



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) Summer Program Wrap-Up
Evaluation of summer programs and outreach services.

- B) Fiscal Year Use Measures
Comparison of activity and use measures from 2022-2023.

- C) Staff Development Day
Review of proposed date and draft agenda.

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
June 26, 2023

A meeting of the Escanaba Public Library Board of Trustees was held on June 26, 2023 at 5:00 p.m. in the City Council chambers. The meeting was called to order at 5:00p.m. The Board welcomed new Trustee, Gail Brazeau.

PRESENT: Lynn Soderberg, Priscilla Green, Gail Brazeau, Kathleen Cibula
Carolyn Stacey

ABSENT: Christina Economopolus, Tyler Dubord

PUBLIC COMMENT: None

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

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

DIRECTOR'S REPORT: Financials and use measures were reviewed. Administration:

Penal fine contracts are under revision for review by the City attorney. Library staff are preparing 'year in review' and annual report documents for the end of the fiscal year. The launch of the updated web page is scheduled for July 5th. Services: The new schedule of public hours takes effect on July 5th. The library is participating in the Michigan Activity Pass program again this year which grants free access to parks,

museums, and other attractions throughout the state. Information is included in the board packet. The display case will feature historical information on the Escanaba City Band for the month of July. Programs & Promotions: The Bonifas Poetry Reading with Dee Sweet scheduled for June 22nd was cancelled by the author. Upcoming Events: Ann Arbor Hands-On Science, Tuesday, June 27th, 2:00 p.m.

'Fam Jam' Cardio session with the Bonifas, July 20th at 11:45 a.m. Reader's Theater sessions with Player's De Noc, Thursdays, July 6th and August 3rd at 11:45 a.m. Live on the Lawn through August 24th "OZ-

canaba" with Kelly Pepin, August 3rd at 4:30 p.m. Children's Entertainer, Joel Tacy, August 7th at 5:15 p.m. Bookmobile outreach: Independence Day Celebration in the park, Marina Fest, Waterfront Art Festival, Labor Day Parade, Marketplace and Municipal beach pop up events. The Great Start Coalition will be providing activities, stories and free books for multiple events. Friends of the Library:

The Friends recently published a summer newsletter and distributed an annual report. Although currently on 'summer break,' work continues on the Ludington Street sign and garden restoration projects. The Friends plan to have a booth at the Waterfront Art Festival in August and will promote "Library Card Sign-Up" month in September for back-to-school.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A) User Fees: P. Green moved that a user fee apply for services beyond 'basic', L. Soderberg seconded, motion unanimous. A 6-month 'seasonal' card for non-residents will be offered for \$20.00 to accommodate summer visitors.

B) Officer Elections The annual officer election took place. P. Green nominated L. Soderberg for Chair. K. Cibula nominated C. Economopolus as Vice-Chair. Both were elected unanimously on a roll call vote.

ANNOUNCEMENTS: The July meeting will be cancelled due to lack of quorum. The next meeting will be Monday, August 28th at 5:00 p.m.

ADJOURNMENT: The meeting was adjourned at 5:50p.m. on consensus.

Respectfully Submitted,

Approved,

Carolyn Stacey, Library Director

Lynn Soderberg, Vice- Chair

REVENUE AND EXPENDITURE REPORT FOR CITY OF ESCANABA
 PERIOD ENDING 07/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
			07/31/2023 NORMAL (ABNORMAL)	MONTH 07/31/2023 INCREASE (DECREASE)	NORMAL	BALANCE (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	0.00	0.00		22,422.00	0.00
271-000-675-001	CONTRIBUTIONS-FRIENDS	4,931.00	0.00	0.00		4,931.00	0.00
271-000-677-212	SUPERIORLAND	750.00	0.00	0.00		750.00	0.00
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	0.00	0.00		597,801.00	0.00
TOTAL REVENUES		597,801.00	0.00	0.00		597,801.00	0.00
Expenditures							
Dept 000							
271-000-702-000	SALARIES AND WAGES	296,110.00	18,214.53	18,214.53		277,895.47	6.15
271-000-703-000	SICK, HOLIDAY, VACATION	0.00	4,898.40	4,898.40		(4,898.40)	100.00
271-000-712-000	OVERHEAD ON SALARIES & WAGES	90,625.00	4,491.65	4,491.65		86,133.35	4.96
271-000-713-000	LIFE & HOSPITAL INSURANCE	71,010.00	7,321.85	7,321.85		63,688.15	10.31
271-000-726-000	SUPPLIES-MISCELLANEOUS	500.00	0.00	0.00		500.00	0.00
271-000-727-000	OFFICE SUPPLIES	3,500.00	0.00	0.00		3,500.00	0.00
271-000-791-000	BOOKS, MAGAZINES, PERIODICALS	20,000.00	882.92	882.92		19,117.08	4.41
271-000-801-000	PROFESSIONAL SERVICES	36,206.00	7,245.50	7,245.50		28,960.50	20.01
271-000-850-000	TELEPHONES	2,154.00	49.93	49.93		2,104.07	2.32
271-000-910-000	INSURANCE AND BONDS	300.00	0.00	0.00		300.00	0.00
271-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00	4,333.00	4,333.00		47,663.00	8.33
271-000-943-000	RENTAL OF EQUIPMENT	4,931.00	0.00	0.00		4,931.00	0.00
271-000-958-000	MEMBERSHIP AND DUES	425.00	236.00	236.00		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	47,673.78	47,673.78		531,683.22	8.23
TOTAL EXPENDITURES		579,357.00	47,673.78	47,673.78		531,683.22	8.23
Fund 271 - LIBRARY FUND:							
TOTAL REVENUES		597,801.00	0.00	0.00		597,801.00	0.00
TOTAL EXPENDITURES		579,357.00	47,673.78	47,673.78		531,683.22	8.23
NET OF REVENUES & EXPENDITURES		18,444.00	(47,673.78)	(47,673.78)		66,117.78	258.48
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		600,801.00	0.00	0.00		600,801.00	0.00
NET OF REVENUES & EXPENDITURES		1,444.00	(47,673.78)	(47,673.78)		49,117.78	3,301.51

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REVENUE AND EXPENDITURE REPORT FOR CITY OF ESCANABA
 PERIOD ENDING 07/31/2023

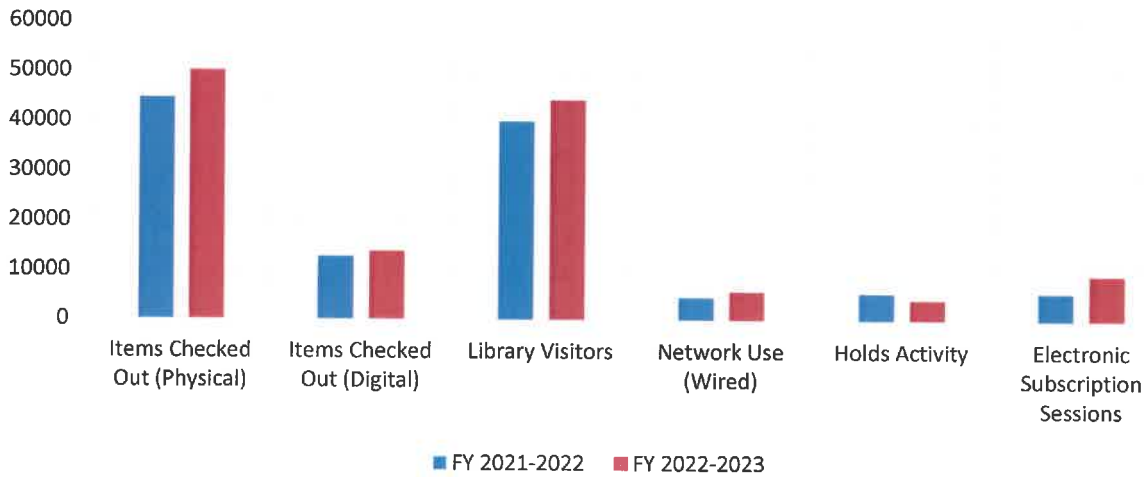
GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	07/31/2023 NORMAL (ABNORMAL)	MONTH 07/31/2023 INCREASE (DECREASE)	MONTH 07/31/2023 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE		
Fund 236 - BEZOLD TRUST FUND								
Revenues								
Dept 000								
236-000-665-000	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	0.00	0.00		10,000.00		0.00
236-000-801-000	PROFESSIONAL SERVICES	10,000.00	0.00	0.00		10,000.00		0.00
Total Dept 000		20,000.00	0.00	0.00		20,000.00		0.00
TOTAL EXPENDITURES		20,000.00	0.00	0.00		20,000.00		0.00
Fund 236 - BEZOLD TRUST FUND:								
TOTAL REVENUES		3,000.00	0.00	0.00		3,000.00		0.00
TOTAL EXPENDITURES		20,000.00	0.00	0.00		20,000.00		0.00
NET OF REVENUES & EXPENDITURES		(17,000.00)	0.00	0.00		(17,000.00)		0.00

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

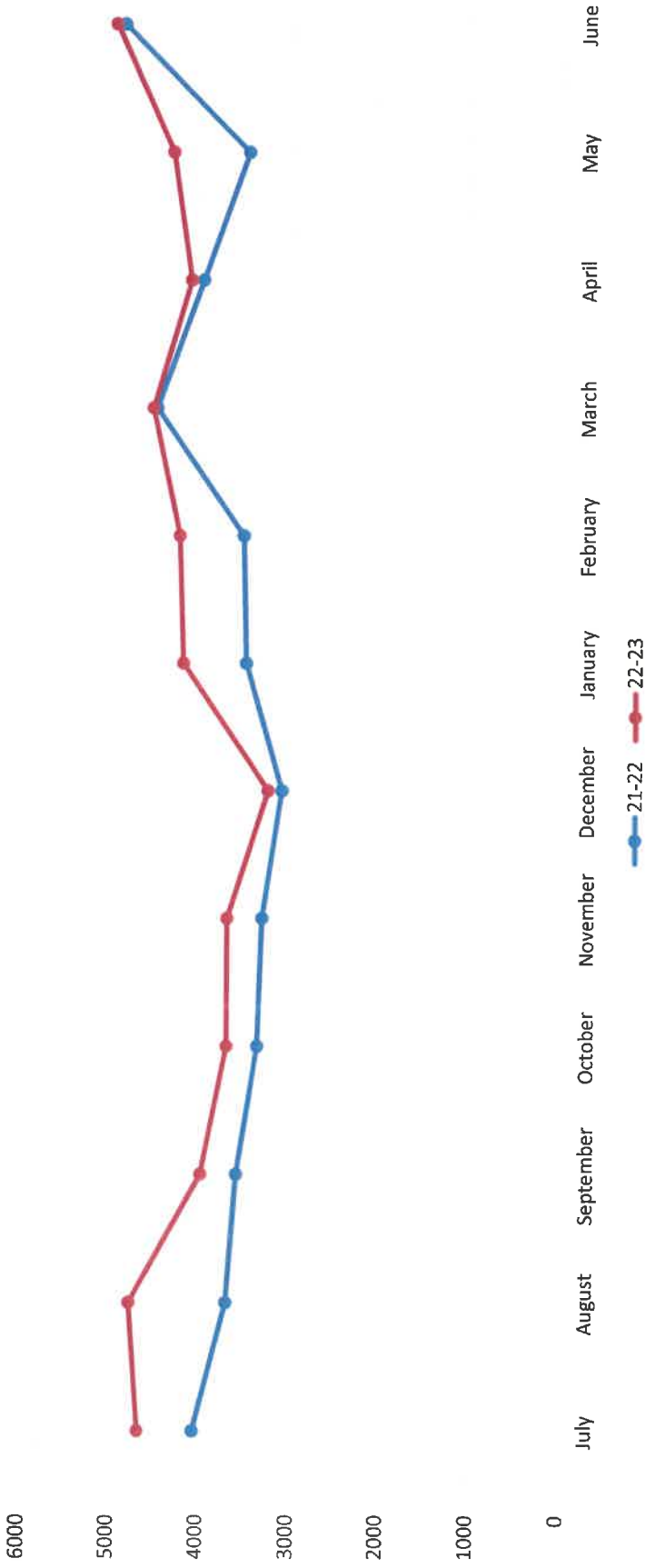
Day	Hour Ending																0001 Front Door	
	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am	oth	Total
Total	78	61	735	697	534	605	584	429	312	110	52	8	0	0	0	0	36	4,241
Hour by Day of Week																		
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	23	17	178	158	111	144	142	108	83	6	0	0	0	0	0	0	7	977
Tue	5	6	113	154	116	74	61	59	47	32	15	2	0	0	0	0	7	691
Wed	12	3	125	95	80	110	156	100	64	35	23	6	0	0	0	0	9	818
Thu	15	9	144	121	98	126	98	83	77	36	14	0	0	0	0	0	5	826
Fri	14	12	98	97	76	68	87	76	38	1	0	0	0	0	0	0	6	573
Sat	9	14	77	72	53	83	40	3	3	0	0	0	0	0	0	0	2	356
All Total	78	61	735	697	534	605	584	429	312	110	52	8	0	0	0	0	36	4,241
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	23	17	178	158	111	144	142	108	83	6	0	0	0	0	0	0	7	977
Tue	5	6	113	154	116	74	61	59	47	32	15	2	0	0	0	0	7	691
Wed	12	3	125	95	80	110	156	100	64	35	23	6	0	0	0	0	9	818
Thu	15	9	144	121	98	126	98	83	77	36	14	0	0	0	0	0	5	826
Fri	14	12	98	97	76	68	87	76	38	1	0	0	0	0	0	0	6	573
Sat	9	14	77	72	53	83	40	3	3	0	0	0	0	0	0	0	2	356

Use Measure	FY 2021-2022	FY 2022-2023	Difference
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%
Holds Activity	5589	4322	-22.7%
New Users	710	811	14.2%
Electronic Subscription Sessions	5724	9283	62.2%
Program Attendance	1323	3012	127.7%

Year Comparisons

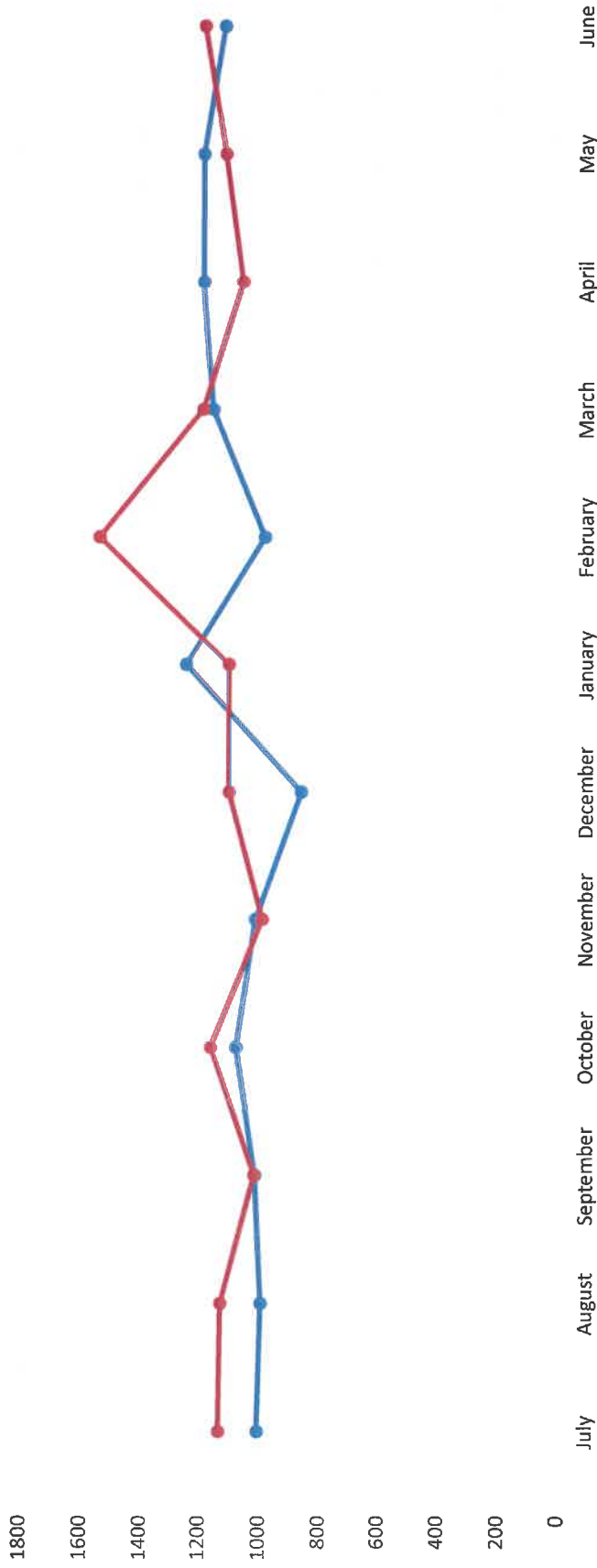


Physical Checkouts



	July	August	September	October	November	December	January	February	March	April	May	June	Total
21-22	4043	3676	3565	3340	3291	3076	3480	3511	4483	3964	3460	4851	44740
22-23	4656	4762	3964	3683	3684	3234	4183	4228	4529	4099	4304	4945	50271
	15.2%	29.5%	11.2%	10.3%	11.9%	5.1%	20.2%	20.4%	1.0%	3.4%	24.4%	1.9%	11.0%

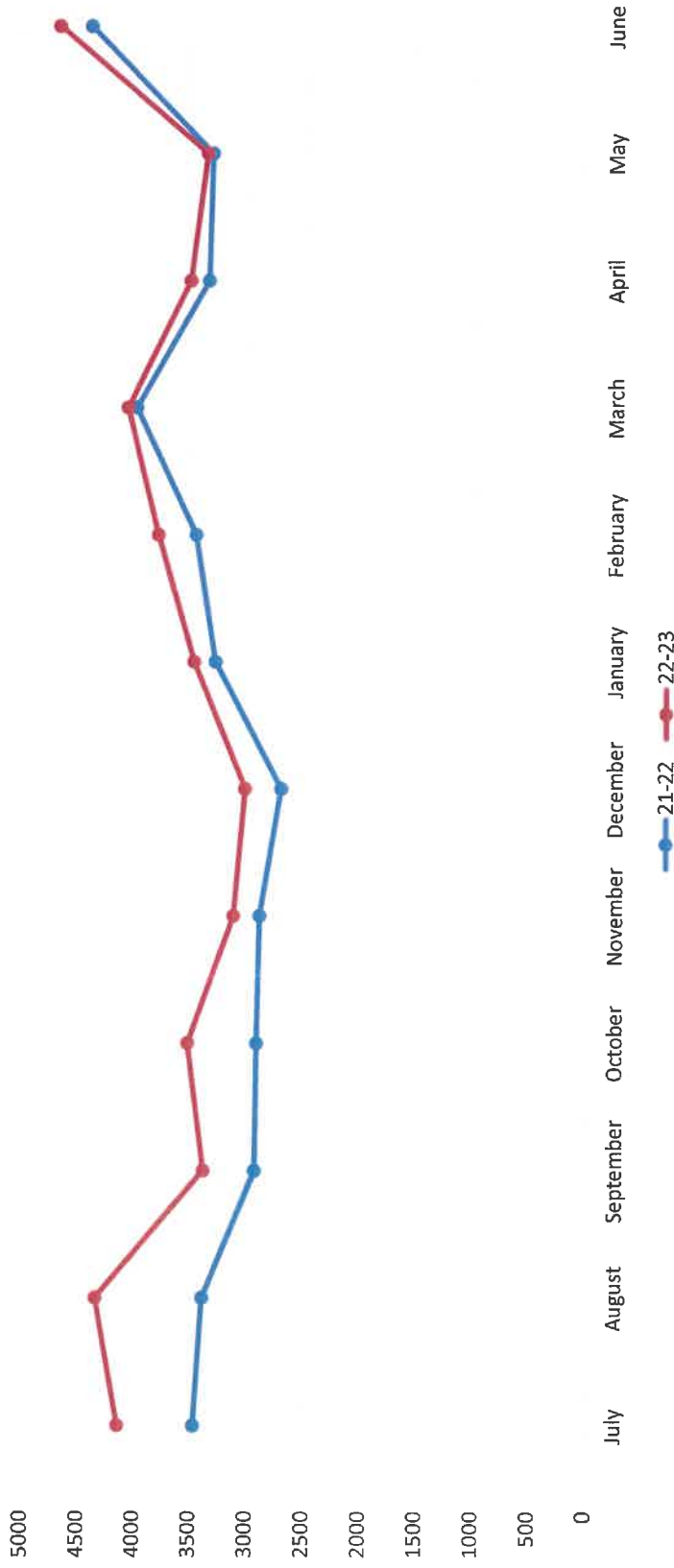
Digital Checkouts



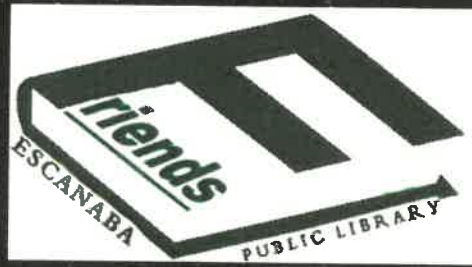
21-22 22-23

	July	August	September	October	November	December	January	February	March	April	May	June	Total
21-22	1005	993	1013	1076	1012	859	1244	981	1154	1185	1184	1114	12820
22-23	1133	1127	1016	1161	990	1102	1102	1536	1188	1055	1112	1181	13703
	11.3%	11.9%	0.3%	7.3%	-2.2%	22.1%	-12.9%	36.1%	2.9%	-12.3%	-6.5%	5.7%	6.4%

Library Visitors



	July	August	September	October	November	December	January	February	March	April	May	June	Total
21-22	3465	3389	2927	2912	2887	2701	3284	3458	3991	3346	3315	4403	40078
22-23	4141	4345	3381	3526	3120	3021	3475	3797	4075	3512	3360	4682	44435
	16.32%	22.00%	13.43%	17.41%	7.47%	10.59%	5.50%	8.93%	2.06%	4.73%	1.34%	5.96%	9.81%



BACK TO SCHOOL SCAVENGER HUNT

Saturday, September 9

- ✓ Drop in the library between 1 - 3pm
- ✓ Complete six stations
- ✓ Get a chance to win a \$50 gift card

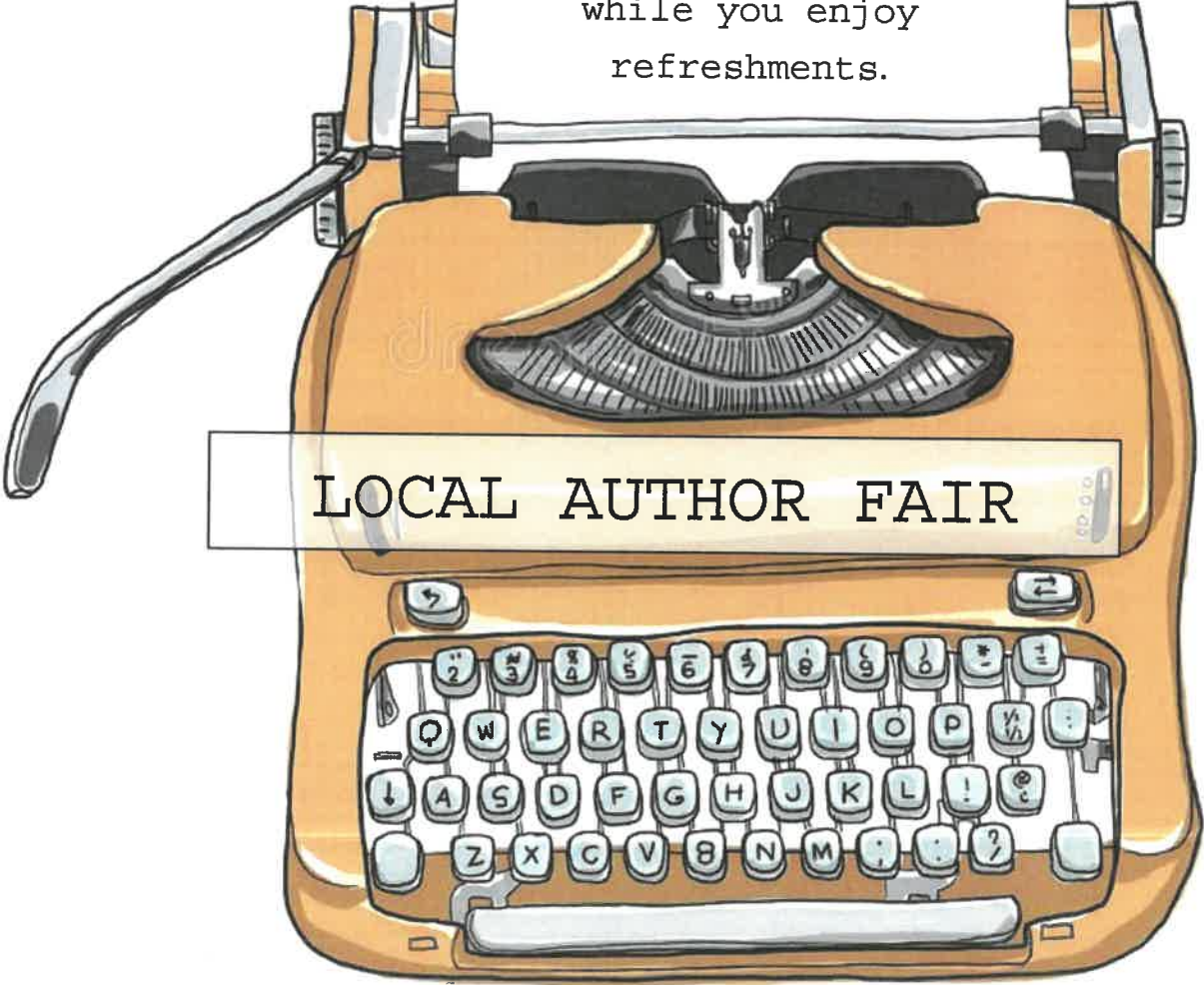
Snacks & Swag provided by the
Friends of the Library

400 Ludington Street - Escanaba
906-789-7323
www.escanabalibrary.org



Book lovers,
you're
invited!

Come out to meet and chat
with local authors and
browse an amazing
selection of locally
written books available
for purchase and signing
while you enjoy
refreshments.



LOCAL AUTHOR FAIR

Saturday, October 14, 1:00—2:45

Supported by the Friends of the Escanaba Public Library



For more information 906-789-7333 / www.escanabalibrary.org
400 Ludington St. in Downtown Escanaba, MI 49829

Escanaba Public Library Events PSAs for September 2023

*The Escanaba Public Library will be closed on Saturday, September 2 and Monday, September 4 in observance of the Labor Day holiday weekend. Regular hours will resume on Tuesday, September 5. You can visit the library's Bookmobile in the Escanaba Labor Day Parade on Monday at noon and at the Municipal Dock until 4 p.m. For more information, visit the library's website at www.escanabalibrary.org, call 906-789-7323, or follow the library on Facebook, Instagram, and Twitter.

*Ink Society, a local writers' group, will be meeting at the Escanaba Public Library on Saturday, September 9 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, Instagram, and Twitter.

*The Friends of the Escanaba Public Library are holding a Back-to-School Scavenger Hunt at the library on Saturday, September 9 between 1-3 p.m. Pick up your card, visit six stations and get a stamp at each one, then return your filled card for a chance to win a \$50 gift card. Snacks and swag will be available courtesy of the Friends. Lego Club will also be taking place during this time with the theme "Fall Into Autumn." For more information, visit the library's website at www.escanabalibrary.org, call 906-789-7323, or follow the library on Facebook, Instagram, and Twitter.