



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) Contracts for Library Service – Approval
Review and final approval of tiered library services contract.
- B) FY 2024-25 Library Budget - Review
Discussion and review of first draft of the FY 24-25 library budget.
- C) User Agreement – Library of Things
Review of the procedures for the library's collection of circulating objects.
- D) Trustee Training Opportunities
Review and discussion of two new training opportunities from the Library of Michigan.

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**

December 18, 2023

A meeting of the Escanaba Public Library Board of Trustees was held on December 18, 2023 at 5:00 p.m. in the City Council chambers. The meeting was called to order at 5:04p.m.

PRESENT: Lynn Soderberg, Priscilla Green, Gail Brazeau, Christina Economopoulos, Amy Reddinger, Carolyn Stacey

ABSENT: Tyler Dubord

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of the November 27, 2023 meeting were accepted on consensus.

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

DIRECTOR'S REPORT: Financials and use measures were reviewed. Administration: Priority projects and activities for December included gathering statistical data for the State Aid Report and researching establishment issues and history. A promotional brochure revision is in progress. Library staff has started the process of developing a "Customer Service Philosophy" in follow-up to the training received on staff development day. The process is expected to take 3 – 6 months. Services: Recent additions to the "Library of Things" include a PA system and a collection of cake pans. Programs: Over 70 people attended the recent Esky Baroque concert in the library. Santa storytime attendance is estimated at 75. A film discussion group and a winter reading program for teens and adults is in progress. The library expects to offer Connected Nation classes in February on device assistance and videoconferencing. Public programs for the Great Michigan Read (Firekeeper's Daughter) will be planned for mid-winter to early spring. *Faite* will perform at the library on March 14th. Outreach Services: Winter activities include a "Block Party" in partnership with the Great Start Coalition on January 20th at the Sandhill Apartments, visits and delivery to the Lake House Assisted Living Center and the Maple Ridge Senior Center in Rock. Sites under consideration for service include the West Highland Apartments and the Bishop Noa Home. Regional & Community Meetings Attended: UPRLC Conference Planning Committee, Superiorland Professional Development Committee, Advisory Board of Librarians, Escanaba Public Library staff meeting and Kiwanis. Friends Updates: The Friends have installed a new story in the storywalk for winter. Year-end gifts to the library will fund newspaper digitization (1952-1977), a collection "refresh" project and an overhead projector with portable screen for presentations. Events sponsored in December included a gift-wrapping staton Esky Baroque, Santa Storytime and décor for the bookmobile. The Friends have enabled a book-theme "Open" sign for the drive-up window for improved visibility. The funding comes from a memorial of a former library employee.

UNFINISHED BUSINESS:

A) Library Trustee Manual – Section Review

Discussion and review of Chapter 5 – Funding, from the 2022 Michigan Public Library Trustee Manual. Sources of funding covered included local funding, millages by establishment type, contractual funds, tax increment financing, fundraising, 501c3 status, State aid, penal fines and federal funding.

NEW BUSINESS:

A) 2024 Regular Meeting Schedule – Approval

P. Green moved approval of the 2024 meeting schedule for the Board of Trustees, A. Reddinger seconded, motion carried.

B) City of Escanaba 2024-25 Budget Calendar Review

**CITY OF ESCANABA
LIBRARY BOARD OF TRUSTEES
MINUTES**

December 18, 2023

ANNOUNCEMENTS: The next meeting is scheduled for Monday, January 22nd at 5:00 p.m.

ADJOURNMENT: The meeting was adjourned at 5:45p.m. on consensus.

Respectfully Submitted,

Approved,

Carolyn Stacey, Library Director

Lynn Soderberg, Chair

REVENUE AND EXPENDITURE REPORT FOR CITY OF ESCANABA
 PERIOD ENDING 12/31/2023

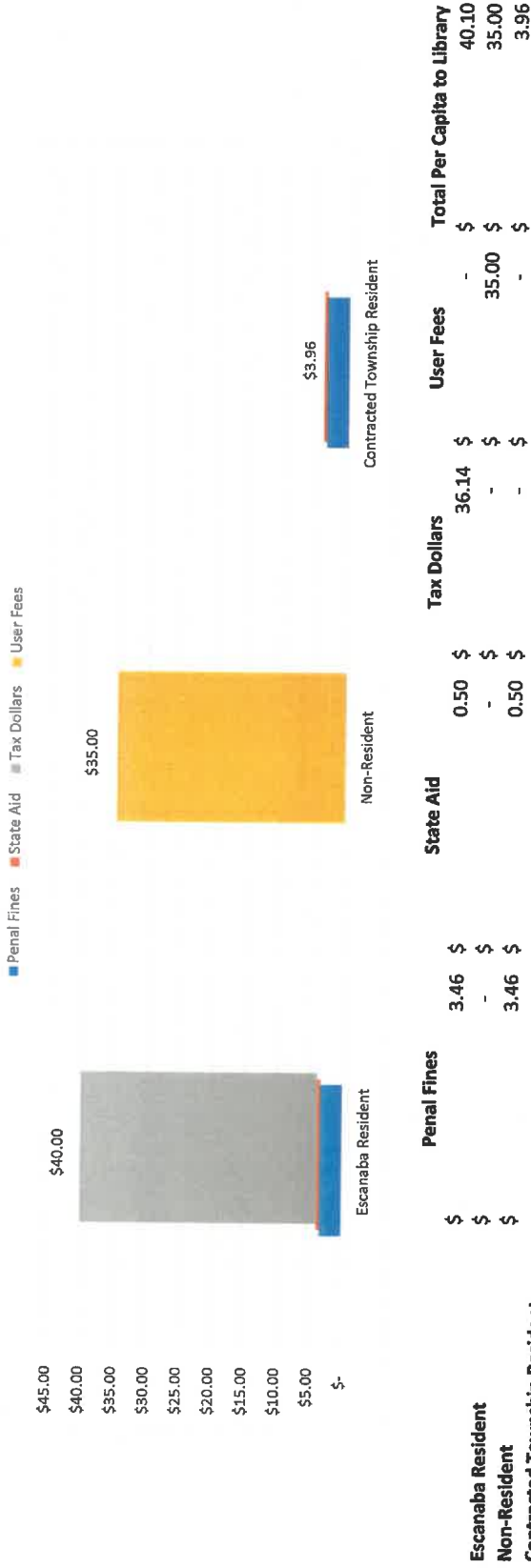
GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 12/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2023		AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGT USED
		AMENDED BUDGET	NORMAL		INCREASE (DECREASE)			
Fund 236 - BEZOLD TRUST FUND								
Revenues								
Dept 000								
236-000-665-000	INTEREST EARNINGS	3,000.00		0.00	0.00	0.00	3,000.00	0.00
Total Dept 000		3,000.00		0.00	0.00	0.00	3,000.00	0.00
TOTAL REVENUES								
3,000.00				0.00	0.00	0.00	3,000.00	0.00
Expenditures								
Dept 000								
236-000-791-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00		3,001.14	103.20	103.20	6,998.86	30.01
236-000-801-000	PROFESSIONAL SERVICES	10,000.00		495.00	0.00	0.00	9,505.00	4.95
Total Dept 000		20,000.00		3,496.14	103.20	103.20	16,503.86	17.48
TOTAL EXPENDITURES								
20,000.00				3,496.14	103.20	103.20	16,503.86	17.48
Fund 236 - BEZOLD TRUST FUND:								
TOTAL REVENUES		3,000.00		0.00	0.00	0.00	3,000.00	0.00
TOTAL EXPENDITURES		20,000.00		3,496.14	103.20	103.20	16,503.86	17.48
NET OF REVENUES & EXPENDITURES		(17,000.00)		(3,496.14)	(103.20)	(103.20)	(13,503.86)	20.57

REVENUE AND EXPENDITURE REPORT FOR CITY OF ESCANABA
 PERIOD ENDING 12/31/2023

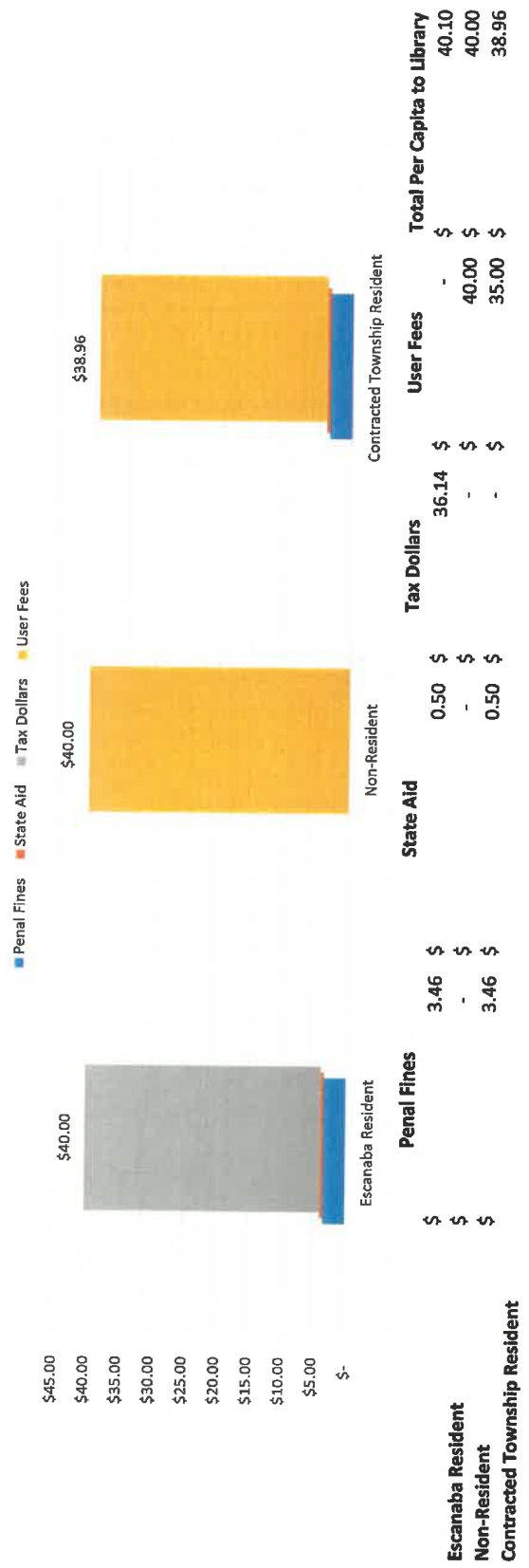
GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2023 NORMAL (ABNORMAL)	12/31/2023 INCREASE (DECREASE)	MONTH 12/31/2023 INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 271 - LIBRARY FUND								
Revenues								
Dept 000								
271-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	25,074.00		0.00	0.00	25,074.00		0.00
271-000-656-000	ORDINANCE/PENAL FINES-CO ALLO	83,299.00		0.00	0.00	83,299.00		0.00
271-000-657-000	FINES AND FEES	22,422.00		6,246.63	774.50	16,175.37		27.86
271-000-675-001	CONTRIBUTIONS-FRIENDS	4,931.00		4,045.13	3,236.25	885.87		82.03
271-000-677-212	SUPERIORLAND	750.00		1,195.00	0.00	(445.00)		159.33
271-000-677-221	LIB OF MI FOUNDATION BOOK TOUR	0.00		100.00	0.00	(100.00)		100.00
271-000-699-101	CONTRIBUTION FR GENERAL FUND	461,325.00		0.00	0.00	461,325.00		0.00
Total Dept 000		597,801.00		11,586.76	4,010.75	586,214.24		1.94
TOTAL REVENUES								
597,801.00		597,801.00		11,586.76	4,010.75	586,214.24		1.94
Expenditures								
Dept 000								
271-000-702-000	SALARIES AND WAGES	296,110.00		128,279.29	20,324.61	167,830.71		43.32
271-000-703-000	SICK, HOLIDAY, VACATION	0.00		24,394.90	2,992.53	(24,394.90)		100.00
271-000-711-000	OVERTIME	0.00		154.19	0.00	(154.19)		100.00
271-000-712-000	OVERHEAD ON SALARIES & WAGES	90,625.00		40,139.63	3,751.65	50,485.37		44.29
271-000-713-000	LIFE & HOSPITAL INSURANCE	71,010.00		37,093.21	7,020.92	33,916.79		52.24
271-000-726-000	SUPPLIES-MISCELLANEOUS	500.00		35.00	0.00	465.00		7.00
271-000-727-000	OFFICE SUPPLIES	3,500.00		2,311.84	952.69	1,188.16		66.05
271-000-791-000	BOOKS, MAGAZINES, PERIODICALS	20,000.00		10,518.46	1,386.77	9,481.54		52.59
271-000-801-000	PROFESSIONAL SERVICES	36,206.00		14,191.57	1,014.82	22,014.43		39.20
271-000-850-000	TELEPHONES	2,154.00		888.19	263.00	1,265.81		41.23
271-000-850-005	TELEPHONES - BOOKMOBILE	0.00		2,072.42	0.00	(2,072.42)		100.00
271-000-910-000	INSURANCE AND BONDS	300.00		375.41	0.00	(75.41)		125.14
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	4,931.00		0.00	0.00	4,931.00		0.00
271-000-943-005	EQUIPMENT RENTAL - BOOKMOBILE	0.00		900.00	150.00	(900.00)		100.00
271-000-958-000	MEMBERSHIP AND DUES	425.00		236.00	0.00	189.00		55.53
271-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,600.00		0.00	0.00	1,600.00		0.00
Total Dept 000		579,357.00		287,588.11	42,189.99	291,768.89		49.64
TOTAL EXPENDITURES								
579,357.00		579,357.00		287,588.11	42,189.99	291,768.89		49.64
Fund 271 - LIBRARY FUND:								
TOTAL REVENUES								
TOTAL EXPENDITURES								
NET OF REVENUES & EXPENDITURES								
597,801.00		597,801.00		11,586.76	4,010.75	586,214.24		1.94
579,357.00		579,357.00		287,588.11	42,189.99	291,768.89		49.64
18,444.00		18,444.00		(276,001.35)	(38,179.24)	294,445.35		1,496.43
TOTAL REVENUES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS								
NET OF REVENUES & EXPENDITURES								
600,801.00		600,801.00		11,586.76	4,010.75	589,214.24		1.93
599,357.00		599,357.00		291,084.25	42,293.19	308,272.75		48.57
1,444.00		1,444.00		(279,497.49)	(38,282.44)	280,941.49		9,355.78

FUNDS PER PERSON TO THE ESCANABA PUBLIC LIBRARY BY REVENUE SOURCE

CURRENT



PROPOSED



DRAFT

LIBRARY SERVICES CONTRACT

THIS CONTRACT is made by and between _____ Township, Michigan, a general law township, and the Escanaba Public Library, a municipal library located at 400 Ludington Street, Escanaba, Michigan.

1. **Purpose:**

the purpose of this Library Services Contract is to secure the provision of certain library services to the residents to the Township through contract with the Library.

2. **Authority:**

This contract is authorized by 1951 PA 35, Section 2, MCL 124.2.

3. **Provision of Library Services:**

During the term of this Contract, the Library shall provide services to Township residents as follows:

Basic Service:

Checkout out of items in the physical collection – 50 items per card

Hold requests for items in Escanaba’s physical collection

Great Lakes Talking Books Service

Computer Access for at the rate of 2 hours per day

Program attendance – all ages

Printing, scanning and faxing services at set cost

Device assistance appointments and reference services

Optional Services:

Remote access digital collections (e-books, audiobooks, magazines, online learning and/or streaming subscription services)

Resource sharing through inter-library loan (borrowing from other libraries)

Checkout of electronic devices (hotspots, iPads, Chromebooks)

4. **Consideration:**

As consideration for the library services described in this Contract, the Township agrees that the Library shall receive the following consideration: 100% of the state aid funds and penal fines allocated for the certified Township population under the State Aid to Public Libraries Act 1977 PA 89, MCL 397.551 et sec. and the Penal Fine Distribution Act, 1964 PA 59, MCL 397.31 st sec. , If a Household wishes access to the optional services in addition to the basic services listed above, the Household will pay a sum equal to \$35.00 for the equivalent of a non-residency or

legal service area resident card, which enables full access to all library services. This sum shall be due on July 1st of each year the contract is in effect. No later than June 15th of each year, the Library shall notify each Township optional services card holder that the annual fee to maintain additional services is due.

5. Term and Amendment:

This Contract takes effect on _____ This Contract shall be for the term of two (2) years, and shall automatically renew thereafter for successive one (1) year terms unless either party gives written notice of the Contract not less than 90 days before the current term expires.

6. Termination:

Notwithstanding Paragraph 5, either party may terminate this Contract during any term by giving written notice to the other party at least 90 days prior to the date of termination.

7. Amendment:

This Contract may be amended only by execution of a written amendment approved by both parties and signed by duly authorized representatives of both parties.

8. Governing Law:

This Contract shall be governed by and constructed under the laws of the State of Michigan.

9. Severability:

If any provision of this Contract is held to be in conflict with any applicable statute or rule of law or is otherwise held to be unenforceable for any reason whatsoever, such circumstance shall not have the effect of rendering any provision or provisions of this Agreement invalid, inoperative, or unenforceable to any extent whatsoever.

10. Entire Agreement:

This Contract contains the entire understanding between the parties hereto with respect to the services contemplated herein and supersedes any and all prior or contemporaneous agreements, oral or written, with regard to such services.

11. Counterparts:

This Contract may be executed in Counterparts, each of which shall be deemed and all of which shall constitute one and the same agreement, and the signature of any party to any counterpart shall be deemed a signature to the Contract and may be appended to any other counterpart.

WHEREFOR the parties have executed this Contract on the dates below

By: _____

By: _____

Date: _____

Date: _____



Library of Things: Circulation Guidelines and Lending Agreement

Eligibility

The Borrower must:

- Be 18 years or older.
- Have a library card in good standing, with no fines or fees attached.
- Have a valid Government issued ID with current address that matches library records.
- Agree to and sign the Borrower's Agreement.

Checkout Overview

Things may be borrowed for either 1 or 2 weeks depending on the item. All Things are allowed 1 renewal for an additional week unless there is a hold placed on it. Only one Thing can be checked out at a time, with an exception being hotspots along with a device.

Things must be returned to the Circulation Desk at the library. Do not use the drop boxes for Things. Staff will inspect Things prior to borrowing and again upon return.

Fines and Liability

The borrower is solely responsible for the Thing and will be billed for the repair or replacement cost associated with damage or loss of a Thing and/or peripherals as a result of neglect or abuse. Fees for damage or loss may be incurred up to one week after check in. Internet and computer devices will be remotely deactivated after being overdue for 24 hours.

The overdue fine on a Thing is \$1 to a maximum of \$5 per day. If an item is more than 30 days overdue, it is considered lost or converted to your own use and you will receive a bill to cover the replacement cost. If a billed item is returned in good condition, the bill will be removed from your record, but you will be charged a maximum of \$30 in overdue fines.

A list of replacement costs for Things is maintained by the library and is available for viewing upon request. Things can have a replacement cost of over \$300.

Proper Use and Operation

- Use care when handling the Thing. It is the Borrower's responsibility to protect the Thing against loss or damage.
- The Thing may only be used and operated in compliance with EPL policies and manufacturer guidelines.
- The Borrower shall not make any modifications or alterations to the Thing.
- Escanaba Public Library is not responsible for any injury, loss, or damage that may occur from use of a Thing.



Borrower's Agreement

Borrower Name: _____

Library Card #: _____

Phone #: _____

Email Address: _____

Thing to checkout:

Chromebook #_____

iPad #_____

Hotspot #_____

Telescope

Fishing Pole #_____

Cake Pan #_____

PA System

I understand that I am fully responsible for the Thing, any peripherals included, and for the safe and timely return of them to a library staff member at the EPL Circulation Desk. I understand that I am responsible for all applicable charges if the Thing and any of its parts are damaged, lost, or stolen. My signature below indicates that I have read, understand, and agree to the Library of Things Circulation Guidelines.

Date: _____

Printed Name

Signature

STAFF USE

Checkout Date: _____ Due Date: _____ Initials: _____

Renewed: Due Date: _____ Initials: _____

The above Thing has been returned. Check-in Date: _____ Initials: _____

The above Thing has been inspected for circulation. Date: _____ Initials: _____

Technology

Chromebooks - 4 Items	
\$ 350	Samsung Chromebook 4
\$ 20	Samsung Power Charging Cable
\$ 20	Computer Carrying Case
\$ 10	USB Mouse
	Instructional Insert Replace if Needed
\$ 400	
iPads - 3 Items	
\$ 250	iPad 7th Gen 32GB
\$ 20	Charging Cable
\$ 20	Carrying Case
	Instructional Insert Replace if Needed
\$ 10	iPad Case Cover
\$ 300	
Hotspots - 5 Items	
\$ 98	Kajeet Smartspot
\$ 10	Charging Cable
\$ 10	Charging Brick
\$ 30	Carrying Case
	Instructional Insert Replace if Needed
\$ 148	
Public Address System - 13 Items	
	Mixing Console
	2 Speakers
	2 Speaker Stands & Bag
	2 Speaker Cables
	Microphone & Cable
	Power Cord
	Luggage Card
	Owners Manual
\$ 350	

Other

Telescope - 16 Items	
\$ 249	Star Blast Telescope
\$ 85	Celestron 8mm - 24mm Zoom Eyepiece
\$ 30	Petzel Sport Headlamp
\$ 30	Everest Signature Fanny Pack
\$ 20	Orion Observer's Guide
\$ 30	Dust Cap, Main Tube
\$ 40	Orion EZ-Finder II
\$ 25	Orion Red Beam Mini-Flashlight
\$ 13	Laminated Folding Moon Map 260
\$ 8	Planisphere Star Target (laminated)
\$ 15	Targus Lens Pen Dust Brush
\$ 5	Rubber Dust Cap (for eyepiece)
\$ 18	Decals, Set of 3 per scope
\$ 35	DAS Instruction Manual
\$ 13	Audobon Pocket Constellation Guide
\$ 3	Book, Q&A About Space
\$ 619	
Fishing Poles - 3 Items	
\$ 25	Rod/Reel Combo
\$ 15	Tackle Box
\$ 5	Tackle Box Contents
\$ 45	

Cake Pans

#	Shape	Pieces	Value	#	Shape	Pieces	Value
1	3D Bell	7	\$ 20	31	Oscar the Grouch	1	\$ 20
2	Football	1	\$ 15	32	Ovals	4	\$ 50
3	3D Rubber Ducky	3	\$ 20	33	Pluto (Disney)	1	\$ 15
4	3D Cottage	1	\$ 20	34	Puppy	1	\$ 10
5	Astronaut	2	\$ 20	35	Ribbon	1	\$ 15
6	Bambi	1	\$ 10	36	Scoby Doo	2	\$ 15
7	Big Bird	1	\$ 15	37	Shamrock	1	\$ 10
8	Bell Muffin	1	\$ 10	38	Sports Car	2	\$ 10
9	Bell	2	\$ 10	39	Square	1	\$ 10
10	Gumball Machine	1	\$ 15	40	Square Cake	2	\$ 20
11	Bunny	1	\$ 15	41	Square Muffin	1	\$ 20
12	Butterfly	1	\$ 10	42	Star	2	\$ 20
13	Circles w/ Stand	4	\$ 10	43	T-Rex	1	\$ 12
14	Christmas Muffin	1	\$ 5	44	T-Shirt	1	\$ 15
15	Christmas Wreath	1	\$ 20	45	Teddy Bear	1	\$ 15
16	Cookie Monster	2	\$ 15	46	TMNT (Ninja Turtles)	1	\$ 15
17	Cookie Monster	1	\$ 10	47	Tree Cookie	1	\$ 12
18	Cylinder Muffin	1	\$ 15	48	Tree Cookie	1	\$ 10
19	Dumbo	1	\$ 10	49	Van Foil	2	\$ 10
20	Flowers	4	\$ 50	50	Veggie Tales	1	\$ 20
21	Football Helmet	1	\$ 10	51	Yosemite Sam	2	\$ 15
22							
23	Heart	1	\$ 15				
24	Double Heart	1	\$ 10				
25	Heart	2	\$ 10				
26	Heart	2	\$ 15				
27	Heart	4	\$ 35				
28	Hexagonal	4	\$ 40				
29	Muffin	2	\$ 15				
30	Olaf	1	\$ 10				

From: Michlib-l <michlib-l-bounces@mcls.org> on behalf of Wartella, Becky (MDE) via Michlib-l <michlib-l@mcls.org>

Sent: Wednesday, December 27, 2023 11:31 AM

To: michlib-l@mcls.org <michlib-l@mcls.org>

Subject: [Michlib-l] Library of Michigan Trustee Training Webinars

Greetings!

The Library of Michigan is offering a two-part training for Trustees.

Part I: Trustee Training 101: The Basics – February 5, 2024, 1:00PM – 3:00PM

(EST) – This first part of a two-part introductory training is intended to provide a foundation in the basics of trustee Authority, Duty, Responsibility, and Library Establishment. The intent is to provide foundational information that Trustees can build on through subsequent training opportunities and discussions with their library director, cooperative director and each other.

For more information and to register for this webinar, visit the [event page](#).

(<https://libraryofmichigan.app.neoncrm.com/np/clients/libraryofmichigan/event.jsp?event=3945&>)

Part 2: Trustee Training 102: Advanced Trustees – February 12, 2024, 1:00PM -

3:00PM (EST) - Continuing the path to greatness, part 2 of this two-part Trustee Training focuses on more challenging areas of Trustee Service: Financial responsibilities, Constitutional requirements, Intellectual Freedom, and tips for building the most important relationship the board has - with the Library Director.

For more information and to register for this webinar, visit the [event page](#).

(<https://libraryofmichigan.app.neoncrm.com/np/clients/libraryofmichigan/event.jsp?event=3946&>)

Thank you,

Becky Wartella
Department of Education
Library of Michigan
702 W. Kalamazoo St.
Lansing, MI 48909

Escanaba Public Library

WINTER READING

Reading Challenge Open to Adults & Teens

February 5—March 16,

Read books and win great prizes!

Nothing is better than snuggling up with
a hot drink and a good book ...

Except winning prizes!

Pick up a reading log at the circulation desk in
the library or the drive-up window!

List 6 (six) book titles with authors that you have read
between February 5 and March 16, 2024.

With the support of the Friends of the Escanaba Public Library

