30	0	0	0	0	0	44	3,028	
<b>Hour by Day of Week</b>																			
Sun	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2
Mon	9	50	44	60	46	51	52	49	25	14	7	0	0	0	0	0	0	8	415
Tue	16	42	66	63	64	88	82	72	105	35	4	0	0	0	0	0	0	9	646
Wed	19	56	65	36	71	73	62	45	39	25	4	0	0	0	0	0	0	0	495
Thu	14	59	61	92	80	80	84	82	53	41	11	0	0	0	0	0	0	16	673
Fri	8	60	72	82	58	48	58	54	34	12	4	0	0	0	0	0	0	7	497
Sat	12	18	17	25	86	106	27	5	0	0	0	0	0	0	0	0	0	4	300
All Total	78	285	325	358	405	446	365	309	256	127	30	0	0	0	0	0	44	3,028	
<b>Grand Total Hour by Day of Week</b>																			
Sun	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2
Mon	9	50	44	60	46	51	52	49	25	14	7	0	0	0	0	0	0	8	415
Tue	16	42	66	63	64	88	82	72	105	35	4	0	0	0	0	0	0	9	646
Wed	19	56	65	36	71	73	62	45	39	25	4	0	0	0	0	0	0	0	495
Thu	14	59	61	92	80	80	84	82	53	41	11	0	0	0	0	0	0	16	673
Fri	8	60	72	82	58	48	58	54	34	12	4	0	0	0	0	0	0	7	497
Sat	12	18	17	25	86	106	27	5	0	0	0	0	0	0	0	0	0	4	300

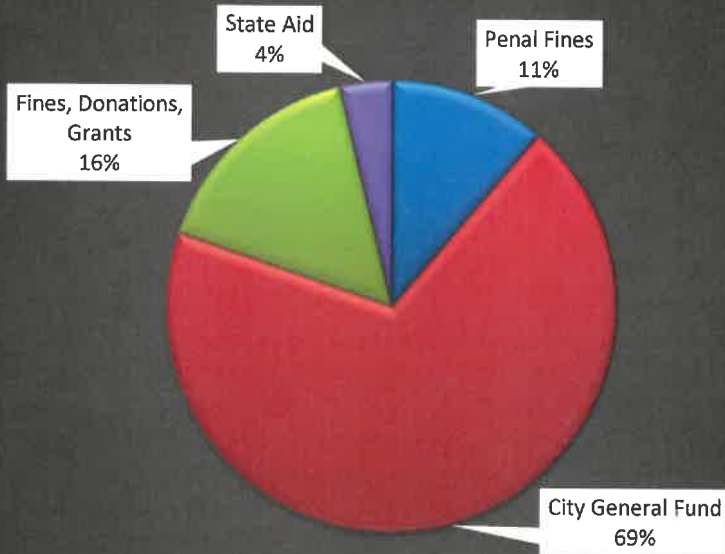
**CITY OF ESCANABA**  
2023-24 Budget/Capital Improvement Plan Calendar

<b><u>December 29<sup>th</sup> (Thur)-</u></b>	Budget papers to department heads; operating budgets due 1/23/23.
<b><u>January 3<sup>rd</sup> (Tues)-</u></b>	Publish notice of first Public Hearing for the 2023-24 City budgets at the 1/19/23 regular Council meeting.
<b><u>January 6<sup>th</sup> (Fri):</u></b>	CIP instructions and forms sent to department heads.
<b><u>January 10<sup>th</sup> (Tues)-</u></b>	City Council Budget Work Session 3:00 p.m.
<b><u>January 19<sup>th</sup> (Thur)-</u></b>	(Regular Council Meeting) First Public Hearing for citizen input into the 2023-24 City budgets.
<b><u>January 23<sup>rd</sup> (Mon)-</u></b>	Departmental operating budgets and CIP due.
<b><u>February 3<sup>rd</sup> (Fri)-</u></b>	Publish notice of second Public Hearing for the 2023-24 City budgets at the 2/16/23 regular Council meeting.
<b><u>February 6<sup>th</sup> (Mon)-</u></b>	First draft of budget requests to City Manager.
<b><u>February 16<sup>th</sup> (Thur)-</u></b>	(Regular Council Meeting) Second Public Hearing for citizen input into the 2023-24 City budgets.
<b><u>March 3<sup>rd</sup> (Fri)-</u></b>	Publish notice of third Public Hearing for the 2023-24 City budgets at the 3/16/23 regular Council meeting.
<b><u>March 9<sup>th</sup> (Thur):</u></b>	Planning Commission reviews CIP at regular meeting. Will request further information for 4/6/23 meeting or will recommend approval to City Council on 4/20/23.
<b><u>March 16<sup>th</sup> (Thur)-</u></b>	(Regular Council Meeting) Third Public Hearing for citizen input into the 2023-24 City budgets.
<b><u>March 17<sup>th</sup> (Fri)-</u></b>	Council receives tentative copy of the City budgets.
<b><u>April 3<sup>rd</sup> (Mon)-</u></b>	Budget work session open to the public.
<b><u>April 4<sup>th</sup> (Tues)-</u></b>	Budget work session open to the public.
<b><u>April 5<sup>th</sup> (Wed)-</u></b>	Budget work session, if required, open to the public.
<b><u>April 6<sup>th</sup> (Thurs):</u></b>	Planning Commission reviews and recommends CIP approval to City Council 4/20/23 (if necessary).

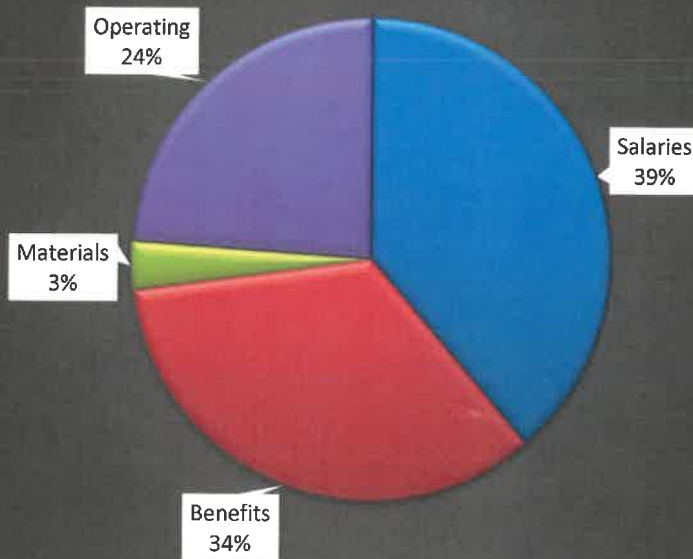
- April 20<sup>st</sup> (Thur)- (Regular Council Meeting) Council to set May 4<sup>th</sup> as the fourth Public Hearing on the 2023-24 City budgets.
- April 21<sup>nd</sup> (Fri)- Budgets are revised, based on the work sessions, and are made available to the public.
- April 21<sup>nd</sup> (Fri)- Publish notice of Public Hearings on budgets.
- May 4<sup>th</sup> (Thur)- (Regular Council Meeting) Public Hearing on 2023-24 City budgets.
- May 8<sup>th</sup> (Mon)- Publish notice of final hearing and adoption of 2023-24 City budgets. This notice must be at least 10 days prior to the budget adoption and **must contain language to the effect that the tax rate will be a subject at this meeting, assuming that the City does not intend to roll back the millage by the base tax reduction fraction.**
- May 18<sup>th</sup> (Thur)- Public Hearing and adoption of City budgets. First reading of the Appropriations Ordinance, including the millage rate, and first reading of the Tax Levy Ordinance, with second reading and adoption set for the May 25<sup>th</sup> special meeting. First reading of Utility Ordinances, with second reading and adoption set for the Monday, June 5<sup>th</sup> special meeting.
- May 25<sup>th</sup> (Thur)- (Special Council Meeting) Second reading and adoption of the Tax Levy Ordinance and the Appropriations Ordinance.
- June 5<sup>th</sup> (Mon)- (Special Council Meeting) Second reading and adoption of the Utility Ordinances.



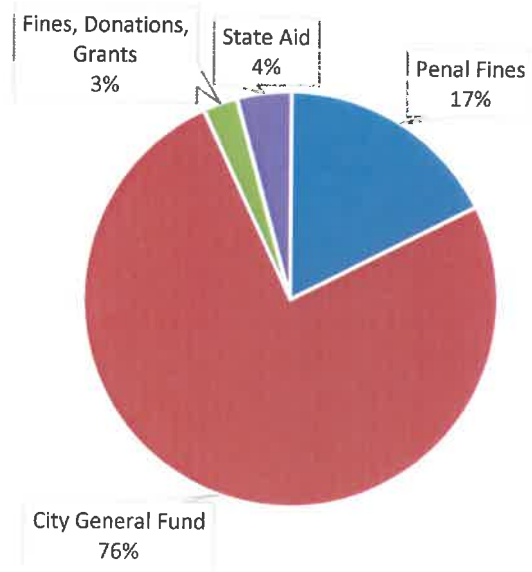
## 2021-22 Revenue



## 2021-22 Expenditures



## 2020-21 Revenue



## 2020-21 Expenditures

