ISHPEMING CARNEGIE
PUBLIC LIBRARY

Library Board Meeting
Thursday, April 21, 2022
7:00pm-8:00pm (ET)
Margaret Dundon Reading Room

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes from March 17, 2022 meeting

4. Public Participation

5. Librarian's Report
   a. Circulation
   b. Calendar of events
   c. Budget Report
   d. Book Bills
   e. Friends of the Library
   f. Sustainable Shelves
   g. Beanstack
   h. COVID-19

6. Communications

7. Unfinished Business
   a. Discuss resuming in-person programming for youth

8. New Business

9. Public Participation

10. Date of next meeting: Thursday, May 19, 2022 at 7:00 pm

11. Adjournment

Ishpeming Carnegie Public Library

Board Minutes March 17, 2022

Present: Elyse Bertucci, Darren Boldt, Stacie Nardi, Paul Olson and Brooke Routhier. Jesse Shirtz, Library Director was present. City Council (not in attendance/Elizabeth Firby). Absent: None. Public: None.

Meeting called to order at 7:03 PM.

Motion by Elyse Bertucci seconded by Darren Boldt, to approve the February 17, 2022 meeting minutes as presented. Motion passed.

Public Participation: None

Librarian's Report: Jesse Shirtz, Library Director, presented the monthly library report for February. The library was closed for COVID for nearly a full year from March 14, 2020 through March 2, 2021. Library hours were extended as of May 4, 2021. Jesse presented at the Michigan Reading Association annual conference announcing the 2022 winners and 2023 nominees for best books as voted by Michigan youth. The association website is michiganreading.org. Patrons listed as educators had not previously been sent to Unique Management for items but will be going forward. 2020 Census numbers were received and the population information the library uses has been updated. The library service area population decreased by 654 people which is a 4.8% decrease between 2010 and 2020. The total service area population is 13,055 as of 2020.

Circulation: Increased in February as did attendance. There have been a lot of computer issues. This was a partial month for the new door counter.

Calendar of events: Take and Makes are being done weekly. Teen and Tween Book Clubs continue to meet via Zoom.

Budget report: Presented with invoice copies. The library posted time elapse videos of the incoming new books. Space for new books is one of the considerations for weeding the library collection.

Friends of the library: The March meeting was held last week. There was no action on the decision to become a 501C3 nonprofit. A donation of $1,000 was made to the library.

Sustainable Shelves: A total of 1,223 books have been sent to the service (total credit so far is $157.89). A request will be made to make this a permanent service.

Beanstack: TV6 will be running a spot on Beanstack. They came to the library to cover the Take and Makes and added a spot on Beanstack. Information on accounts and activities was provided. The program allows for various tools to assess participants. The April theme is " Spring into Reading".

COVID-19: The local community transmission is low and the risk level is currently low. There was a discussion on the Plexiglas barriers at the counter. The City Manager had suggested that they could be removed. The board discussed a new variant that is circulating in Europe and tourist season starting. The board recommended leaving the barriers in place at this time.

Communications: none

Unfinished Business:

- District Library/Library Cooperatives has selected a new Director which could allow for discussion of district libraries and township contracts to resume. No update this month.

- Children's room redesign: Rethinking Libraries provided a proposal for services. Additional proposals will be requested. The Friends of the Library has agreed to cover up to $15,000 for the renovation plan. No updates this month.
- The Friends of the Library started discussions for an endowment. The first step would be establishing an appropriate status for the group such as an incorporated nonprofit which has been initiated. No update this month.
- Adult outreach. City news letter or Facebook page would be options. Bookmarks for Libby could be distributed. No update this month.
- Senior Center facility library book check out option request. Discussions are on going within the library staff on options. No update this month.
- Donation letter request – A draft Independence Day donation letter was provided. The letter could also be available at the desk when the summer programming increases attendance.
- In person programming. More requests for library class visits are coming in. A motion was made by Elyse Bertucci and seconded by Darren Boldt to allow in person school based tours/field trips following the Library's pandemic reopening addendum. Motion passed.
- Pandemic Reopening Plan – Addendum. The CDC has changed the rating levels for communities. The Pandemic Reopening Plan had been amended to reflect the updated CDC community level ratings. A motion was made by Brooke Routhier and seconded by Darren Boldt to update the language as presented to reflect the CDC community rating. Motion passed.

New Business:

- Adopt 2021 Annual Report. The annual report was provided. A motion was made by Elyse Bertucci and seconded by Brooke Routhier to approve the report with minor edits (Friends of the Library open positions and one page with color that should be changed for readability). Motion passed.
- City Council reporting. The City Manager has requested quarterly reports from Department Heads to City Council. Longterm project plans/priorities were requested to be included. The current "wish list/proposed items: roof evaluation, floor repair, digitize local history records, outdoor program space/parking, increase library hours/staffing, HVAC update, computer upgrades, Children's Room upgrades, library art display improvement.

Public Participation: None

Next meeting is April 21, 2022 7:00PM in person at the Library.

A motion was made by Brooke Routhier and seconded by Elyse Bertucci at 8:40 PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

Brooke Routhier

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Monthly Report for the April 21, 2022 Meeting

Library closed to the public due to COVID-19 March 14, 2020 - March 2, 2021.

Attendance
March 2022: 2,538 (+1,037)
February 2021: 1501

Circulation
March 2022: 5678 (+948)
4602 *checkouts*
1076 downloadables
February 2021: 4730
3818 *checkouts*
912 downloadables

Computer Usage (8 adult patron, 1 kid patron computers available for use.)
March 2022: not available ()
Computer logins: 216
WiFi connections (inc.): wi-fi #s not available
Webpage Visits (inc.): 1544

February 2021: 1754
Computer logins: 183
WiFi connections (inc.): 247
Webpage Visits (inc.): 1324

Patron Interlibrary Loans
March Borrowed: 438
March Loaned: 288

Library Cardholders (Mar): 5,364

Users registered in March: 30

Unique Management (Mar)
Recovered Material: $234.99
Recovered Cash: $0.00
Waived: $10.00
Total: $244.99

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Township Statistics

+/- In comparison to the previous month.

Champion Township
Population: 250 (-47)
Cardholders
March 2022: 184 (+2)
Checkouts
March 2022: 106 (+8)

Ely Township
Population: 1,900 (-52)
Cardholders
March 2022: 297 (=)
Checkouts
March 2022: 236 (+36)

Humboldt Township
Population: 328 (-136)
Cardholders
March 2022: 51 (-2)
Checkouts
March 2022: 53 (+20)

Ishpeming Township
Population: 3,392 (-121)
Cardholders
March 2022: 553 (+4)
Checkouts
March 2022: 334 (+11)

Tilden Township
Population: 1,045 (+32)
Cardholders
March 2022: 162 (=)
Checkouts
March 2022: 72 (+5)

Ishpeming City
Population: 6,140 (-330)
Cardholders
March 2022: 3669 (+13)
Checkouts
March 2022: 2137 (+493)

Upcoming Events

April 21 at 7:00 Library Board Meeting
April 1-30: Spring Into Reading! on Beanstack
April 1-30: Poetry Month (Ages 5-10 & Ages 11-18) on Beanstack
April 19: Take & Make: Coffee Filter Butterflies
April 19 at 11:00: Virtual Tot Tuesday Storytime on Zoom
April 19 at 2:00: ICPL Book Club for *The Liar's Dictionary* by Eley Williams
April 20 at 6:00: ICPL Book Club for *The Liar's Dictionary* by Eley Williams
April 23 at 12:30: Tween Book Club for *Before the Ever After* by Jacqueline Woodson & *Fifty-Four Things Wrong with Gwendolyn Rogers* by Caela Carter on Zoom
April 26: Take & Make: Paper Garden
April 26 at 11:00: Virtual Tot Tuesday Storytime on Zoom
April 27 at 6:00: Celebrate Poetry with Troy Graham & Marty Achatz
April 28: Tween/Teen Take & Make: Mini Puzzle
April 30: Teen Book Club for *All of Us Villains* by Amanda Foody on Zoom
May 12 at 7:00: Friends of the Library meeting
May 19 at 7:00: Library Board Meeting

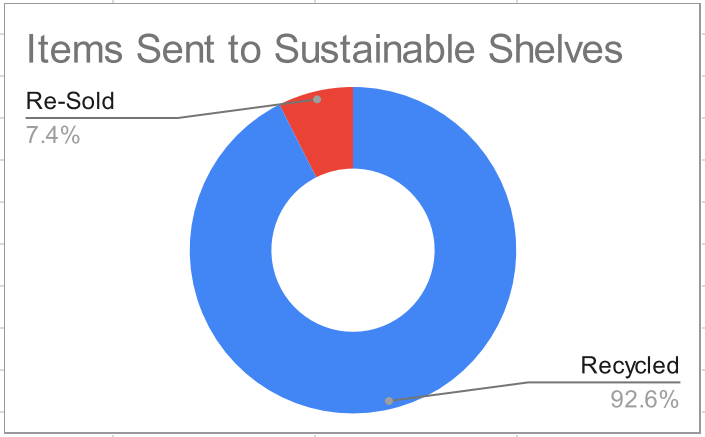
2022 Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget $	Remaining Budget %
975-000	Building Improvements	$ -	$ 1,000.00	$ 1,000.00	100.00%
982-006	Carpeting	$ -	$ 4,000.00	$ 4,000.00	100.00%
980-007	PC Workstations	$ 200.00	$ 200.00	$ -	0.00%
982-000	Books	$ 4,938.40	$ 20,000.00	$ 15,061.60	75.31%
982-001	Periodicals	$ 1,026.82	$ 2,500.00	$ 1,473.18	58.93%
982-002	DVDs	$ 212.00	$ 2,000.00	$ 1,788.00	89.40%
982-003	CDs	$ 894.75	$ 4,000.00	$ 3,105.25	77.63%
727-000	Office Supplies	$ 877.47	$ 3,015.00	$ 2,137.53	70.90%
727-001	Special Programs	$ 354.43	$ 2,000.00	$ 1,645.57	82.28%
740-000	Operating Supplies	$ 539.64	$ 1,100.00	$ 560.36	50.94%
775-000	Repair & Maintenance Su	$ 286.98	$ 520.00	$ 233.02	44.81%
801-000	Professional Services	$ 973.65	$ 3,950.00	$ 2,976.35	75.35%
860-000	Transportation & Meals	$ -	$ 500.00	$ 500.00	100.00%
930-000	Repairs & Maintenance	$ 766.71	$ 3,650.00	$ 2,883.29	78.99%
957-000	Training	$ -	$ 500.00	$ 500.00	100.00%
566-000	State Aid	$ 6,368.16	$ 17,100.00	$ 10,731.84	62.76%
268	Special Funds	$ 1,124.00	$ 15,000.00	$ 13,876.00	92.51%
	TOTAL	**$ 18,563.01**	**$ 81,035.00**	**$ 62,471.99**	**77.09%**

2022 Monthly Expenses

Account	Account Title	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	2022
975-000	Building Improv	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
980-000	Computer	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
980-007	PC Workstation	$ 200.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 200.00
982-000	Books	$ 1,105.36	$ 1,905.08	$ 1,927.96	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,938.40
982-001	Periodicals	$ -	$ 634.83	$ 102.00	$ 289.99	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,026.82
982-002	DVDs	$ 212.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 212.00
982-003	CDs	$ 226.96	$ 253.32	$ 181.72	$ 232.75	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 894.75
727-000	Office Supplies	$ 742.06	$ -	$ 135.41	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 877.47
727-001	Special Progran	$ 150.00	$ 47.49	$ 156.94	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 354.43
740-000	Operating Supp	$ 336.74	$ 202.90	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 539.64
775-000	Repair & Mainte	$ 211.95	$ 25.01	$ 25.01	$ 25.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 286.98
801-000	Professional Se	$ 323.85	$ 338.95	$ 292.95	$ 17.90	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 973.65
860-000	Transportation &	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
930-000	Repairs & Maint	$ 183.96	$ 340.77	$ 241.98	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 766.71
957-000	Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
566-000	State Aid	$ 1,583.84	$ 1,275.00	$ 324.04	$ 3,185.28	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,368.16
268	Special Funds	$ 1,124.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,124.00
	Total	**$ 6,400.72**	**$ 5,023.35**	**$ 3,388.01**	**$ 3,750.93**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 18,563.01**

Sustainable Shelves				
List Date	**Total # books**	**# recycled**	**# re-sold**	**$ credit earned**
4/7/2021	15	15	0	$0.50
6/16/2021	91	80	11	$18.80
7/12/2021	175	152	23	$32.84
8/5/2021	133	109	24	$26.93
10/8/2021	111	97	14	17.52
11/9/2021	141	132	9	16.95
1/13/2022	178	156	22	19.37
2/10/2022	379	360	19	24.98
3/10/2022	521	489	32	40.08
4/11/2022	432	424	8	22.58
TOTAL:	**2176**	**2014**	**162**	**$220.55**



Beanstack - March 2022

Beanstack Monthly Registration & Participation Totals

Month	New Accounts	New Readers	Completed Activities	Completed Activity Badges	Logged Books	Logged Minutes
April 2022*	4	4	0	0	676	18,800
March 2022	10	10	21	11	810	20,323
February 2022	7	7	31	25	828	20,732
January 2022	1	1	31	11	1,263	21,134
December 2021	7	7	69	29	1,037	17,906
November 2021	2	2	55	34	1,176	34,164
October 2021	47	47	55	19	1,030	25,002
TOTAL:	**78**	**78**	**262**	**129**	**6,820**	**158,061**

*Partial month; report generated 4/18/2022

March 2022 IditaRead Reading Challenge: Local Area Participation Totals

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	7	3	1,006	0	9,696
Ely Township	2	0	223	0	8,380
Humboldt Township	0	0	0	0	0
Ishpeming Township	2	0	36	0	682
Tilden Township	3	0	14	0	114
Negaunee	0	0	0	0	0
Other	2	0	176	0	979
No Local Area	0	0	0	0	0
TOTAL:	**16**	**3**	**1,455**	**0**	**19,851**

*This challenge only counted minutes read, not books.

Pandemic Reopening Plan - Addendum

Approved 21 October 2021, Updated: 2 December 2021, Updated: 17 March 2022

The following is the library's plan for operating during a time of continued pandemic concern. This plan is approved by the Library Board, but is not intended to supersede or change any library or City of Ishpeming employment policies.

The following levels of operation will use CDC data regarding community levels in Marquette County. The library reserves the right to change the level of operation if the community levels in surrounding counties reach "High".

Requirements During All Levels.

1. Staff and patrons should follow physical distancing guidelines. Patrons failing to follow proper physical distancing guidelines may not receive one-on-one staff assistance.
2. Per the CDC guidelines, patrons with an infectious illness such as the flu must not enter the library until at least twenty-four (24) hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.
3. Patrons should not enter the library with symptoms of an infectious disease.
4. The library shall provide notice on the library doors of the patron responsibility requirements currently in effect. The Library Director has authority to approve the requirements and notices.
5. Any requirements for staff safety precautions will be adopted separately and the staff will be informed.
6. The Library Director shall determine the cleaning protocols for all stages.

LEVEL 1: LIBRARY OPEN FOR REGULAR BUSINESS
Marquette County Community Level - Low
All library services available without restrictions.

- Masking recommended for patrons over the age of 5.
- In-person library programming may require masking.
- Regular operating hours.

LEVEL 2: LIBRARY OPEN TO THE PUBLIC WITH SOME LIMITATIONS
Marquette County Community Level - Medium
All library services available - some restrictions may apply such as:

- Masking requested for patrons over the age of 5.
- Masking requested for staff when in non-staff only areas.
- Meeting room capacities may be limited.
- Physical distancing measures may be put in place for public computers and other seating areas. Amount of time that patrons are allowed on computers may be reduced.
- In-person programming may require masking regardless of vaccination status. Some in-person programming may be canceled.
- Hours of operation may be adjusted if required by staffing availability.
- Food and beverages not permitted.

LEVEL 3: LIBRARY OPEN WITH STRICT LIMITATIONS
Marquette County Community Level - High
All library services available - restrictions may apply such as:

- Masking expected for all patrons over the age of 5.
- Masking expected for staff when in non-staff only areas.
- Meeting room reservations may be canceled or held with strict capacity limits.
- Physical distancing measures will be put in place for public computers and other seating areas. Amount of time that patrons are allowed on computers may be reduced.
- In-person programming may be canceled. If held, in-person programming will require masking.
- Hours of operation may be adjusted if required by staffing availability.
- Curbside and other distancing measures may be taken if community transmission rates or staff safety warrant.
- Food and beverages not permitted.

Note: The Library Director and Library Board of Trustees may adjust the library's response to meet emergent needs.