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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 and associated materials.
- B) FY 2024-25 Library Budget - Review  
Discussion and review of the proposed budget for FY 24-25.
- 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**

January 22, 2024

No meeting was held, due to lack of a quorum.

**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. *Faillte* will perform at the library on March 14<sup>th</sup>. Outreach Services: Winter activities include a "Block Party" in partnership with the Great Start Coalition on January 20<sup>th</sup> 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 station 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 22<sup>nd</sup> 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

**FINANCIAL REPORTS:**

*Financial reports are to-date*

**Monthly Use Measures**

<u>Use Measure</u>	<u>December 23</u>	<u>January 24</u>	<u>Difference</u>
Items Checked Out (Physical)	3125	4902	57%
Items Checked Out (Digital)	1576	1623	3%
Library Visitors	2641	3551	34%
Network Use (Wi-Fi)	424	525	24%
Network Use (Wired)	356	445	25%
Holds Activity	386	405	5%
New Users	43	98	128%
Electronic Subscription Sessions	531	172	-68%
Program Attendance	206	132	-36%
Device Assistance	376	352	-6%

**Prior Year Comparison**

<u>Use Measure</u>	<u>January 23</u>	<u>January 24</u>	<u>Difference</u>
Items Checked Out (Physical)	4183	4902	▲ 17%
Items Checked Out (Digital)	1286	1623	▲ 26%
Library Visitors	3475	3551	▲ 2%
Network Use (Wi-Fi)	334	525	▲ 57%
Network Use (Wired)	507	445	▼ -12%
Holds Activity	436	405	▼ -7%
New Users	78	98	▲ 26%
Electronic Subscription Sessions	1709	172	▼ -90%
Program Attendance	112	132	▲ 18%
Device Assistance	196	352	▲ 80%

**ADMINISTRATION:**

- Upcoming safety and preparedness training for library staff will include fire extinguisher training, AED first aid and active shooter sessions.
- 2 public PCS and 1 staff PC were replaced / upgraded on January 30<sup>th</sup>.
- Over 300 tax assistance sessions have been reserved. Sessions began in February.

**PROGRAMS & PROMOTIONS:**

Winter-Spring Program Calendar

- Winter Reading Challenge for Teens and Adults began February 5<sup>th</sup>.
- Online film discussion group with Kanopy, featuring Emma Thompson film – February 5<sup>th</sup> – 19<sup>th</sup>.
- 3 'Family Fun Times' are scheduled with the Great Start Coalition for 1/31, 2/21, 3/15.
- Great Michigan Read – *Firekeeper's Daughter*, by Angeline Boulley – mid-winter to early spring
- *Failte* in concert – March 14<sup>th</sup>
- Delta Astronomical Society Safe Solar Viewing Classes, March 16, 20
- Michigan Author Rod Sadler, author of *In Grim Paradise: A Cold Case Search for the Mackinac Island Killer* – May 16<sup>th</sup> @ 5pm
- Michigan Notable Author Abra Barrons presents her book *Pulp: A Practical Guide to Cooking with Fruit*.

**SUMMER PROGRAM PLANNING:**

Live on the Lawn Music Line-Up:

June 13 – Flagship Romance – Based in Louisville, KY

June 27 – Carolyn & Dave Martin (Western Swing) Based in Indiana

July 11 – The Knockabouts – (Celtic/bluegrass) Based in Marquette

July 25 – The Stapletons – (harp/guitar/vocal) Based in Pennsylvania

August 8 – Marrier Revival Orchestra – (Big Band / Swing)

Other summer programs:

June 12<sup>th</sup> – Friends of the Library Ice Cream Social with the City Band

June 26<sup>th</sup> – 1pm Children's Presenter, Paleo-Joe

July 17<sup>th</sup> – 5:30 p.m. Author Talk with Bonnie Jo Campell

July 29<sup>th</sup> -1pm – Children's Entertainment with The Alans

August 27<sup>th</sup> – 5:30 p.m. Author and Mixologist, Angie Jackson

*Each event includes an alcohol-free "elixir" featured in her book, "Drink the Wild: Recipes from the Apothecary of a Kitchen Witch for the Spirited Soul".*

**OUTREACH SERVICES**

- The Lake House monthly visits
- The bookmobile will visit the Mapleridge Senior Center (Rock) the last Wednesday of each month, beginning January 31<sup>st</sup>

**PROFESSIONAL DEVELOPMENT / REGIONAL & COMMUNITY MEETINGS**

- UPRLC Conference Planning Committee – January 10<sup>th</sup>, February 22
- Daily Press "Library of Things" article – January 20<sup>th</sup>
- Channel 19 Interview re: library services – January 24<sup>th</sup>
- Escanaba Library Staff Meeting – January 29
- WDBC Newsmakers – January 20, February 27
- Webinar: Cultivating and Sustaining the Relationship-Drive Library

User: aruby  
DB: Escanaba

PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	NORMAL (ABNORMAL)	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BUDGET USED
				01/31/2024		MONTH 01/31/2024	
<b>Fund 271 - LIBRARY FUND</b>							
<b>Revenues</b>							
Dept 000							
271-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	25,074.00	0.00	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	0.00	83,299.00	0.00
271-000-657-000	FINES AND FEES	22,422.00	8,294.71	2,048.08	14,127.29	14,127.29	36.99
271-000-675-000	CONTRIB FROM PRIVATE SOURCES	0.00	2,463.31	2,463.31	(2,463.31)	100.00	100.00
271-000-675-001	CONTRIBUTIONS-FRIENDS	4,931.00	3,756.51	(288.62)	1,174.49	1,174.49	76.18
271-000-677-212	SUPERIORLAND	750.00	1,195.00	0.00	(445.00)	(445.00)	159.33
271-000-677-221	LIB OF MI FOUNDATION BOOK TOUR	0.00	100.00	0.00	(100.00)	(100.00)	100.00
271-000-699-101	CONTRIBUTION FR GENERAL FUND	461,325.00	461,185.00	450,000.00	140.00	140.00	99.97
Total Dept 000		597,801.00	476,994.53	454,222.77	120,806.47	120,806.47	79.79
<b>TOTAL REVENUES</b>							
		597,801.00	476,994.53	454,222.77	120,806.47	120,806.47	79.79
<b>Expenditures</b>							
Dept 000							
271-000-702-000	SALARIES AND WAGES	296,110.00	143,323.62	19,552.81	152,786.38	152,786.38	48.40
271-000-703-000	SICK, HOLIDAY, VACATION	0.00	27,528.39	4,457.19	(27,528.39)	(27,528.39)	100.00
271-000-711-000	OVERTIME	0.00	154.19	0.00	(154.19)	(154.19)	100.00
271-000-712-000	OVERHEAD ON SALARIES & WAGES	90,625.00	54,473.22	3,823.85	36,151.78	36,151.78	60.11
271-000-713-000	LIFE & HOSPITAL INSURANCE	71,010.00	41,925.37	4,832.16	29,084.63	29,084.63	59.04
271-000-726-000	SUPPLIES-MISCELLANEOUS	500.00	659.78	624.78	(159.78)	(159.78)	131.96
271-000-727-000	OFFICE SUPPLIES	3,500.00	2,666.49	354.65	833.51	833.51	76.19
271-000-791-000	BOOKS, MAGAZINES, PERIODICALS	20,000.00	11,646.66	1,128.20	8,353.34	8,353.34	58.23
271-000-801-000	PROFESSIONAL SERVICES	36,206.00	18,509.40	4,317.83	17,696.60	17,696.60	51.12
271-000-850-000	TELEPHONES	2,154.00	1,555.85	667.66	598.15	598.15	72.23
271-000-850-005	TELEPHONES - BOOKMOBILE	0.00	2,072.42	0.00	(2,072.42)	(2,072.42)	100.00
271-000-910-000	INSURANCE AND BONDS	300.00	375.41	0.00	(75.41)	(75.41)	125.14
271-000-932-000	REPAIRS/MAINT TO EQUIPMENT	0.00	587.41	587.41	(587.41)	(587.41)	100.00
271-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00	30,331.00	4,333.00	21,665.00	21,665.00	58.33
271-000-943-000	RENTAL OF EQUIPMENT	4,931.00	0.00	0.00	4,931.00	4,931.00	0.00
271-000-943-005	EQUIPMENT RENTAL - BOOKMOBILE	0.00	900.00	0.00	(900.00)	(900.00)	100.00
271-000-958-000	MEMBERSHIP AND DUES	425.00	236.00	0.00	189.00	189.00	55.53
271-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,600.00	0.00	0.00	1,600.00	1,600.00	0.00
Total Dept 000		579,357.00	336,945.21	44,679.54	242,411.79	242,411.79	58.16
<b>TOTAL EXPENDITURES</b>							
		579,357.00	336,945.21	44,679.54	242,411.79	242,411.79	58.16
<b>Fund 271 - LIBRARY FUND:</b>							
<b>TOTAL REVENUES</b>							
		597,801.00	476,994.53	454,222.77	120,806.47	120,806.47	79.79
<b>TOTAL EXPENDITURES</b>							
		579,357.00	336,945.21	44,679.54	242,411.79	242,411.79	58.16
<b>NET OF REVENUES &amp; EXPENDITURES</b>							
		18,444.00	140,049.32	409,543.23	(121,605.32)	(121,605.32)	759.32
<b>TOTAL REVENUES - ALL FUNDS</b>							
		600,801.00	476,994.53	454,222.77	123,806.47	123,806.47	79.39
<b>TOTAL EXPENDITURES - ALL FUNDS</b>							
		599,357.00	340,521.24	44,759.43	258,835.76	258,835.76	56.81
<b>NET OF REVENUES &amp; EXPENDITURES</b>							
		1,444.00	136,473.29	409,463.34	(135,029.29)	(135,029.29)	9,451.06

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024	ACTIVITY FOR MONTH 01/31/2024	AVAILABLE BALANCE	% BDCM USED
			(ABNORMAL)	(DECREASE)	(ABNORMAL)	
<b>Fund 236 - BEZOLD TRUST FUND</b>						
Revenues						
Dept 000						
236-000-665-000	INTEREST EARNINGS	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 000		3,000.00	0.00	0.00	3,000.00	0.00
<b>TOTAL REVENUES</b>						
3,000.00			0.00	0.00	3,000.00	0.00
<b>Expenditures</b>						
Dept 000						
236-000-791-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	3,081.03	79.89	6,918.97	30.81
236-000-801-000	PROFESSIONAL SERVICES	10,000.00	495.00	0.00	9,505.00	4.95
Total Dept 000		20,000.00	3,576.03	79.89	16,423.97	17.88
<b>TOTAL EXPENDITURES</b>						
20,000.00			3,576.03	79.89	16,423.97	17.88
<b>Fund 236 - BEZOLD TRUST FUND:</b>						
<b>TOTAL REVENUES</b>		3,000.00	0.00	0.00	3,000.00	0.00
<b>TOTAL EXPENDITURES</b>		20,000.00	3,576.03	79.89	16,423.97	17.88
<b>NET OF REVENUES &amp; EXPENDITURES</b>		(17,000.00)	(3,576.03)	(79.89)	(13,423.97)	21.04



**Month by Hour for  
For the month of January, 2024**

0001 Front Door

Day	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am	oth	Total	
<b>Total</b>	68	99	629	450	410	519	491	341	271	130	71	2	0	0	0	0	0	70	3,551
<b>Hour by Day of Week</b>																			
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	19	12	101	89	65	88	94	73	55	7	1	0	0	0	0	0	0	10	614
Tue	9	26	131	106	112	113	98	80	51	23	19	0	0	0	0	0	0	25	793
Wed	13	19	161	87	83	102	91	64	68	72	35	2	0	0	0	0	0	22	819
Thu	11	22	97	66	49	72	113	76	47	27	16	0	0	0	0	0	0	4	600
Fri	11	10	76	80	64	77	67	47	50	1	0	0	0	0	0	0	0	7	490
Sat	5	10	63	22	37	67	28	1	0	0	0	0	0	0	0	0	0	2	235
<b>All Total</b>	68	99	629	450	410	519	491	341	271	130	71	2	0	0	0	0	0	70	3,551
<b>Grand Total Hour by Day of Week</b>																			
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	19	12	101	89	65	88	94	73	55	7	1	0	0	0	0	0	0	10	614
Tue	9	26	131	106	112	113	98	80	51	23	19	0	0	0	0	0	0	25	793
Wed	13	19	161	87	83	102	91	64	68	72	35	2	0	0	0	0	0	22	819
Thu	11	22	97	66	49	72	113	76	47	27	16	0	0	0	0	0	0	4	600
Fri	11	10	76	80	64	77	67	47	50	1	0	0	0	0	0	0	0	7	490
Sat	5	10	63	22	37	67	28	1	0	0	0	0	0	0	0	0	0	2	235



## 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
- Resource sharing through inter-library loan
- 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 via Great Lakes Digital Libraries & Libby (e-books, audiobooks, magazines)
- Streaming video services (Kanopy / Hoopla)
- Online learning subscription services (Mango / Ancestry)
- 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 1<sup>st</sup> of each year the contract is in effect. No later than June 15<sup>th</sup> 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: \_\_\_\_\_

**CURRENT**

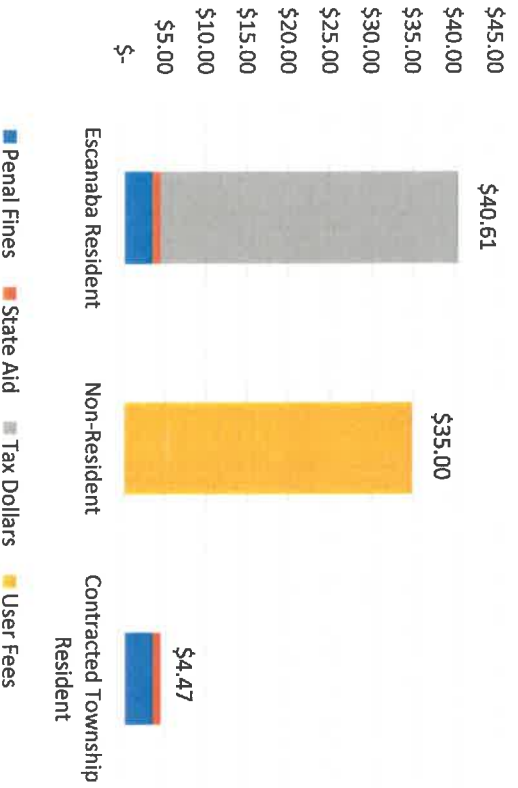
	Penal Fines	State Aid	Tax Dollars	User Fees	Total Per Capita to Library
Escanaba Resident	\$ 3.46	\$ 1.01	\$ 36.14	\$ -	\$ 40.61
Non-Resident	\$ -	\$ -	\$ -	\$ 35.00	\$ 35.00
Contracted Township Resident	\$ 3.46	\$ 1.01	\$ -	\$ -	\$ 4.47

**PROPOSED**

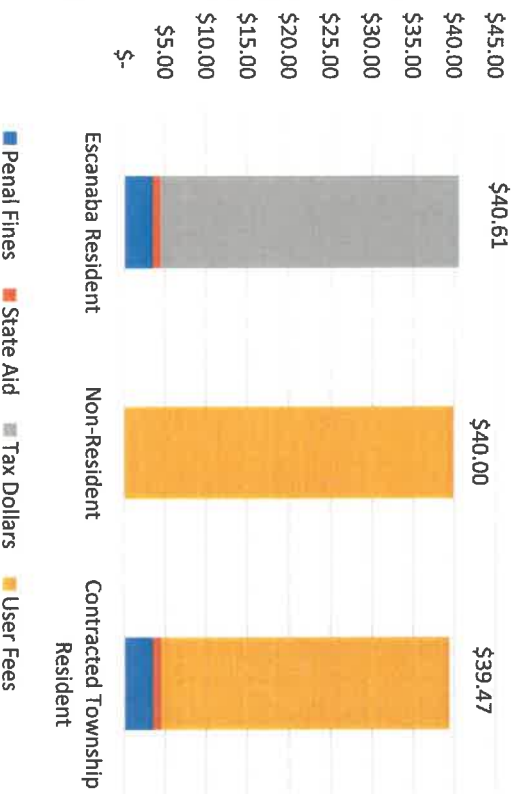
	Penal Fines	State Aid	Tax Dollars	User Fees	Total Per Capita to Library
Escanaba Resident	\$ 3.46	\$ 1.01	\$ 36.14	\$ -	\$ 40.61
Non-Resident	\$ -	\$ -	\$ -	\$ 40.00	\$ 40.00
Contracted Township Resident	\$ 3.46	\$ 1.01	\$ -	\$ 35.00	\$ 39.47

*\*Penal fines fluctuate annually. Figure is a 5-year average.*

**Funds per Person to the Library - Current**



**Funds per Person to the Library - Proposed**





**DATE:**

**TO:** City Council  
City Department Heads

**FROM:** James McNeil, 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.

<b><u>Monday, April 8, 2024</u></b>	9:00 a.m.	Public Comment
	9:05 a.m.	Introduction – City Manager/City Controller
	9:20 a.m.	Electric – Jerry Pirkola
	10:00 a.m.	Public Works – Kent Dubord
	10:45 a.m.	City Clerk – Phil DeMay
	11:15 a.m.	Marina –
	12:00 p.m.	Lunch
	1:00 p.m.	Water/Wastewater – Jeff Lampi
	2:30 p.m.	City Manager/City Controller
	2:45 p.m.	City Assessor – James McNeil
	3:15 p.m.	DDA – Craig Woerpel
	3:45 p.m.	General Discussion

<b><u>Tuesday, April 9, 2024</u></b>	9:00 a.m.	Public Comment
	9:05 a.m.	Public Safety – John Gudwer
	9:45 a.m.	Library – Carolyn Stacey
	10:15 a.m.	Planning & Zoning – Tyler Anthony
	10:45 a.m.	Recreation – Kim Peterson
	11:15 a.m.	HR/Treasurer – Heather Calouette
	12:00 p.m.	General Discussion / Public Comment

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



**Mission Statement:**

Enhancing the enjoyment and livability of our community by providing quality municipal services.  
*The City of Escanaba is an equal opportunity employer and provider.*



**BUDGET MESSAGE – FY 2024-25**

**Introduction:**

The library approaches FY 2024-25 with demonstrated community use and support, a strong and stable library board, an active and engaged Friends organization and increased visibility and recognition through public programs, due to increased marketing and outreach efforts.

Annual use measures reflect an upward trend in circulation of materials, library visits, digital services and technology assistance, program attendance and new users.

<b>Use Measure</b>	<b>FY 2021-2022</b>	<b>FY 2022-2023</b>	<b>Difference</b>
Items Checked Out (Physical)	44740	50271	12.4%
Items Checked Out (Digital)	12820	13887	8.3%
Library Visitors	40078	44435	10.9%
Network Use (Wired)	4732	5958	25.9%
New Users	710	811	14.2%
Electronic Subscription Sessions	5724	9283	62.2%
Program Attendance	1323	3012	127.7%

In addition to traditional services, the library conducted a robust outreach program in 2023 to connect with community members through events and festivities. Over an 8-month period, staff directly connected with over 1,000 individuals via the bookmobile and reached many more people indirectly. These efforts will continue in 2024, with emphasis on senior centers and early childhood education.

<b>MONTH</b>	<b>EVENT</b>	<b>TARGET AUDIENCE</b>	<b>ATTENDANCE</b>
APRIL	Funfest - Bookmobile Debut	Early Childhood	90
JUNE	Webster Field Day	Schools - Elementary	224
	Friends Ice Cream Social w/ City Band	Community - General	130
	Marketplace Visit	Community - General	28
JULY	Independence Day Celebration	Community - General	109
	Marketplace Visit	Community - General	21
AUGUST	Waterfront Art Festival	Community - General	65
SEPTEMBER	Labor Day Parade and Municipal Dock	Community - General	108
	Back to School Scavenger Hunt	Schools - Elementary	80
OCTOBER	Marketplace Visit	Community - General	97
	YMCA Fall Festival	Early Childhood	60
DECEMBER	Escanaba Christmas Parade	Community - General	
<b>Total Outreach</b>			<b>1012</b>

### **Opportunities:**

These strengths position the library to continue to impact the community in a positive way, by serving as a community hub and a center for education, culture, and social interaction.

Opportunities for FY 2024-25 include the following:

- Positively impact efforts to create a vibrant downtown and waterfront with quality public programs that establish the library as a draw and destination.
- Mobile outreach service provides enhanced capabilities for reaching library patrons in outlying townships and building support throughout the library's service area.
- The Library Board of Trustees, staff and stakeholders have renewed intent to consider alternative mechanisms for library structure and funding.

### **Challenges:**

The Escanaba Public Library serves as the primary public library for the majority of Delta County residents.

The City of Escanaba is the primary funding source for the library. City tax dollars, supplemented by gifts and donations from the Friends of the Escanaba Public Library enable the high standard of programming and service that library patrons expect and enjoy.

Continuing to provide high quality services and programming will require that all municipalities and patrons served by the library support the library financially. Currently, there is a disparity that exists between what City residents contribute for library services and what patrons residing outside the library contribute. \*see attachment *Funds per Person to the Escanaba Public Library by Revenue Source*

Previous attempts to re-establish as a district library or to institute a county-wide funding mechanism for public libraries have not been supported. Without a county contribution or support for a tax-based solution, the library plans to implement tiered service contracts with townships and other entities desiring library service.

This involves renegotiating outdated contracts that are in place with 11 of the 14 Delta County townships to provide a basic level of service for status quo funding and offering optional services for an additional cost (allocation, contribution or user fee), as well as possibly extending service to other entities that can afford to pay for library services, and re-evaluating fees overall.

### **Budgetary Goals – FY 2024-25**

The budget workpaper for the library reflects the following goals:

- Fund collection budget at FY 2022-23 level
- Maintain staffing included in FY 2023-24 budget
- Increase fee revenue by a minimum of 20% through tiered service contracts
- Budget Friends funds for mobile library services

It is recognized that contract renewals take some time to put in place and carry some risk. If the City wishes to maintain the same level of service during the transition period, with no cuts to the library, an increased General Fund allocation may be requested.

**LIBRARY BUDGET - REVENUE LINES**

<p>520 – 000 Federal Revenue \$0 – 24-25</p>	<p>Funds from Library Services and Technology Act (LSTA) Grants. ARPA allocations. Not an annual revenue source; special projects only.</p>
<p>566-100 ST of Michigan Library Funding \$25,659 – FY 24-25</p>	<p>Per capita allocation determined by State legislature to comply with the State Aid to Public Libraries Act of 1977, PA 89. Typically funded at \$.503478 per capita for legal and contracted service area. State Aid goes to support membership in the Superiorland Library Cooperative.</p>
<p>569-200 State of Michigan – Grant</p>	<p>Contains funds from Library of Michigan grants when received.</p>
<p>656-000 Ordinance / Penal Fines \$80,207 projected – FY 24-25</p>	<p>Per PA 59 pf 1964, the Distribution of Penal Fines to Public Libraries Act, revenues collected by district courts for violation of certain state law must be applied to support legally established public libraries. County treasurers are required to appropriate the penal fines on a per capita basis. The library receives penal fines from its legally established municipality and any contracted service areas.</p>
<p>657-000 Fines and Fees \$18,000 - \$20,000 FY 24-25</p>	<p>Fines from overdues, lost and damaged items, any fees associated with collection use. Contains non-resident library card fees. This revenue line would be impacted by revised contracts for library service.</p>
<p>665-000, 669-000, 672-000 Interest earnings Gain, Sale of Investments Sale of Property</p>	<p>Controller house-keeping lines; rarely contain funds</p>
<p>675-000 Contributions – Private Sources</p>	<p>Donations from Individuals or organizations. Donations are not assumed or projected; appropriated as received.</p>
<p>675-001 Contributions – Friends of Lib \$4,846 – FY 24-25</p>	<p>Donations and reimbursements from the Friends of the Escanaba Public Library. Funds committed for the operation of outreach services are budgeted; other donations appropriated as received.</p>
<p>675-002 Contributions – Community Fund</p>	<p>Grants funds and donations specified for the library via the Community Foundation.</p>
<p>677-212 Superiorland \$750 – FY 24-25</p>	<p>Funds for the Superiorland Library Cooperative. Typically contains a subsidy for delivery services and any program related grants.</p>
<p>699-101 Contribution – General Fund</p>	<p>The City’s annual allocation to the library appears in this line. It contains the library statutory millage rate of .84, plus any discretionary contribution from the City Council.</p>



**LIBRARY BUDGET - EXPENDITURE LINES**

702-000 Salaries & Wages	Payroll expense for salaried and hourly employees <b>Likely: continue LAI vacancy, 32 hr week for Children's Lib, no other reductions</b>
703-000 Sick, Holiday & Vacation	Benefit time for salaried employees. Appears as \$0 at fiscal year start, until time is designated.
712-000 Overhead on Salaries & Wages	Pensions and retirement costs, worker's comp and social security.
713-000 Life & Hospital Insurance	Health insurance costs. Employee co-pay is 20%.
726-000 Supplies – Miscellaneous	Miscellaneous, occasional supply needs, such as library cards.
727-000 Office Supplies <b>\$3,500 – 5,000</b>	Contract for public copier, general office supplies and book processing materials.
791-000 Books, Magazines, Periodicals	All collection related expenditures, including print and digital materials.
801-000 Professional Services <b>\$35,726 Projected - FY 24-25</b>	Includes costs for contracted services, such as the library's automation system, software, I.T. support, Superiorland Library Cooperative and UPRLC consortium items
850-000 Telephones <b>\$2,500 Projected - FY 24-25</b>	Contains costs for the library's phone system and internet services fees, which are deeply discounted due to the library's participation in Federal e-rate program.
860-000 Travel Expenses, Auto All	Intended for travel expenses to regional meetings and conferences. Generally not funded; cut for cost savings. Director pays for travel; other staff don't travel unless grant funded.
932-000 Repairs/Maint to Equipment	Cost for repairing equipment malfunctions on microfilm readers, computer printers, misc. equipment. Cut for cost savings.
942-000 Rental of Buildings or Offices	The library's share of the debt payment on the building. May be reduced when debt service expires. Building maintenance for the library is handled out of the Escanaba Building Authority budget (EBA) and administered by the City Manager and Controller.
958-000 Membership and Dues	Membership in library professional organizations, including the American Library Association, Superiorland Library Cooperative, UPLINK and the Midwest Collaborative for Library Services. <i>*Note, the library is not a member of the Michigan Library Association due to their prohibitive dues (\$800+)</i>
960-000 Education & Training	Professional Development line. Zeroed out for budget savings. Director funds own attendance or receives partial funding via grants/subsidies. Other staff are reliant on webinar and in-house training.
977-000 Capital Outlay – Equipment	Funds for computer replacement, other equipment.



**Borrower's Agreement**

Borrower Name: \_\_\_\_\_ Library Card #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Thing & Last 4 digits of barcode:**

#\_\_ Chromebook\_\_\_\_\_       #\_\_ iPad\_\_\_\_\_       #\_\_ Hotspot\_\_\_\_\_

Telescope\_\_\_\_\_       Fishing Pole\_\_\_\_\_       #\_\_ Cake Pan\_\_\_\_\_

PA System\_\_\_\_\_       Kill-A-Watt\_\_\_\_\_

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: \_\_\_\_\_ Initials: \_\_\_\_\_

Renewed:  Due: \_\_\_\_\_ Initials: \_\_\_\_\_

CHECK-IN Date: \_\_\_\_\_

The above Thing has been returned and inspected. Initials: \_\_\_\_\_

The above Thing is clean, and all parts are present. Initials: \_\_\_\_\_

(Device only) The above Thing has been charged. Initials: \_\_\_\_\_



## **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.

**Technology**

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

**Other**

<b>Telescope - 16 Items</b>	
\$ 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	
<b>Fishing Poles - 3 Items</b>	
\$ 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	Scooby 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	Vegetable 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-I <[michlib-i-bounces@mcls.org](mailto:michlib-i-bounces@mcls.org)> on behalf of Wartella, Becky (MDE) via Michlib-I <[michlib-i@mcls.org](mailto:michlib-i@mcls.org)>

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

**To:** [michlib-i@mcls.org](mailto:michlib-i@mcls.org) <[michlib-i@mcls.org](mailto:michlib-i@mcls.org)>

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

Greetings!

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

**Part1: 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&>)

**Part2: 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 PSAs for March 2024

\*The Escanaba Public Library's Winter Reading Challenge for Adults and Teens continues through March 16. Read six books to be eligible for prizes. Pick up a reading log at the circulation desk or drive-up window. Completed Reading Logs can be turned in to the circulation desk, with one entry per person while supplies last. The prizes are custom mugs made by Al Hansen of Escanaba. Thanks to the Friends of the Escanaba Public Library for sponsoring this challenge. For more information visit our website at [www.escanabalibrary.org](http://www.escanabalibrary.org) or follow the library on Facebook and Instagram.

\*Ink Society, a local writers' group, will meet at the Escanaba Public Library on Saturday, March 2 at 10:30 a.m. The Ink Society connects at the library to discuss their current work, seek feedback, and share ideas. Bring your work and prepare to be inspired! For more information call the library at 906-789-7323 or email [jlynch@escanabalibrary.org](mailto:jlynch@escanabalibrary.org). You can also learn more on the website at [www.escanabalibrary.org](http://www.escanabalibrary.org), or by following the library on Facebook and Instagram.

\*Lego Club will meet at 1:00 p.m. on Saturday, March 9. This month's theme is "Home Sweet Home", and we'd love to see your imagination at work! Participants can be entered into a prize drawing. Please bring one box or bag of Legos per child. For more information visit our website at [www.escanabalibrary.org](http://www.escanabalibrary.org) or follow the library on Facebook and Instagram.

\*The Delta Country Great Start Family Coalition is holding a Family Fun Night on Wednesday, March 13 at 5:30 p.m. This event is for children ages 0-8 and their families and is co-hosted by the Escanaba Public Library. This month's theme is "Space Jammies", and children are encouraged to wear their PJs. This free event will be held in the main room of library. Registration is required at <https://bit.ly/spacejammies> or by contacting Laurie Mold at 419-320-5542 or by email at [lmold@dsisd.net](mailto:lmold@dsisd.net).

\*The Escanaba Public Library is hosting Failte' in Concert on Thursday, March 14 at 5:30 p.m. This Celtic music group will perform lively music for the St. Patrick's Day holiday. This event is free and open to the public, thanks to the generosity of the Friends of the Escanaba Public Library. For more information visit our website at [www.escanabalibrary.org](http://www.escanabalibrary.org) or follow the library on Facebook and Instagram.



\*The Delta Astronomical Society and the Escanaba Public Library are offering a Safe Solar Viewers for Kids workshop on Saturday, March 16 at 1:00 p.m. Participants will learn to make a pinhole viewer for safely watching the April 8 eclipse. Space is limited, so please call the library at 906-789-7323 to register. This event is free thanks to the generosity of the Friends of the Escanaba Public Library. For more information visit our website at [www.escanabalibrary.org](http://www.escanabalibrary.org) or follow the library on Facebook and Instagram.

\*The Delta Astronomical Society and the Escanaba Public Library are offering a workshop for Teens and Adults to learn to Build Safe Solar Eclipse Filters on Wednesday, March 20 at 4:30 p.m. Participants will learn to make filters for binoculars, cameras, and small telescopes up to 8" for safely watching the April 8 eclipse. Space is limited, so please call the library at 906-789-7323 to register. This event is free thanks to the generosity of the Friends of the Escanaba Public Library. For more information visit our website at [www.escanabalibrary.org](http://www.escanabalibrary.org) or follow the library on Facebook and Instagram.

\*The spring session of Toddler Time begins on Wednesday, March 20 and runs for six weeks. This series is for children ages 2-4 and their caregivers. Registration is required by calling 906-789-7328. For more information visit our website at [www.escanabalibrary.org](http://www.escanabalibrary.org) or follow the library on Facebook and Instagram.

\*The Escanaba Public Library offers Tech Tuesdays, when you can get tech help from library staff each Tuesday 11:00 a.m. - 1:00 p.m. Technology questions from printing from your phone to using a Wi-Fi hotspot to creating an email address to using Zoom and more can all be addressed during these times. Make an appointment or walk in and ask at the circulation desk. Library staff does not repair patron computers/devices. The library assumes no liability for personal patron devices. For more information visit our website at [www.escanabalibrary.org](http://www.escanabalibrary.org) or follow the library on Facebook and Instagram.

\*The Escanaba Public Library has a Library of Things available for patrons to borrow. The Library of Things includes cake pans, fishing poles, a public address system, Wi-Fi hotspots, Kill-A-Watt testing kits, Chromebooks and iPads, and a telescope! Patrons 18 and older must have a library card in good standing (no fines or fees attached); have a valid government-issued ID with a current address that matches library records; and agree to and sign the Borrower's Agreement. For more information visit our website at [www.escanabalibrary.org](http://www.escanabalibrary.org) or follow the library on Facebook and Instagram.