

Library Board of Trustees  
Meeting Agenda  
September 25, 2023  
5:00 p.m. – City Council Chambers



Lynn Soderberg, Chair  
Christina Economopolus, Vice-Chair  
Gail Brazeau, Trustee  
Priscilla Green, Trustee  
Tyler Dubord, Council Liaison  
Carolyn Stacey, Library Director

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**

**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**  
August 28,2023

A meeting of the Escanaba Public Library Board of Trustees was held on August 28, 2023 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, Gail Brazeau, Christina Economoplus, Carolyn Stacey

**ABSENT:** Kathleen Cibula, Tyler Dubord

**PUBLIC COMMENT:** None

**APPROVAL/CORRECTIONS(S) TO MINUTES:** The minutes of the June 28, 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: \$74,023 was received in penal fines from the County for FY 2022-23, nearly meeting the \$75,000 projection. Technology upgrades include two new public internet computers, four new wifi access points and website revisions. Services: A collection of VOX 'Talking Books' for children has been received from the Library of Michigan. A demonstration was provided. The Great Lakes Digital Library collection now has nine partner libraries. Programs & Promotions: A Back-to School Scavenger Hunt is planned for September, sponsored by the Friends of the Library. The bookmobile will take part in the Labor Day parade and celebration on the Municipal Dock.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

A) Summer Program Wrap-Up

The director distributed an Excel spreadsheet reviewing the types of summer programs with attendance figures. Results from program evaluations were also shared. The Live on the Lawn concert series was the highest rated program with the largest number of attendees, making up 78% of total adult program attendance. This program is fully funded by the Friends of the Library. The most popular children's events were professional magicians and entertainers. These programs were funded by a grant from Superiorland Library Cooperative and the Bezold Fund. Children participating in the summer reading program dropped considerably, with just 50 kids finishing. There was a lack of engagement with the survey/evaluation for the reading program with only two responses. The goal for next year will be to offer online options for recording reading, more professional programs, and more engagement with the reading portion of the program. Outreach services offered through the bookmobile have been well received. Staff continues to work on a few technical difficulties with the computer system.

B) Fiscal Year Use Measures

The director presented a comparison of activity and use measures from 2022-2023. All library use measures (with exception of holds) are up – 'traditional' use measures remain strong (physical checkouts and visits to library). There is a moderate increase in use of digital products.

C) Staff Development Day

The director requests approval to close the library on a Monday in October or November to have a professional development day for staff. Possible topics include incident/emergency training, customer service philosophy, Michigan e-library resources, team-building activities, and hands-on technology practice. The Friends have designated funds for a staff day. Additionally, the Superiorland Library Cooperative director can present a one-hour workshop entitled "Navigating Material Challenges for Library Trustees" for the board at an upcoming meeting. P. Green moved approval of closing the library on a Monday in October or

**CITY OF ESCANABA**  
**LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
August 28,2023

November for staff training. L. Soderberg seconded. Motion carried. There was consensus that additional training on materials challenges, provided by Dillon Geshel of the Superiorland Library Cooperative would be useful.

**ANNOUNCEMENTS:** The next meeting is scheduled for Monday, September 25<sup>th</sup> at 5:00 p.m.

**ADJOURNMENT:** The meeting was adjourned at 5:47p.m. on consensus.

Respectfully Submitted,

Approved,

Carolyn Stacey, Library Director

Lynn Soderberg, Chair

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDC	% USED
		2023-24 AMENDED BUDGET	08/31/2023 NORMAL (ABNORMAL)	MONTH 08/31/2023 INCREASE (DECREASE)	08/31/2023 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	306.35	306.35	9,693.65	3.06			
236-000-801-000	PROFESSIONAL SERVICES	10,000.00	495.00	495.00	9,505.00	4.95			
Total Dept 000		20,000.00	801.35	801.35	19,198.65	4.01			
TOTAL EXPENDITURES									
20,000.00			801.35	801.35	19,198.65	4.01			
Fund 236 - BEZOLD TRUST FUND:									
TOTAL REVENUES		3,000.00	0.00	0.00	3,000.00	0.00			
TOTAL EXPENDITURES		20,000.00	801.35	801.35	19,198.65	4.01			
NET OF REVENUES & EXPENDITURES		(17,000.00)	(801.35)	(801.35)	(16,198.65)	4.71			

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BUDGET USED
		AMENDED BUDGET	NORMAL				
<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-CC 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	1,251.09	1,251.09	1,251.09	21,170.91	5.58
271-000-675-001	CONTRIBUTIONS-FRIENDS	4,931.00	0.00	0.00	0.00	4,931.00	0.00
271-000-677-212	SUPERIORLAND	750.00	700.00	700.00	700.00	50.00	93.33
271-000-699-101	CONTRIBUTION FR GENERAL FUND	461,325.00	0.00	0.00	0.00	461,325.00	0.00
Total Dept 000		597,801.00	1,951.09	1,951.09	1,951.09	595,849.91	0.33
<b>TOTAL REVENUES</b>							
		597,801.00	1,951.09	1,951.09	1,951.09	595,849.91	0.33
<b>Expenditures</b>							
Dept 000							
271-000-702-000	SALARIES AND WAGES	286,110.00	38,932.20	38,932.20	20,717.67	257,177.80	13.15
271-000-703-000	SICK, HOLIDAY, VACATION	0.00	6,717.86	6,717.86	1,819.46	(6,717.86)	100.00
271-000-712-000	OVERHEAD ON SALARIES & WAGES	90,625.00	8,907.45	8,907.45	4,415.80	81,717.55	9.83
271-000-713-000	LIFE & HOSPITAL INSURANCE	71,010.00	12,713.77	12,713.77	5,391.92	58,296.23	17.90
271-000-726-000	SUPPLIES-MISCELLANEOUS	500.00	35.00	35.00	35.00	465.00	7.00
271-000-727-000	OFFICE SUPPLIES	3,500.00	188.80	188.80	188.80	3,311.20	5.39
271-000-791-000	BOOKS, MAGAZINES, PERIODICALS	20,000.00	1,848.51	1,848.51	965.59	18,151.49	9.24
271-000-801-000	PROFESSIONAL SERVICES	36,206.00	7,245.50	7,245.50	0.00	28,960.50	20.01
271-000-850-000	TELEPHONES	2,154.00	231.35	231.35	181.42	1,922.65	10.74
271-000-910-000	INSURANCE AND BONDS	300.00	0.00	0.00	0.00	300.00	0.00
271-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00	8,666.00	8,666.00	4,333.00	43,330.00	16.67
271-000-943-000	RENTAL OF EQUIPMENT	4,931.00	0.00	0.00	0.00	4,931.00	0.00
271-000-958-000	MEMBERSHIP AND DUES	425.00	236.00	236.00	0.00	189.00	55.53
271-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,600.00	0.00	0.00	0.00	1,600.00	0.00
Total Dept 000		579,357.00	85,722.44	85,722.44	38,048.66	493,634.56	14.80
<b>TOTAL EXPENDITURES</b>							
		579,357.00	85,722.44	85,722.44	38,048.66	493,634.56	14.80
<b>Fund 271 - LIBRARY FUND:</b>							
<b>TOTAL REVENUES</b>							
		597,801.00	1,951.09	1,951.09	1,951.09	595,849.91	0.33
<b>TOTAL EXPENDITURES</b>							
		579,357.00	85,722.44	85,722.44	38,048.66	493,634.56	14.80
<b>NET OF REVENUES &amp; EXPENDITURES</b>							
		18,444.00	(83,771.35)	(83,771.35)	(36,097.57)	102,215.35	454.19
<b>TOTAL REVENUES - ALL FUNDS</b>							
		600,801.00	1,951.09	1,951.09	1,951.09	598,849.91	0.32
<b>TOTAL EXPENDITURES - ALL FUNDS</b>							
		599,357.00	86,523.79	86,523.79	38,850.01	512,833.21	14.44
<b>NET OF REVENUES &amp; EXPENDITURES</b>							
		1,444.00	(84,572.70)	(84,572.70)	(36,898.92)	86,016.70	5,856.84



## Monthly Use Measures

Use Measure	July 23	August 23	Difference
Items Checked Out (Physical)	4417	4711	6.7%
Items Checked Out (Digital)	1164	1214	4.3%
Library Visitors	4241	x	#VALUE!
Network Use (Wi-Fi)	778	664	-14.7%
Network Use (Wired)	581	610	5.0%
Hold Activity	308	357	15.9%
New Users	75	85	13.3%
Electronic Subscription Sessions	436	162	-62.8%
Program Attendance	472	415	-12.1%
Tech Assistance	421	463	10.0%

## Prior Year Comparison

Use Measure	August 22	August 23	Difference
Items Checked Out (Physical)	4762	4711	▼ -1.1%
Items Checked Out (Digital)	1127	1214	▲ 7.7%
Library Visitors	4345	x	#VALUE!
Network Use (Wired)	636	610	▼ -4.1%
Hold Activity	409	357	▼ -12.7%
New Users	61	85	▲ 39.3%
Electronic Subscription Sessions	980	162	▼ -83.5%
Program Attendance	348	415	▲ 19.3%

## Escanaba Public Library Events PSAs for October 2023

\*Ink Society, a local writers' group, will meet at the Escanaba Public Library on Saturday, October 7 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, Instagram, and Twitter.

\* There's a new student book club at the Escanaba Public Library! Students ages 10-13 are invited to take part. This group will meet on the first Saturday of each month beginning on Saturday, October 7 at 1:30 p.m. Space is limited, so please call 906-789-7328 to make reservations. For more information visit our website at [www.escanabalibrary.org](http://www.escanabalibrary.org) or follow the library on Facebook, Instagram, and Twitter.

\*Lego Club will meet at 1:00 p.m. on Saturday, October 14 in the Children's Story Room. This month's theme is "Spooky, Scary, Creepy" 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, Instagram, and Twitter.

\*The Escanaba Public Library invites the public to come to our Local Author Fair on Saturday, October 14 from 1:00-2:45 p.m. at the library. The event will give patrons the opportunity to meet local authors and buy their books. This event is supported by 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, Instagram, and Twitter.

\*The Escanaba Public Library is hosting author Suzi Banks Baum on Thursday, October 19 at 4:00 p.m. for "There's No Place Like Home: A Writing Workshop and Public Reading." Join the author as she shares her newly published work set in Lakeview Cemetery. Create your own stories inspired by where you grew up. This event, sponsored by the Friends of the Escanaba Public Library, is free and open to the public (ages 12-adult). Participants are asked to bring paper and a pencil. For more information visit our website at [www.escanabalibrary.org](http://www.escanabalibrary.org) or follow the library on Facebook, Instagram and Twitter.

\*The Children's Room of the Escanaba Public Library is hosting an afternoon of Craft Fun on Saturday, October 21 at 1:30 p.m. This event will take place in the Story Room and will be held monthly on the third Saturday. Materials will be provided. For more information visit our website at [www.escanabalibrary.org](http://www.escanabalibrary.org) or follow the library on Facebook, Instagram and Twitter.

\*Toddler Time is back! The Escanaba Public Library's Children's Room fall Toddler Time session begins on Wednesday, October 25 at 10:30 a.m. and will go for six weeks through Wednesday, November 29. Due to space limitations, reservations are 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, Instagram and Twitter.

\*The Children's Room of the Escanaba Public Library is hosting a Beginner's Art Class led by Diana Lange on Saturday, October 28 at 1:30 p.m. This event will take place in the Story Room. Class size is limited, so please call 906-789-7328 to make reservations. Materials will be provided. For more information visit our website at [www.escanabalibrary.org](http://www.escanabalibrary.org) or follow the library on Facebook, Instagram and Twitter.

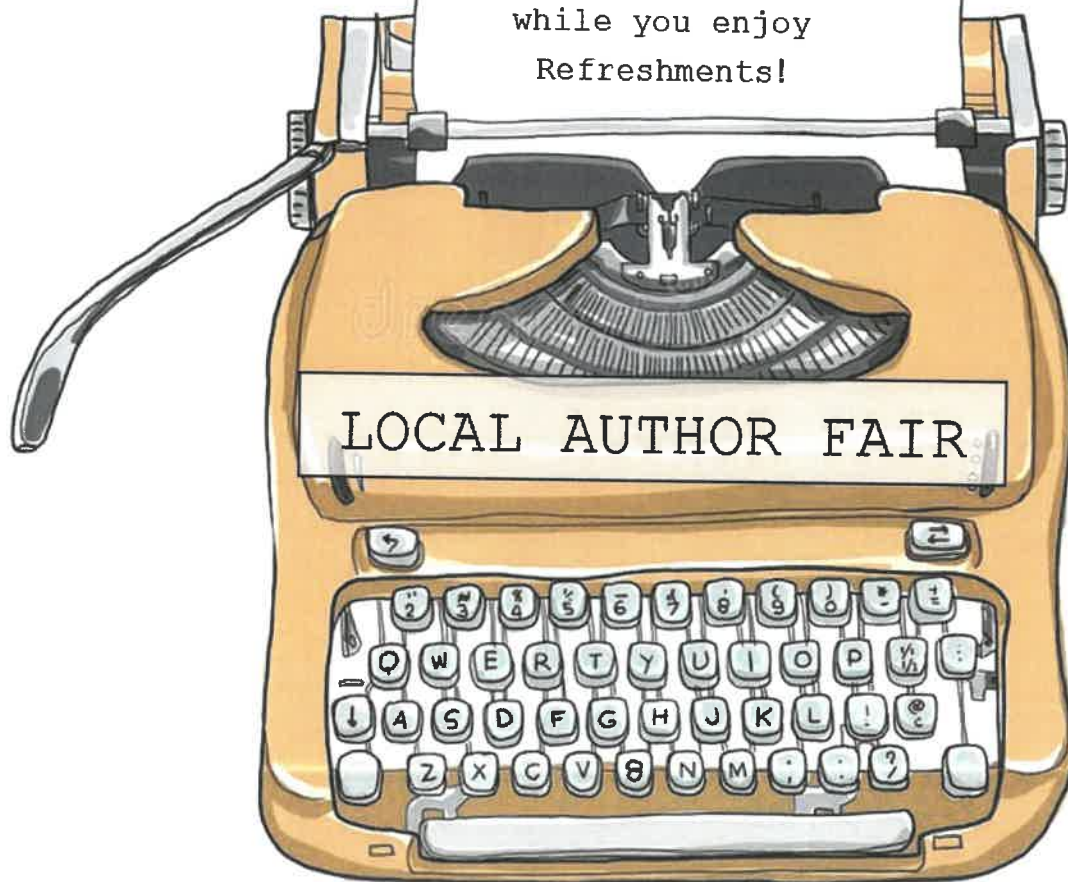


# Bookmobile Outreach

MONTH	EVENT	TARGET AUDIENCE	ATTENDANCE
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
<b>Total Outreach</b>			<b>855</b>

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!



Saturday, October 14, 1:00–2:45 p.m.

Supported by the Friends of the Escanaba Public Library



  
ESCANABA  
PUBLIC LIBRARY

For more information 906-789-7333 / [www.escanabalibrary.org](http://www.escanabalibrary.org)  
400 Ludington St. in Downtown Escanaba, MI 49829