



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 24-25 Library Budget
Update and report from budget hearing on April 9th.

NEW BUSINESS

- A) Succession Planning & Re-Organization
Discussion and review of materials related to planning efforts.

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
March 25, 2024**

A meeting of the Escanaba Public Library Board of Trustees was held on March 25, 2024 at 5:00 p.m. in the City Council chambers. The meeting was called to order at 5:00p.m.

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

ABSENT: None

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of the February 26, 2024 meeting were accepted on consensus.

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

DIRECTOR'S REPORT: Financials, use measures, programs, outreach, professional development, and regional / community activities were reviewed.

UNFINISHED BUSINESS:

A) FY 2024-25 Library Budget – Review

Administration shared a memo from the City Manager explaining the need for reductions to departments, based on pension-related overhead costs. The recommended budget includes a reduction of \$25,000 from the General Fund transfer to the library, plus additional overhead costs for a total impact to the library budget of \$55,000. Personnel reductions to meet this target include dropping the Children's Librarian to 20 hours per week and accounting for the retirement of a Union Clerk in February 2025. The library's budget hearing is scheduled for 9:45 a.m. on April 9th. Comments from Trustees are encouraged during the public comment period.

NEW BUSINESS:

A) Library Trustee Manual – Section Review

As part of the on-going review of the Library of Michigan's Trustee Manual, Chapter 11, Friends of the Library, was discussed. It was noted that Friends, as a non-profit 501c3, are separate and independent from the library. The monies raised by the Friends belong to that organization. Further, there is no scenario under which the library – a governmental entity – could be operated by the Friends group and be considered legally established.

B) Long- Range Planning

Discussion took place on the need to prioritize long-range planning efforts. Staff reductions in the past few years have resulted in less time for administrative duties and bigger picture planning efforts, as the director is needed frequently for day-to-day operations and the duties of other staff. The strategic plan for the library expired in 2019. Other plans under consideration include a succession plan, crisis management plan, facilities plan, marketing plan and formal advocacy training. Trustees expressed support for prioritizing a succession plan, to address the potential for multiple upcoming retirements and further investigation into the formal strategic planning process.

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

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

Respectfully Submitted,

Approved,

Carolyn Stacey, Library Director

Lynn Soderberg, Chair

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024		AVAILABLE BALANCE	% USED
		AMENDED BUDGET	NORMAL (ABNORMAL)		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	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	10,225.01	1,041.40	12,196.99	12,196.99	45.60	
271-000-675-000	CONTRIB FROM PRIVATE SOURCES	0.00	2,463.31	0.00	(2,463.31)	100.00	100.00	
271-000-675-001	CONTRIBUTIONS-FRIENDS	4,931.00	8,108.36	4,351.85	(3,177.36)	164.44	164.44	
271-000-675-002	CONTRIBUTIONS- COMMUNITY FUND	0.00	116.15	0.00	(116.15)	100.00	100.00	
271-000-677-212	SUPERIORLAND	750.00	1,195.00	0.00	(445.00)	159.33	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	0.00	140.00	99.97	99.97	
Total Dept 000		597,801.00	483,392.83	5,393.25	114,408.17	80.86	80.86	
TOTAL REVENUES								
597,801.00		483,392.83	5,393.25	114,408.17	80.86			
Expenditures								
Dept 000								
271-000-702-000	SALARIES AND WAGES	296,110.00	186,401.58	21,067.27	109,708.42	62.95	100.00	
271-000-703-000	SICK, HOLIDAY, VACATION	0.00	31,858.75	2,403.01	(31,858.75)	100.00	100.00	
271-000-711-000	OVERTIME	0.00	154.19	0.00	(154.19)	100.00	100.00	
271-000-712-000	OVERHEAD ON SALARIES & WAGES	90,625.00	71,367.75	3,164.48	19,257.25	78.75	78.75	
271-000-713-000	LIFE & HOSPITAL INSURANCE	71,010.00	54,979.66	6,986.01	16,030.34	77.43	77.43	
271-000-726-000	SUPPLIES-MISCELLANEOUS	500.00	775.93	116.15	(275.93)	155.19	155.19	
271-000-727-000	OFFICE SUPPLIES	3,500.00	3,403.01	674.87	96.99	97.23	97.23	
271-000-791-000	BOOKS, MAGAZINES, PERIODICALS	20,000.00	16,063.20	1,843.00	3,936.80	80.32	80.32	
271-000-801-000	PROFESSIONAL SERVICES	36,206.00	18,677.24	1,678.84	17,528.76	51.59	51.59	
271-000-850-000	TELEPHONES	2,154.00	1,974.46	167.91	179.54	91.66	91.66	
271-000-850-005	TELEPHONES - BOOKMOBILE	0.00	2,765.63	0.00	(2,765.63)	100.00	100.00	
271-000-910-000	INSURANCE AND BONDS	300.00	375.41	0.00	(75.41)	125.14	125.14	
271-000-932-000	REPAIRS/MAINT TO EQUIPMENT	0.00	587.41	0.00	(587.41)	100.00	100.00	
271-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00	38,997.00	4,333.00	12,999.00	75.00	75.00	
271-000-943-000	RENTAL OF EQUIPMENT	4,931.00	0.00	0.00	4,931.00	0.00	0.00	
271-000-943-005	EQUIPMENT RENTAL - BOOKMOBILE	0.00	1,200.00	0.00	(1,200.00)	100.00	100.00	
271-000-958-000	MEMBERSHIP AND DUES	425.00	436.00	0.00	(11.00)	102.59	102.59	
271-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,600.00	0.00	0.00	1,600.00	0.00	0.00	
Total Dept 000		579,357.00	430,017.22	40,923.54	149,339.78	74.22	74.22	
TOTAL EXPENDITURES								
579,357.00		430,017.22	40,923.54	149,339.78	74.22			
Fund 271 - LIBRARY FUND:								
TOTAL REVENUES								
597,801.00		483,392.83	5,393.25	114,408.17	80.86			
TOTAL EXPENDITURES								
579,357.00		430,017.22	40,923.54	149,339.78	74.22			
NET OF REVENUES & EXPENDITURES								
18,444.00		53,375.61	(35,530.29)		289.39			
TOTAL REVENUES - ALL FUNDS								
600,801.00		483,392.83	5,393.25	117,408.17	80.46			
TOTAL EXPENDITURES - ALL FUNDS								
599,357.00		434,681.15	41,635.70	164,675.85	72.52			

REVENUE AND EXPENDITURE REPORT FOR CITY OF ESCANABA
 PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	NORMAL	YTD BALANCE 03/31/2024 (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2024 INCREASE (DECREASE)	NORMAL	AVAILABLE BALANCE (ABNORMAL)	% BDC USED
NET OF REVENUES & EXPENDITURES		1,444.00		48,711.68	(36,242.45)		(47,267.68)	3,373.39

REVENUE AND EXPENDITURE REPORT FOR CITY OF ESCANABA

PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 236 - BEZOLD TRUST FUND						
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
TOTAL REVENUES						
3,000.00			0.00	0.00	3,000.00	0.00
Expenditures						
Dept 000						
236-000-791-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	4,168.93	712.16	5,831.07	41.69
236-000-801-000	PROFESSIONAL SERVICES	10,000.00	495.00	0.00	9,505.00	4.95
Total Dept 000		20,000.00	4,663.93	712.16	15,336.07	23.32
TOTAL EXPENDITURES						
20,000.00			4,663.93	712.16	15,336.07	23.32
Fund 236 - BEZOLD TRUST FUND:						
TOTAL REVENUES		3,000.00	0.00	0.00	3,000.00	0.00
TOTAL EXPENDITURES		20,000.00	4,663.93	712.16	15,336.07	23.32
NET OF REVENUES & EXPENDITURES		(17,000.00)	(4,663.93)	(712.16)	(12,336.07)	27.43

Escanaba Public Library May PSAs

*Ink Society, a local writers' group, will meet at the Escanaba Public Library on Saturday, May 4 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. You can also learn more on the website at www.escanabalibrary.org, or by following the library on Facebook and Instagram.

*Lego Club will meet at 1:00 p.m. on Saturday, May 11. This month's theme is "Baby Animals" 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 or follow the library on Facebook and Instagram.

*The Escanaba Public Library is hosting an Author Talk with Michigan Notable Author Rod Sadler and his recent book, *Grim Paradise: The Cold Case Search for the Mackinac Island Killer*. This event will take place on Thursday, May 16 at 6 p.m. and is free and open to the public. For more information visit our website at 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 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 or follow the library on Facebook and Instagram.



FOR IMMEDIATE RELEASE
April 18, 2024

CONTACT: Monique Ciofu, Adult Services
(906)789-7323
mciofu@escanabalibrary.org

The Escanaba Public Library to Host True Crime Author Rod Sadler

(ESCANABA, MI) – Escanaba Public Library announces an Author Talk with Rod Sadler who will present his latest book *Grim Paradise: The Cold Case Search for the Mackinac Island Killer* on Thursday, May 16 at 6:00 p.m. where he delves into the Island's greatest mystery.

The author, Rod Sadler, is a seasoned law enforcement veteran with a three-decade career, retired in Mid-Michigan in 2012. His insatiable curiosity and relentless pursuit of justice led him to embark on an award-winning writing career. His 2020 true crime *Killing Women: The True Story of Serial Killer Don Miller's Reign of Terror* has become the backdrop for two True Crime Network documentaries

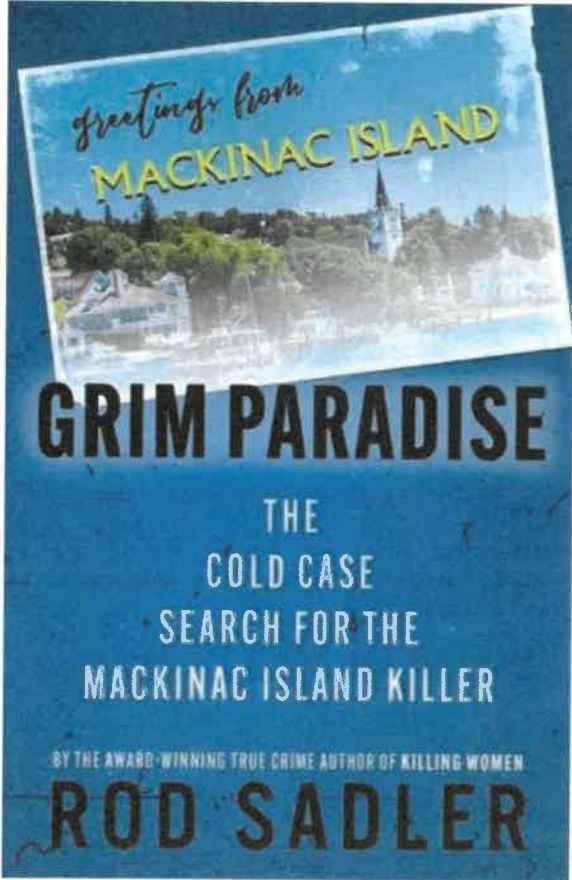
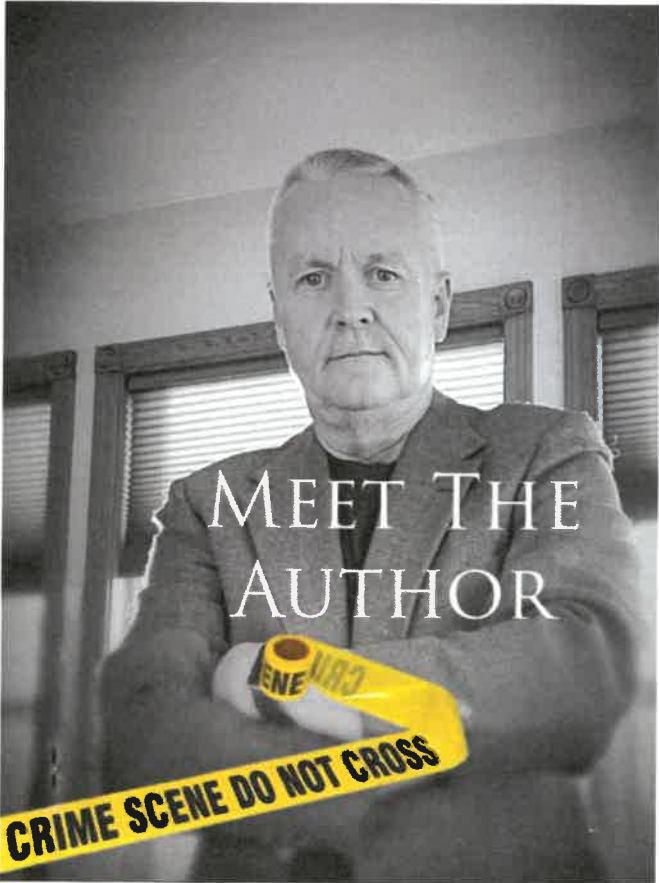
The program is possible with the generous support of the Friends of the Escanaba Public Library. The Escanaba Public Library is located at 400 Ludington Street in downtown Escanaba. For more information on library programs and services, call 906-789-7323, visit the library's web site at <http://www.escanabalibrary.org> or link to our Facebook, Instagram, and Twitter pages.



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.



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