ISHPEMING CARNEGIE
PUBLIC LIBRARY

Library Board Meeting
Thursday, February 17, 2022
7:00pm-8:00pm (ET)
Margaret Dundon Reading Room

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes from January 27, 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. Children's Room renovation update
   b. Discuss resuming in-person programming for youth

8. New Business

9. Public Participation

10. Date of next meeting: Thursday, March 17, 2022 at 7:00 pm

11. Adjournment

Ishpeming Carnegie Public Library

Board Minutes January 27, 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 7:01 PM.

Motion by Darren Boldt seconded by Paul Olson, to approve the December 2, 2021meeting minutes as presented. Motion passed.

Public Participation: None

Librarian's Report: Jesse Shirtz, Library Director, presented the monthly library report for November and December. 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.

Circulation: decreased in November and December which is typical. Return on Investment for the library circulation was provided.

Calendar of events: Adult book club has moved indoors distanced and masked. Beanstack for February is "For the Love of Reading". Teen and Tween Book Clubs continue to meet via Zoom.

Budget report: Presented with invoice copies. We are still waiting for funding assignment for the cost of the elevator, boiler cost, and now AC repairs as all were unbudgeted. More heating work had to be completed this month.

Friends of the library: Decision has been made to become a 501(c)3 nonprofit at their December meeting. Their next meeting will be in March.

Sustainable Shelves: Weeded or donated book service. This service is continuing to provide a good value to the library (total credit so far is $132).

Beanstack: Information on accounts and activities was provided. A total of 93,768 minutes of reading have been logged since October. The program allows for various tools to assess participants.

COVID-19: no updates at this time.

Communications: Options for the donation of stocks to the library is in progress through the City. A follow up meeting with the City Attorney and Manager will be held.

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 have been requested. The Friends of the Library has agreed to cover up to $15,000 for the renovation plan.
- The door counter is still not working and manual counts are being done. New door counters have been ordered. The new counters will provide a breakdown of traffic by hour and cost roughly $600 each.

- 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. Community funds would provide 4.5% of the endowment annually.
- Adult outreach – Some Take Aways (similar to the Take and Make) for adult have been provided and have been popular. City newsletter or Facebook page would be options.
- Senior Center facility library book check out option request. Discussions are on going within the library staff on options.
- SLC Board of Directors now allows library staff to be on the board for the cooperative. They meet four times a year in person in Marquette. The voting seats have been filled. Darren and Elyse may be interested if they are taking non-voting members.
- Donation letter request – an annual letter that can be tie to a highlight time such as 4th of July. The letter could also be available at the desk when the summer programming increases attendance. Suggest noting it is an "annual request". No update this month.
- A request will be sent to the City Manager to provide information on the request to allocate the approved part time line item to increase the part time salaries in addition to increased hours. This will require city council approval. The wages for part time library employees are over $2.00 per hour below area library wages.

New Business:

- In person programming was discussed. The goal is to return to in person youth programming as soon as possible with the covid conditions. Transmission had been low in the schools until recently. In person youth programming should be reviewed every month.

Public Participation: none

Next meeting is February 17, 2021 7:00PM in person at the Library.

A motion was made by Brooke Routhier and seconded by Elyse Bertucci at 8:03 PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

Brooke Routhier

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PUBLIC LIBRARY

Monthly Report for the February 17, 2022 Meeting

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

Attendance
January 2022: 1256 (+130)
December 2021: 1126

Circulation
January 2022: 4364 (+659)
3672 *checkouts*
692 downloadables
December 2021: 3705
3170 *checkouts*
535 downloadables

Computer Usage (8 adult patron, 1 kid patron computers available for use.)
January 2022: 1936(+346)
Computer logins: 128
WiFi connections (inc.):323
Webpage Visits (inc.): 1485

December 2021: 1590 (-163)
Computer logins: 154
WiFi connections (inc.): 201
Webpage Visits (inc.): 1235

Patron Interlibrary Loans
January Borrowed: 425
January Loaned: 252

Library Cardholders (Jan): 5319

Users registered in January: **28**

Unique Management (Jan)
Recovered Material: $381.88
Recovered Cash: $68.99
Waived: $25.75
Total: $476.62

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Township Statistics

+/- In comparison to the previous month.

Champion Township
Population: 297
Cardholders
January 2022: 182 (+1)
Checkouts
January 2022: 80 (-75)

Ely Township
Population: 1,952
Cardholders
January 2022: 293 (=)
Checkouts
January 2022: 172 (-72)

Humboldt Township
Population: 464
Cardholders
January 2022: 53 (=)
Checkouts
January 2022: 35 (-13)

Ishpeming Township
Population: 3,513
Cardholders
January 2022: 546 (+4)
Checkouts
January 2022: 314 (+59)

Tilden Township
Population: 1,013
Cardholders
January 2022: 161 (=)
Checkouts
January 2022: 48 (-47)

Ishpeming City
Population: 6,470
Cardholders
January 2022: 3644 (+10)
Checkouts
January 2022: 1561 (+291)

Upcoming Events

February 17 at 7:00: Library Board Meeting
February 18 at 12:00: Tween/Teen Take & Make: Fabric Hoops
February 19 at 12:30: Tween Book Club, *Absolutely Truly* by Heather Vogel Frederick & *A Soft Place to Land* by Janae Marks on Zoom
February 22: Take and Make: Paper Pokeball Craft
February 25 at 12:00: Tween/Teen Take & Make: Break-In Bags
February 1-28: For the Love of Reading challenge on Beanstack
March 1-31: IditaRead reading challenge on Beanstack
March 3 or 10 at 7:00: Friends of the Library meeting (date TBD)
March 12 at 1:00: Teen Book Club, *Donuts and Other Proclamations of Love* by Jared Reck on Zoom
March 17 at 7:00 Library Board Meeting

2021 Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget $	Remaining Budget %	
975-000	Building Improvements	$ -	$ -	$ -	-	
980-000	Computer	$ -	$ -	$ -	-	
980-007	PC Workstations	$ -	$ -	$ -	-	
982-000	Books	$ 21,834.69	$ 21,872.57	$ 37.88	0.17%	Original budget: $17,600 + donations/transfers $4,272.57 = $21,872.57
982-001	Periodicals	$ 1,809.45	$ 2,590.00	$ 780.55	30.14%	Original budget $2,440 + donations $150 = $2,590
982-002	DVDs	$ 2,620.30	$ 2,930.00	$ 309.70	10.57%	
982-003	CDs	$ 3,464.83	$ 3,420.00	$ (44.83)	-1.31%	
727-000	Office Supplies	$ 2,901.28	$ 3,015.00	$ 113.72	3.77%	
727-001	Special Programs	$ 1,668.34	$ 1,670.00	$ 1.66	0.10%	
740-000	Operating Supplies	$ 1,074.71	$ 1,100.00	$ 25.29	2.30%	
775-000	Repair & Maintenance Su	$ 354.04	$ 520.00	$ 165.96	31.92%	
801-000	Professional Services	$ 3,970.33	$ 3,950.00	$ (20.33)	-0.51%	
860-000	Transportation & Meals	$ -	$ -	$ -	-	
930-000	Repairs & Maintenance	$ 6,692.67	$ 3,650.00	$ (3,042.67)	-83.36%	
956-000	Miscellaneous	$ -	$ -	$ -	-	
566-000	State Aid	$ 15,924.34	$ 16,500.00	$ 575.66	3.49%	
268	Special Funds	$ 8,121.97	$ 10,000.00	$ 1,878.03	18.78%	
	TOTAL	**$ 70,436.95**	**$ 71,217.57**	**$ 780.62**	**1.10%**	

2021 Monthly Expenses

Account	Account Title	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	2021
975-000	Building Improv	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
980-000	Computer	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
980-007	PC Workstation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
982-000	Books	$ 2,149.36	$ 1,467.84	$ 1,943.74	$ 1,596.32	$ 1,382.14	$ 1,677.82	$ 2,462.34	$ 795.30	$ 1,900.80	$ 2,102.79	$ 2,435.93	$ 1,920.31	$ 21,834.69
982-001	Periodicals	$ -	$ 199.50	$ 539.88	$ 421.94	$ 498.13	$ 30.00	$ -	$ -	$ 120.00	$ -	$ -	$ -	$ 1,809.45
982-002	DVDs	$ -	$ -	$ -	$ -	$ 330.80	$ -	$ 173.93	$ -	$ 602.38	$ -	$ 1,322.89	$ 190.30	$ 2,620.30
982-003	CDs	$ 34.99	$ 69.98	$ 64.98	$ 669.16	$ 402.71	$ 90.94	$ 292.48	$ 269.72	$ 154.93	$ 285.92	$ 308.94	$ 820.08	$ 3,464.83
727-000	Office Supplies	$ 46.88	$ 124.60	$ 358.54	$ 414.73	$ 65.08	$ 69.99	$ 504.60	$ 201.71	$ -	$ 554.95	$ 289.00	$ 271.20	$ 2,901.28
727-001	Special Progran	$ 50.00	$ 17.30	$ 254.63	$ -	$ -	$ -	$ -	$ 935.00	$ 228.33	$ 60.23	$ 78.92	$ 43.93	$ 1,668.34
740-000	Operating Supp	$ 92.28	$ 529.85	$ 99.19	$ 7.28	$ 16.49	$ 65.51	$ -	$ -	$ 264.11	$ -	$ -	$ -	$ 1,074.71
775-000	Repair & Mainte	$ 25.01	$ 25.01	$ 25.01	$ 25.01	$ 25.01	$ 103.94	$ 25.01	$ 25.01	$ 25.01	$ 25.01	$ 25.01	$ -	$ 354.04
801-000	Professional Se	$ 211.00	$ 616.65	$ 432.93	$ 211.95	$ 211.00	$ 269.85	$ 241.35	$ 229.30	$ 161.90	$ 268.20	$ 312.40	$ 803.80	$ 3,970.33
860-000	Transportation &	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
930-000	Repairs & Maint	$ 1,335.86	$ 2,244.31	$ 91.98	$ 91.98	$ 116.98	$ 116.98	$ 44.21	$ 1,281.21	$ 66.98	$ 91.98	$ 116.98	$ 1,093.22	$ 6,692.67
956-000	Miscellaneous	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
566-000	State Aid	$ -	$ -	$ 3,092.20	$ 2,978.24	$ -	$ 4,441.29	$ -	$ 2,973.84	$ 338.58	$ 1,883.36	$ 216.83	$ -	$ 15,924.34
268	Special Funds	$ -	$ -	$ -	$ 201.19	$ 2,820.73	$ 347.74	$ 2,219.74	$ 716.85	$ 642.48	$ 420.00	$ 753.24	$ -	$ 8,121.97
	Total	**$ 3,945.38**	**$ 5,295.04**	**$ 6,903.08**	**$ 6,617.80**	**$ 5,869.07**	**$ 7,214.06**	**$ 5,963.66**	**$ 7,427.94**	**$ 4,505.50**	**$ 5,692.44**	**$ 5,860.14**	**$ 5,142.84**	**$ 70,436.95**

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	$ 153.10	$ 20,000.00	$ 19,846.90	99.23%
982-001	Periodicals	$ 34.95	$ 2,500.00	$ 2,465.05	98.60%
982-002	DVDs	$ 212.00	$ 2,000.00	$ 1,788.00	89.40%
982-003	CDs	$ 370.10	$ 4,000.00	$ 3,629.90	90.75%
727-000	Office Supplies	$ 742.06	$ 3,015.00	$ 2,272.94	75.39%
727-001	Special Programs	$ 150.00	$ 2,000.00	$ 1,850.00	92.50%
740-000	Operating Supplies	$ 336.74	$ 1,100.00	$ 763.26	69.39%
775-000	Repair & Maintenance Su	$ 236.96	$ 520.00	$ 283.04	54.43%
801-000	Professional Services	$ 323.85	$ 3,950.00	$ 3,626.15	91.80%
860-000	Transportation & Meals	$ -	$ 500.00	$ 500.00	100.00%
930-000	Repairs & Maintenance	$ 183.96	$ 3,650.00	$ 3,466.04	94.96%
957-000	Training	$ -	$ 500.00	$ 500.00	100.00%
566-000	State Aid	$ 2,783.84	$ 17,100.00	$ 14,316.16	83.72%
268	Special Funds	$ 1,124.00	$ 15,000.00	$ 13,876.00	92.51%
	TOTAL	**$ 6,851.56**	**$ 81,035.00**	**$ 74,183.44**	**91.54%**

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	$ 94.72	$ 58.38	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 153.10
982-001	Periodicals	$ -	$ 34.95	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 34.95
982-002	DVDs	$ 212.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 212.00
982-003	CDs	$ 226.96	$ 143.14	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 370.10
727-000	Office Supplies	$ 742.06	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 742.06
727-001	Special Progran	$ 150.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 150.00
740-000	Operating Supp	$ 336.74	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 336.74
775-000	Repair & Mainte	$ 211.95	$ 25.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 236.96
801-000	Professional Se	$ 323.85	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 323.85
860-000	Transportation &	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
930-000	Repairs & Maint	$ 183.96	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 183.96
957-000	Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
566-000	State Aid	$ 1,583.84	$ 1,200.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,783.84
268	Special Funds	$ 1,124.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,124.00
	Total	**$ 5,390.08**	**$ 1,461.48**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 6,851.56**

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	
	1223	**1101**	**122**	**$157.89**	**TOTAL**

Beanstack Monthly Registration & Participation Totals						
Month	**New Accounts**	**New Readers**	**Completed Activities**	**Completed Activity Badges**	**Logged Books**	**Logged Minutes**
February 2022*	5	5	5	3	473	11027
January 2022	1	1	31	11	1263	21134
December 2021	7	7	69	29	1037	17906
November 2021	2	2	55	34	1176	34164
October 2021	47	47	55	19	1030	25002
*Partial month						