



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) FY 23-24 Library Budget

Updates and discussion on the library budget for FY 23-24

NEW BUSINESS

A) Library Fees

Review and comparison of non-resident and other user fees in Michigan libraries.

B) Defining Service Levels

Discussion on setting basic and optional service levels for updating contract municipality agreements.

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
February 27, 2023

A meeting of the Escanaba Public Library Board of Trustees was held on February 27, 2023 at 5:00 p.m. in the City Council chambers. The meeting was called to order at 5:00 p.m.

PRESENT: Tammy Wiles, Lynn Soderberg, Christina Economopolus, Priscilla Green, Tyler Dubord, Carolyn Stacey

ABSENT: Kathleen Cibula

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of the January 2023 meeting were accepted on consensus.

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

DIRECTOR'S REPORT:

Financial reports and use measures were reviewed.

UNFINISHED BUSINESS:

A) FY 23-24 Budget Preparation. Administration informed Trustees that the library budget has a substantial deficit going into the next fiscal year, primarily due to the penal fine revenues coming in 32% lower than anticipated. The revenue streams are not keeping up with expenditures and there is not a fund balance to draw from to balance the budget. Reductions will be needed. More information will follow.

B) Service Area Contracts. Continued discussion of revised service area contracts for the upcoming fiscal year. A tiered system is proposed, whereby contract areas would receive 'basic' services in exchange for penal fines and state aid and additional services would be offered as 'optional' for an appropriation, millage, user fee or user fee with reimbursement from municipality. Sample contracts were distributed. Currently, administration is researching user fees and contract municipality requirements statewide.

NEW BUSINESS:

A) Safe Use & Conduct Policy Adjustment

The following adjustments were proposed to the Library's Safe Use & Conduct Policy: Remove: "Photographing library users or staff without permission" and replace with "Any conduct that interferes with use of the library, disturbs other users or disrupts the ability of staff to accomplish their duties is prohibited." Added: "Lying down to sleep or prolonged, disruptive sleeping" (prohibited), "Visitors must use headphones to listen to audible devices. Headphone volumes must be set so as not to disturb others." *P. Green moved approval of changes to the Safe Use and Conduct Policy, L. Soderberg seconded, motion passed unanimously.*

ANNOUNCEMENTS: The next Board of Trustees meeting is scheduled for Monday, March 27th at 5:00 p.m.

ADJOURNMENT: The meeting was adjourned at 5:55 p.m. on consensus.

Respectfully Submitted,

Approved,

Carolyn Stacey, Library Director

Tammy Wiles, Chair

<u>Use Measure</u>	<u>January 23</u>	<u>February 23</u>	<u>Difference</u>
Items Checked Out (Physical)	4183	4228	1.08%
Items Checked Out (Digital)	1286	1536	19.44%
Library Visitors	3475	3797	9.27%
Network Use (Wi-Fi)	334	517	54.79%
Network Use (Wired)	507	409	-19.33%
Holds Activity	436	383	-12.16%
New Users	78	54	-30.77%
Electronic Subscription Sessions	1709	205	-88.00%
Program Attendance	87	118	35.63%
Tech Assistance	196	256	30.61%

Prior Year Comparison

<u>Use Measure</u>	<u>February 22</u>	<u>February 23</u>	<u>Difference</u>
Items Checked Out (Physical)	3511	4228	▲ 20%
Items Checked Out (Digital)	981	1536	▲ 57%
Library Visitors	3458	3797	▲ 10%
Network Use (Wi-Fi)	3713	517	▼ -86%
Network Use (Wired)	357	409	▲ 15%
Holds Activity	376	383	▲ 2%
New Users	48	54	▲ 13%
Electronic Subscription Sessions	666	205	▼ -69%
Program Attendance	94	118	▲ 26%

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 02/28/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 271 - LIBRARY FUND						
Revenues						
Dept 000						
271-000-528-000	FEDERAL REVENUE	5,494.00	143,085.71	133,036.53	(137,591.71)	2,604.40
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	6,862.83	959.70	23,137.17	22.88
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	2,604.04	883.67	7,395.96	26.04
271-000-675-002	CONTRIBUTIONS- COMMUNITY FUND	0.00	283.87	0.00	(283.87)	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	450,000.00	0.00	0.00	100.00
Total Dept 000		630,804.00	603,018.72	134,879.90	27,785.28	95.60
TOTAL REVENUES						
		630,804.00	603,018.72	134,879.90	27,785.28	95.60
Expenditures						
Dept 000						
271-000-702-000	SALARIES AND WAGES	335,545.00	172,952.58	23,416.49	162,592.42	51.54
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	33,127.85	1,218.01	(33,127.85)	100.00
271-000-712-000	OVERHEAD ON SALARIES & WAGES	137,150.00	76,389.00	4,565.48	60,761.00	55.70
271-000-713-000	LIFE & HOSPITAL INSURANCE	68,060.00	46,428.65	6,243.00	21,631.35	68.22
271-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	1,115.38	180.57	(515.38)	185.90
271-000-727-000	OFFICE SUPPLIES	5,000.00	3,375.80	319.09	1,624.20	67.52
271-000-791-000	BOOKS, MAGAZINES, PERIODICALS	25,000.00	18,582.23	6,175.14	6,417.77	74.33
271-000-801-000	PROFESSIONAL SERVICES	35,643.00	16,203.93	0.00	19,439.07	45.46
271-000-850-000	TELEPHONES	2,357.00	1,970.75	1,135.84	386.25	83.61
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	34,664.00	4,333.00	17,332.00	66.67
271-000-943-000	RENTAL OF EQUIPMENT	8,937.00	2,550.35	0.00	6,386.65	28.54
271-000-958-000	MEMBERSHIP AND DUES	390.00	353.00	125.00	37.00	90.51
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	142,109.43	0.00	(136,615.43)	2,586.63
Total Dept 000		676,547.00	550,967.03	47,711.62	125,579.97	81.44
TOTAL EXPENDITURES						
		676,547.00	550,967.03	47,711.62	125,579.97	81.44
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES						
		630,804.00	603,018.72	134,879.90	27,785.28	95.60
TOTAL EXPENDITURES						
		676,547.00	550,967.03	47,711.62	125,579.97	81.44
NET OF REVENUES & EXPENDITURES						
		(45,743.00)	52,051.69	87,168.28	(97,794.69)	113.79
TOTAL REVENUES - ALL FUNDS						
		632,804.00	603,018.72	134,879.90	29,785.28	95.29
TOTAL EXPENDITURES - ALL FUNDS						
		696,547.00	556,712.67	48,542.14	139,834.33	79.92
NET OF REVENUES & EXPENDITURES						
		(63,743.00)	46,306.05	86,337.76	(110,049.05)	72.64

REVENUE AND EXPENDITURE REPORT FOR CITY OF ESCANABA

PERIOD ENDING 02/28/2023
 % Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 02/28/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
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	5,555.65	830.52	4,444.35	55.56
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	5,745.64	830.52	14,254.36	28.73
TOTAL EXPENDITURES		20,000.00	5,745.64	830.52	14,254.36	28.73
Fund 236 - BEZOLD TRUST FUND:						
TOTAL REVENUES		2,000.00	0.00	0.00	2,000.00	0.00
TOTAL EXPENDITURES		20,000.00	5,745.64	830.52	14,254.36	28.73
NET OF REVENUES & EXPENDITURES		(18,000.00)	(5,745.64)	(830.52)	(12,254.36)	31.92

ESCANABA PUBLIC LIBRARY

EPL HAPPENINGS

APRIL 2023

www.escanabalibrary.org

**WELCOME
TO THE
LIBRARY!**



ESCANABA JR/SR HIGH SCHOOL
JAZZ BANDS
4:30 PM MONDAY, APRIL 17

CELEBRATING JAZZ APPRECIATION MONTH



**Staff Pick
by Alice - DVD
"Phantom
of the Paradise"**



Patron Quote of the Month: "Thanks to my library I've had countless adventures; I've escaped a maze, defeated monsters, solved mysteries, flown in the sky, visited foreign worlds, and made new friends. I would be missing out on so many experiences without my library!" - Katrina

906-789-7323

M-F:9-6 Sat:9-3



NATIONAL LIBRARY WEEK April 23–29, 2023

Follow our social media to learn more about OUR story!

Local Writers' Group

Ink Society is an informal group of local writers that connect at the library to discuss their current work, seek feedback, and share ideas. Bring your work and prepare to be inspired!

First Saturday of each month @ 10:30 am

April Children's Events

Multicultural Story Hour for all ages
Saturday, April 1 - 1:00 p.m.

Lego Club
Saturday, April 8 - 1:00 p.m.

Story Hour for Ages 5+
Saturday, April 15 - 1:00 p.m.

Junior Book Club for Ages 6-10
Saturday, April 22 - 1:00 p.m.
Reservations Required - 906.789.7328




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