



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) User Fees

Follow-up discussion from March 2023 to set user fees for contracted municipalities, non-residents and seasonal cardholders.

NEW BUSINESS

A) Officer Elections

Annual elections for Chair and Vice-Chair will be held.

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
May 22, 2023

A meeting of the Escanaba Public Library Board of Trustees was held on May 22, 2023 at 5:00 p.m. in the City Council chambers. The meeting was called to order at 5:05p.m.

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

ABSENT: Kathleen Cibula

PUBLIC COMMENT: None

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

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

DIRECTOR'S REPORT: ADMINISTRATION: The FY 23-24 Budget was adopted on May 18. Budget amendments for the current year are due May 26. Wi-fi service has been unstable with many service disruptions during May. New switches and routers will be installed this summer for more reliability. The webpage revision is in the final stages and release is expected by July. PROGRAMS & PROMOTIONS: The MSU Extension Summer Series begins Tuesday, May 23. Michigan Notable Author Jeff Morrison will present on Thursday, May 25th @4:30 p.m. The Director and Outreach Coordinator will take the bookmobile to the Webster Kindergarten Center Field Day on June 1 to issue library cards, share information on the summer reading program and hand out free books. The Friends Ice Cream Social, Children's Magician, Book Sale, City Band, and Bookmobile tours will take place from 4:30 – 7pm on June 1. The Live on the Lawn concert series begins on June 15. Bonifas partnership activities currently in the final planning stages include a poetry reading with Dee Sweet, a 'Fam Jam' cardio session with Nicole Nelson and reader's theater with the Player's de Noc. Upcoming Bookmobile Events include the Independence Day Celebration in Ludington Park, Marina Fest, Waterfront Art Festival, Labor Day Parade, and Marketplace and Municipal beach pop up events. The Great Start Coalition will be providing activities, stories and free books for multiple events. PROFESSIONAL DEVELOPMENT: The director participated in online Public Library Impact and Response Sessions, 2/21/23 & 3/21/23, 5/16/23 and 6/21.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A) Friends of the Library Annual Meeting Report. The director reported on the recent annual meeting of the Friends of the Library. Information on the contributions made by the Friends over the past year was presented.

B) Superiorland Library Cooperative Board – Appointment . The director presented information about an opportunity for board members to participate in the Superiorland Library Cooperative Board by appointing a member to attend meetings online and potentially stand for election to be a voting member. No action was taken.

C) Library Open Hours Schedule The director reviewed the proposed schedule for public open hours that would begin on July 5, following the holiday closure for the 4th of July. Staff will be discussing the proposal at a meeting on Friday. The board consensus was that the adjustment to the hours was feasible.

ANNOUNCEMENTS: The Trustees expressed appreciation for Chair Tammy Wiles who has completed her final meeting with the board. Gail Brazeau has been appointed as a new trustee and will attend the June meeting. The next Board of Trustees meeting is scheduled for Monday, June 26 at 5:00 p.m.

ADJOURNMENT: The meeting was adjourned at 5:34p.m. on consensus.

Respectfully Submitted,

Approved,

Carolyn Stacey, Library Director

Lynn Soderberg, Vice- Chair

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 05/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT & USED
Fund 236 - BEZOLD TRUST FUND						
Revenues						
Dept 000						
236-000-665-000	INTEREST EARNINGS	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 000		2,000.00	0.00	0.00	2,000.00	0.00
TOTAL REVENUES		2,000.00	0.00	0.00	2,000.00	0.00
Expenditures						
Dept 000						
236-000-791-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00	6,977.89	243.40	3,022.11	69.78
236-000-801-000	PROFESSIONAL SERVICES	10,000.00	605.00	605.00	9,395.00	6.05
Total Dept 000		20,000.00	7,582.89	848.40	12,417.11	37.91
TOTAL EXPENDITURES		20,000.00	7,582.89	848.40	12,417.11	37.91
Fund 236 - BEZOLD TRUST FUND:						
TOTAL REVENUES		2,000.00	0.00	0.00	2,000.00	0.00
TOTAL EXPENDITURES		20,000.00	7,582.89	848.40	12,417.11	37.91
NET OF REVENUES & EXPENDITURES		(18,000.00)	(7,582.89)	(848.40)	(10,417.11)	42.13

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 05/31/2023	ACTIVITY FOR MONTH 05/31/2023		AVAILABLE BALANCE	% BGD USED
		AMENDED BUDGET	NORMAL		INCREASE (DECREASE)	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	0.00		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	11,120.01	448.70		18,879.99	37.07	
271-000-665-000	INTEREST EARNINGS	1,000.00	0.00	0.00		1,000.00	0.00	
271-000-675-000	CONTRIB FROM PRIVATE SOURCES	0.00	15.30	15.30		(15.30)	100.00	
271-000-675-001	CONTRIBUTIONS-FRIENDS	10,000.00	13,080.09	10,437.83		(3,080.09)	130.80	
271-000-675-002	CONTRIBUTIONS- COMMUNITY FUND	0.00	533.87	250.00		(533.87)	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	630,846.87	11,151.83		(42.87)	100.01	

TOTAL REVENUES								
630,804.00		630,846.87		11,151.83		(42.87)	100.01	

Expenditures								
Dept 000								
271-000-702-000	SALARIES AND WAGES	335,545.00	237,236.55	20,606.68		98,308.45	70.70	
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	40,018.34	3,385.64		(40,018.34)	100.00	
271-000-712-000	OVERHEAD ON SALARIES & WAGES	137,150.00	109,890.52	4,486.82		27,259.48	80.12	
271-000-713-000	LIFE & HOSPITAL INSURANCE	68,060.00	63,797.21	(1,124.08)		4,262.79	93.74	
271-000-726-000	SUPPLIES-MISCELLANEOUS	600.00	861.51	(253.87)		(261.51)	143.59	
271-000-726-001	SUPPLIES - LEGO CLUB	0.00	283.87	283.87		(283.87)	100.00	
271-000-727-000	OFFICE SUPPLIES	5,000.00	4,287.21	40.33		712.79	85.74	
271-000-791-000	BOOKS, MAGAZINES, PERIODICALS	25,000.00	21,720.30	1,203.78		3,279.70	86.88	
271-000-801-000	PROFESSIONAL SERVICES	35,643.00	27,147.93	6,414.81		8,495.07	76.17	
271-000-850-000	TELEPHONES	2,357.00	2,282.01	130.64		74.99	96.82	
271-000-910-000	INSURANCE AND BONDS	375.00	242.20	0.00		132.80	64.59	
271-000-942-000	REPAIRS/MAINT TO EQUIPMENT	0.00	143.00	0.00		(143.00)	100.00	
271-000-943-000	RENTAL OF BUILDING OR OFFICES	51,996.00	47,663.00	4,333.00		4,333.00	91.67	
271-000-943-005	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	0.00		(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	0.00		(136,805.42)	2,590.09	
Total Dept 000		676,547.00	702,060.30	39,507.62		(25,513.30)	103.77	

TOTAL EXPENDITURES								
676,547.00		702,060.30		39,507.62		(25,513.30)	103.77	

Fund 271 - LIBRARY FUND:								
TOTAL REVENUES								
630,804.00		630,846.87		11,151.83		(42.87)	100.01	
TOTAL EXPENDITURES								
676,547.00		702,060.30		39,507.62		(25,513.30)	103.77	
NET OF REVENUES & EXPENDITURES								
(45,743.00)		(71,213.43)		(28,355.79)		25,470.43	155.68	

REVENUE AND EXPENDITURE REPORT FOR CITY OF ESCANABA
 PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 05/31/2023 (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE (ABNORMAL)	% BDT USED
TOTAL REVENUES - ALL FUNDS		632,804.00	630,846.87	11,151.83	1,957.13	99.69
TOTAL EXPENDITURES - ALL FUNDS		696,547.00	709,643.19	40,356.02	(13,096.19)	101.88
NET OF REVENUES & EXPENDITURES		(63,743.00)	(78,796.32)	(29,204.19)	15,053.32	123.62

**Month by Hour for Escanaba Library
For the month of May, 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	92	275	366	372	375	397	487	418	290	191	27	2	0	0	0	0	73	3,365
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	22	63	45	90	70	72	97	98	64	49	4	0	0	0	0	0	4	678
Tue	22	74	101	72	83	63	80	96	68	29	1	0	0	0	0	0	23	712
Wed	19	39	74	68	85	94	114	92	54	53	8	2	0	0	0	0	22	724
Thu	9	36	73	60	61	71	82	68	69	32	7	0	0	0	0	0	11	579
Fri	10	38	51	56	44	50	85	56	35	28	7	0	0	0	0	0	11	471
Sat	10	25	22	26	32	47	29	8	0	0	0	0	0	0	0	0	2	201
All Total	92	275	366	372	375	397	487	418	290	191	27	2	0	0	0	0	73	3,365
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	22	63	45	90	70	72	97	98	64	49	4	0	0	0	0	0	4	678
Tue	22	74	101	72	83	63	80	96	68	29	1	0	0	0	0	0	23	712
Wed	19	39	74	68	85	94	114	92	54	53	8	2	0	0	0	0	22	724
Thu	9	36	73	60	61	71	82	68	69	32	7	0	0	0	0	0	11	579
Fri	10	38	51	56	44	50	85	56	35	28	7	0	0	0	0	0	11	471
Sat	10	25	22	26	32	47	29	8	0	0	0	0	0	0	0	0	2	201

<u>Use Measure</u>	<u>April 23</u>	<u>May 23</u>	<u>Difference</u>
Items Checked Out (Physical)	4099	4304	5.00%
Items Checked Out (Digital)	1055	1112	5.40%
Library Visitors	3512	na	
Network Use (Wi-Fi)	594	608	2.36%
Network Use (Wired)	493	560	13.59%
Holds Activity	359	333	-7.24%
New Users	67	81	20.90%
Electronic Subscription Sessions	44	58	31.82%
Program Attendance	173	132	-23.70%
Tech Assistance	320	393	22.81%

Prior Year Comparison

<u>Use Measure</u>	<u>May 22</u>	<u>May 23</u>	<u>Difference</u>
Items Checked Out (Physical)	3460	4304	▲ 24%
Items Checked Out (Digital)	1184	1112	▼ -6%
Library Visitors	3315	na	
Network Use (Wired)	444	560	▲ 26%
Holds Activity	444	333	▼ -25%
New Users	55	81	▲ 47%
Electronic Subscription Sessions	296	58	▼ -80%
Program Attendance	88	132	▲ 50%



FOR IMMEDIATE RELEASE
June 23, 2023

CONTACT: Carolyn Stacey, Library Director
906-789-7332
cstacey@escanabalibrary.org

Escanaba Public Library Announces New Open Hours

The Escanaba Public Library will change its schedule, effective Wednesday, July 5th. New open hours will be as follows:

Monday 10:00 a.m. – 5:00 p.m.
Tuesday 10:00 a.m – 7:00 p.m
Wednesday 10:00 a.m. – 7:00 p.m
Thursday 10:00 a.m. – 7:00 p.m
Friday 10:00 a.m – 5:00 p.m
Saturday 10:00 a.m – 3:00 p.m

“The library is adjusting open hours for efficiency and based on how people are using the library,” said library director, Carolyn Stacey. “We are also pleased to offer additional evening access to the library for working people.”

Library patrons are reminded that the virtual library of e-books, digital audiobooks and magazines, streaming video and more is always open at www.escanabalibrary.org. For more information, please contact the library at 906-789-7323.

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



Healthy Habits 4-Part Series MSU Extension



Tuesday, May 23 / 4:30 p.m.

Physical Activity

This class will discuss the many benefits of physical activity, ways to be active at home without any equipment and tips for adding more activity into your day little by little and having fun!



Wednesday, June 28 / 4:30 p.m.

Food Budgeting & Meal Planning

You can really eat healthy and save money on your food budget.

- Learn how to cook once, eat twice,
- stop rushing and save time with meal planning,
- why you don't want to leave home without a grocery list,
- Fresh, frozen, canned, store brand or name brand-learn when and how to buy each.



Wednesday, July 26 / 4:30 p.m.

Feeding a Picky Eater

- Run out of ideas on how to get your picky eater to eat healthier? Learn new tips and tricks for making small changes that will give you big results.
- Turn picky eaters into adventurous diners
- More fruits and vegetables and no complaining



Wednesday, August 23 / 4:30 p.m.

Fruits & Veggies

Learn about the rainbow of fruits and vegetables and the impact they have on your health. Young and old will learn tips and tricks for increasing their daily intake of fruits and vegetable, how much they should be eating daily and why variety is so important.



About the presenter—**Amber Hayward** MPH, EP-C is a Community Nutrition Instructor for the Menominee and Delta Counties for the Michigan State University Extension program. She will present information from the USDA's Supplemental Nutrition Assistance Program—SNAP. She has presented numerous MSU Extension programs on health and nutrition.

No registration is required. The events are free and open to the public. Call us at 906-789-7323 for more information

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MICHIGAN STATE UNIVERSITY | Extension





MICHIGAN ACTIVITY PASS

41365 Vincenti Court, Novi Mi 48375
Phone: (248) 536-3100 Fax: (248) 716-5584

miactivitypass.org

Welcome to Michigan Activity Pass 2023-2024!

Michigan Activity Pass and The Library Network are happy to announce that MAP has a new logo and new activity pass software!

The software has the following features:

- Mobile Responsive Interface/User friendly website for patrons
- Ability to search by location and venue
- Ability to book/reserve tickets
- Ability to print tickets and save tickets to phone
- Utilize Google maps to see what attractions are near me

We expect the new MAP software to be available in late Spring/early Summer, and will let you know when it's available! The new MAP will be available at: <https://www.miactivitypass.org>.

This package contains print material with the new MAP logo in the form of bookmarks, posters and postcards. Please help get the word out about the new MAP with this print material. If your library would like additional print material to promote MAP please feel free to print more from: <https://www.tln.org/map>

We appreciate your continued support and promotion of Michigan Activity Pass!

**MICHIGAN
ACTIVITY PASS**

Presented by
The Library Network

Your library card can get you
access to Michigan's finest
parks, museums, and activities
throughout the state!

Get your pass at
miactivitypass.org

