



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) Friends of the Library Annual Meeting Report
- B) Superiorland Library Cooperative Board – Appointment
- C) Library Open Hours Schedule – FY 23-24

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
April 24, 2023

A meeting of the Escanaba Public Library Board of Trustees was held on April 24, 2023 at 5:00 p.m. in the City Council chambers. The meeting was called to order at 5:05p.m.

PRESENT: Christina Economopolus, Lynn Soderberg, Kathleen Cibula, Priscilla Green, Tyler Dubord
Carolyn Stacey

ABSENT: Tammy Wiles

PUBLIC COMMENT: None

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

APPROVAL/ADJUSTMENTS TO THE AGENDA: The agenda was accepted on consensus, with the addition of the item, "Board Re-appointments" under New Business at the request of the Director.

DIRECTOR'S REPORT:

Financial reports and use measures were reviewed. Budget adoption takes place at the May 18th Council meeting. No further changes have been made to the budget that was submitted. April programs and promotions were reviewed: 92 students and community members attended the Jazz Band concert on April 14; 275+ AARP tax assistance sessions were provided this year; National Library Week is being promoted from April 23 – 29th with radio and TV appearance and social media campaign. The theme is *There's More to the Story*. The director participated in the following professional development activities: Public Library Impact and Response Session – Online, 2/21/23 & 3/21/23; Superiorland Professional Development Committee, Grants Committee. The Friends of the Library are planning the Ice Cream Social for June 1st to coincide with Children's performer, Cameron Zvara. A book sale and bookmobile tours will be featured. The Friends are continuing work on garden restoration, Ludington Street sign and Little Free Libraries projects. The Annual Meeting is set for May 10th, 6pm

UNFINISHED BUSINESS: None

NEW BUSINESS:

A) Board Re-Appointments: The roster of Trustee appointments was reviewed. The terms of Trustees Wiles and Soderberg expire in June, 2023. Soderberg is eligible for a second term and declared her intent to be re-appointed. Wiles is not eligible for another term and will complete her board service in May, 2023.

B) Mobile Outreach Service Launch: The director reported on the progress of implementing outreach services and the plan for launching the service. At present, the collection is fully loaded and the technology is 90% ready. The plan is to feature the bookmobile at community events this spring and summer to introduce it to the community. In the fall and winter months, it will transition to serving senior care facilities and early childhood education sites. The Mobile Services Committee met and brainstormed a list of events for the bookmobile to visit this summer, starting with the Great Start FunFest on April 26th. A handout listing the schedule for the bookmobile and providing brief facts about the project was reviewed.

ANNOUNCEMENTS: The next Board of Trustees meeting is scheduled for Monday, May 22nd at 5:00 p.m.

ADJOURNMENT: The meeting was adjourned at 5:29p.m. on consensus.

Respectfully Submitted,

Approved,

Carolyn Stacey, Library Director

Lynn Soderberg, Vice- Chair

REVENUE AND EXPENDITURE REPORT FOR CITY OF ESCANABA
 PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	04/30/2023 NORMAL (ABNORMAL)	MONTH 04/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 271 - LIBRARY FUND						
Revenues						
Dept 000						
271-000-528-000	FEDERAL REVENUE	5,494.00	143,085.71	0.00	(137,591.71)	2,604.40
271-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	25,416.00	12,829.62	12,829.62	12,586.38	50.48
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	10,671.31	2,838.90	19,328.69	35.57
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	2,642.26	0.00	7,357.74	26.42
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	619,695.04	15,668.52	11,108.96	98.24
TOTAL REVENUES		630,804.00	619,695.04	15,668.52	11,108.96	98.24
Expenditures						
Dept 000						
271-000-702-000	SALARIES AND WAGES	335,545.00	216,629.87	22,448.53	118,915.13	64.56
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	36,632.70	1,440.52	(36,632.70)	100.00
271-000-712-000	OVERHEAD ON SALARIES & WAGES	137,150.00	105,403.70	11,273.74	31,746.30	76.85
271-000-713-000	LIFE & HOSPITAL INSURANCE	68,060.00	64,921.29	13,584.48	3,138.71	95.39
271-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	1,115.38	0.00	(515.38)	185.90
271-000-727-000	OFFICE SUPPLIES	5,000.00	4,246.88	36.76	753.12	84.94
271-000-791-000	BOOKS, MAGAZINES, PERIODICALS	25,000.00	20,516.52	639.90	4,483.48	82.07
271-000-801-000	PROFESSIONAL SERVICES	35,643.00	20,733.12	0.00	14,909.88	58.17
271-000-850-000	TELEPHONES	2,357.00	2,151.37	130.65	205.63	91.28
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	43,330.00	4,333.00	8,666.00	83.33
271-000-943-000	RENTAL OF EQUIPMENT	8,937.00	2,850.35	0.00	6,086.65	31.89
271-000-943-005	EQUIPMENT RENTAL - BOOKMOBILE	0.00	150.00	150.00	(150.00)	100.00
271-000-958-000	MEMBERSHIP AND DUES	390.00	428.00	0.00	(38.00)	109.74
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	142,299.42	189.99	(136,805.42)	2,590.09
Total Dept 000		676,547.00	662,552.68	54,227.57	13,994.32	97.93
TOTAL EXPENDITURES		676,547.00	662,552.68	54,227.57	13,994.32	97.93
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES		630,804.00	619,695.04	15,668.52	11,108.96	98.24
TOTAL EXPENDITURES		676,547.00	662,552.68	54,227.57	13,994.32	97.93
NET OF REVENUES & EXPENDITURES		(45,743.00)	(42,857.64)	(38,559.05)	(2,885.36)	93.69
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		632,804.00	619,695.04	15,668.52	13,108.96	97.93
		696,547.00	669,287.17	54,660.25	27,259.83	96.09

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REVENUE AND EXPENDITURE REPORT FOR CITY OF ESCANABA
 PERIOD ENDING 04/30/2023

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE		ACTIVITY FOR	AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	(ABNORMAL)	MONTH 04/30/2023	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	6,734.49		622.67		3,265.51	67.34
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	0.00		(189.99)		0.00	0.00
Total Dept 000		20,000.00	6,734.49		432.68		13,265.51	33.67
TOTAL EXPENDITURES		20,000.00	6,734.49		432.68		13,265.51	33.67
Fund 236 - BEZOLD TRUST FUND:								
TOTAL REVENUES		2,000.00	0.00		0.00		2,000.00	0.00
TOTAL EXPENDITURES		20,000.00	6,734.49		432.68		13,265.51	33.67
NET OF REVENUES & EXPENDITURES		(18,000.00)	(6,734.49)		(432.68)		(11,265.51)	37.41



<u>Use Measure</u>	<u>March 23</u>	<u>April 23</u>	<u>Difference</u>
Items Checked Out (Physical)	4529	4099	-9.5%
Items Checked Out (Digital)	1188	1055	-11.2%
Library Visitors	4075	3512	-13.8%
Network Use (Wi-Fi)	461	594	28.9%
Network Use (Wired)	554	493	-11.0%
Holds Activity	326	359	10.1%
New Users	70	67	-4.3%
Electronic Subscription Sessions	175	44	-74.9%
Program Attendance	155	173	11.6%
Tech Assistance	269	320	19.0%

Prior Year Comparison

<u>Use Measure</u>	<u>April 22</u>	<u>April 23</u>	<u>Difference</u>
Items Checked Out (Physical)	3964	4099	▲ 3%
Items Checked Out (Digital)	1185	1055	▼ -11%
Library Visitors	3346	3512	▲ 5%
Network Use (Wired)	445	493	▲ 11%
Holds Activity	624	359	▼ -42%
New Users	75	67	▼ -11%
Electronic Subscription Sessions	409	44	▼ -89%
Program Attendance	72	173	▲ 140%

Monthly Traffic By Hour

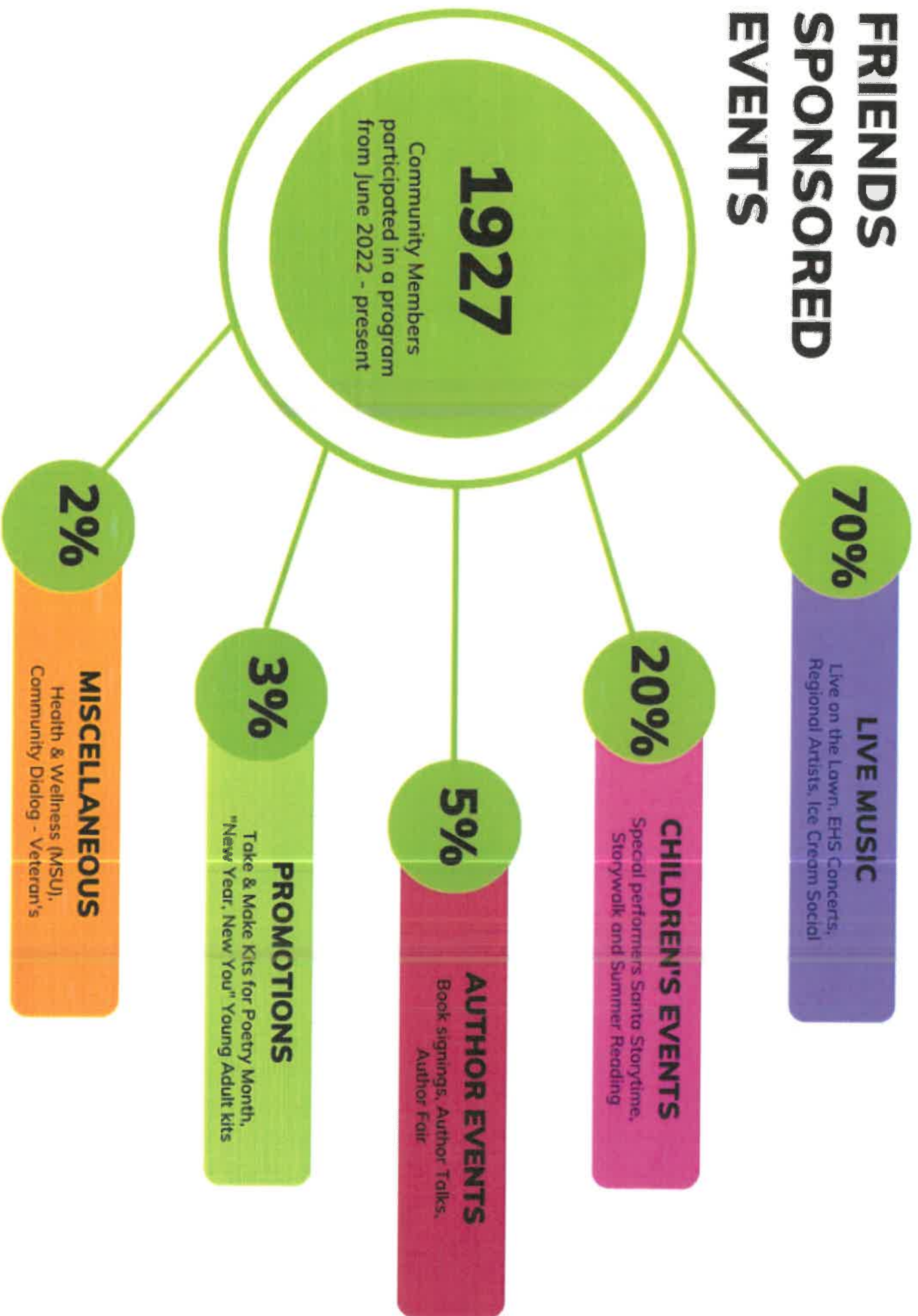
Month by Hour for Escanaba Library
For the month of April, 2023

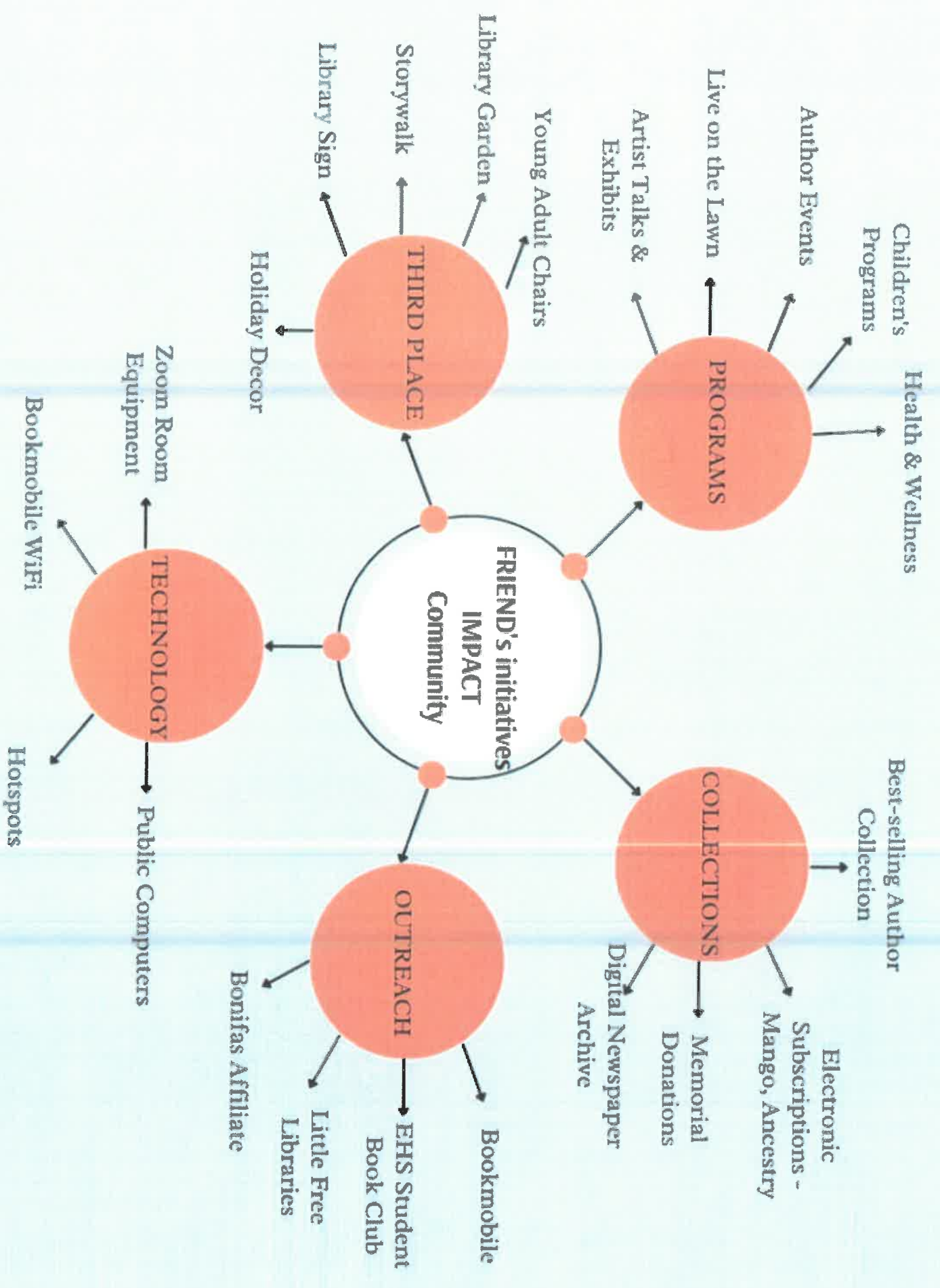
Day	Hour Ending														0001 Front Door			
	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am	oth	Total
1	2	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	6
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	7	17	21	25	16	35	32	18	1	9	1	0	0	0	0	0	0	182
4	2	16	15	24	20	22	17	17	18	16	1	0	0	0	0	0	5	173
5	3	14	21	20	31	22	32	20	10	4	1	0	0	0	0	0	6	184
6	0	15	20	15	13	15	28	12	13	5	2	0	0	0	0	0	4	142
7	2	11	15	18	3	0	0	0	0	0	0	0	0	0	0	0	2	51
8	5	6	5	15	16	19	16	5	0	0	0	0	0	0	0	0	0	87
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	11	18	21	33	16	33	29	28	11	5	1	0	0	0	0	0	1	207
11	8	23	34	33	20	16	20	16	27	9	2	0	0	0	0	0	2	210
12	5	15	34	22	11	20	25	19	7	10	1	0	0	0	0	0	3	172
13	3	17	15	24	13	18	17	15	6	7	1	0	0	0	0	0	4	140
14	4	15	15	17	6	25	25	24	16	1	3	0	0	0	0	0	5	156
15	3	9	9	14	20	9	13	0	0	0	0	0	0	0	0	0	4	81
16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	7	14	20	21	17	22	21	30	156	26	2	0	0	0	0	0	1	337
18	1	16	16	8	18	21	14	29	14	10	0	0	0	0	0	0	10	157
19	5	14	17	17	17	20	19	13	14	10	1	0	0	0	0	0	3	150
20	4	9	10	14	13	18	22	25	11	2	2	0	0	0	0	0	5	135
21	1	8	11	12	9	20	23	29	6	3	2	0	0	0	0	0	2	126
22	4	7	7	12	18	17	18	1	0	0	0	0	0	0	0	0	0	84
23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
24	11	10	13	18	10	13	35	18	16	14	1	0	0	0	0	0	1	160
25	4	13	13	6	11	22	24	6	11	7	2	0	0	0	0	0	1	120
26	5	9	25	12	14	18	20	8	12	7	3	0	0	0	0	0	3	136
27	2	17	18	20	14	15	12	11	9	14	2	0	0	0	0	0	3	137
28	3	5	7	12	13	15	23	18	7	10	1	0	0	0	0	0	0	114
29	2	5	10	7	14	9	15	0	0	0	0	0	0	0	0	0	3	65
30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Month by Hour for Escanaba Library
For the month of April, 2023**

Day	Hour Ending												0001 Front Door					
	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am	oth	Total
Total	104	303	394	421	353	444	500	362	365	169	29	0	0	0	0	0	68	3,512
Hour by Day of Week																		
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	36	59	75	97	59	103	117	94	184	54	5	0	0	0	0	0	3	886
Tue	15	68	78	71	69	81	75	68	70	42	5	0	0	0	0	0	18	660
Wed	18	52	97	71	73	80	96	60	43	31	6	0	0	0	0	0	15	642
Thu	9	58	63	73	53	66	79	63	39	28	7	0	0	0	0	0	16	554
Fri	10	39	48	59	31	60	71	71	29	14	6	0	0	0	0	0	9	447
Sat	16	27	33	50	68	54	62	6	0	0	0	0	0	0	0	0	7	323
All Total	104	303	394	421	353	444	500	362	365	169	29	0	0	0	0	0	68	3,512
Grand Total Hour by Day of Week																		
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	36	59	75	97	59	103	117	94	184	54	5	0	0	0	0	0	3	886
Tue	15	68	78	71	69	81	75	68	70	42	5	0	0	0	0	0	18	660
Wed	18	52	97	71	73	80	96	60	43	31	6	0	0	0	0	0	15	642
Thu	9	58	63	73	53	66	79	63	39	28	7	0	0	0	0	0	16	554
Fri	10	39	48	59	31	60	71	71	29	14	6	0	0	0	0	0	9	447
Sat	16	27	33	50	68	54	62	6	0	0	0	0	0	0	0	0	7	323

FRIENDS SPONSORED EVENTS





Health & Wellness

Children's Programs

Author Events

Live on the Lawn

Artist Talks & Exhibits

Young Adult Chairs

Library Garden

Storywalk

Library Sign

Holiday Decor

THIRD PLACE

PROGRAMS

FRIEND'S initiatives
Community IMPACT

Community IMPACT

Best-selling Author Collection

Collection

Electronic Subscriptions - Mango, Ancestry

Memorial Donations

Digital Newspaper Archive

COLLECTIONS

Bookmobile

EHS Student Book Club

Little Free Libraries

Bonifas Affiliate

OUTREACH

Zoom Room Equipment

Bookmobile WiFi

Hotspots

Public Computers

TECHNOLOGY

Friends of the EPL Highlights June 2022 – May 2023

Receipts

Yagodzinski Fund
Sackerson Foundation
Bash Foundation
Mary Jo Hade
Kobasic Foundation
Robert F. & Anne M. Schmit Endowment Fund
Wells Fargo Giving Fund
Paypal/U P Region of Library Co-op
Individual Donations & Memorials

Expenditures

Ancestry subscription
Mango Languages
Book Page subscription
Standing Order Fiction
Bonifas Art Center Dues
Among Michigan Friends membership
National Friends of Libraries membership
Print Book Collection
Lighted Display Case
Technology Fund – computer replacement & Website update
Program Sponsorships

Sponsored Programs

Live on the Lawn Series
Story Walk in the Garden
Hooked On A Book ads
Newspaper Digitization up to 1951 + annual hosting fee
Author Talks/Discussion – including MI Notable Author
Christmas - Book coupons/Canterbury Book Store
Winter Reading Promotion
Kids Summer Reading Program annually
EHS Book Club
Ink Society —
Little Free Library Boxes – adding & replacing
National Library Week
Lego Club
Poetry Month

Other

Elmer's Community Care Program

Used Book Sale Room

Membership 52

Library LED Sign

Garden design/maintenance

Book Bags & Backpacks

Staff Development Day

Bookmobile

Superiorland Voting Groups

Group #1

- Number of voting representatives: Three (3)
- Number of libraries represented: Twelve (11)
- Libraries represented: Alanson Area Public Library, Calumet Public-School Library, Crystal Falls District Community Library, Escanaba Public Library, Lake Linden-Hubbell School-Public Library, Ironwood Carnegie Library, Manistique School & Public Library, Republic-Michigamme School-Public Library, Superior District Library, West Iron District Library, Whitefish Township Community Library

Group #2

- Number of voting representatives: Three (3)
- Number of libraries represented: Eleven (12)
- Libraries represented: Forsyth Township Public Library, Ishpeming Public Library, L'Anse Area School & Public Library, Mackinac Island Public Library, McMillan Township Library, Menominee County Library, Negaunee Public Library, Osceola Township Public Library, Peter White Public Library, Portage Lake District Library, Richmond Township Library, St. Ignace Public Library

Group #3

- Number of voting representatives: Three (3)
- Number of libraries represented: Eleven (11)
- Libraries represented: Alpena George N. Fletcher Public Library, Bessemer Public Library, Carp Lake Township Library, Crawford County Library, Dickinson County Library, Gladstone School-Public Library, Munising School-Public Library, Ontonagon Public Library, Roscommon Area District Library, Spies Public Library, Wakefield Public Library

DRAFT HOURS PROPOSAL – JULY 1, 2023

Current Hours	Public Hours	Total
Monday	9:00 - 6:00	9
Tuesday	9:00 - 6:00	9
Wednesday	9:00 - 6:00	9
Thursday	9:00 - 6:00	9
Friday	9:00 - 6:00	9
Saturday	9:00 - 3:00	6
	TOTAL	51

Proposed Hours (A)		
Monday	10:00-5:00	7
Tuesday	10:00 - 7:00	9
Wednesday	10:00 - 7:00	9
Thursday	10:00 - 7:00	9
Friday	10:00 - 5:00	7
Saturday	10:00 - 3:00	5
		46

LIVE on the Lawn

SUMMER MUSIC SERIES

brought to you by the Escanaba Public Library
with the support of the Friends of the Library
THURSDAYS 11:45 A.M. - 1:15 P.M.



THE PELTIER BROTHERS - JUNE 15

Bobaloon's & Wildmans

KITTY DONOHOE - JUNE 29

Bobaloon's & Rollin' Tacos

DAVID STODDARD - JULY 13

Wildmans

BLING CROSBY - JULY 27

Rollin' Tacos

KIND OF BLUES - AUGUST 10

Taco Kitchen

TROY GRAHAM - AUGUST 24

Rollin' Tacos

Bring a chair or
blanket!



Performances take place outside the library on the north lawn. Rain moves the events inside or to the Marketplace on Ludington Street.

📞 906-789-7323

@ escanabalibrary.org

📍 400 Ludington Street



~Summer Reading Program~

at the Escanaba Public Library

Registration begins June 14

~SPECIAL EVENTS FOR ALL AGES~

These events take place in the Council Chambers.

Thursday, June 1 at 4:30 p.m.

Comedy Magician Cameron Zvara -
magic, comedy, juggling, music,
and audience participation.



Tuesday, June 27 at 2:00 p.m.

Ann Arbor Hands-On Museum -

Walking Up the Food Chain: a Live Animal Experience

Meet live animals and learn about the food chain.

REGISTRATION IS REQUIRED - CALL 906-789-7328



Monday, August 7 at 5:15 p.m.

Funnyman Joel Tacey cruises
around the globe, with magic, stunts,
and audience participation.



~WEEKLY EVENTS~

Lunch Bunch at 11:30 a.m.

Bring your lunch to the
Children's Room Patio

Tuesday, June 20 & June 27

Tuesday, July 11 & July 18

All Together Art at 2:00 p.m.
for Ages 6-10

Wednesday, June 21 & 28

Wednesday, July 5, 12, 19

Children's Room