ISHPEMING CARNEGIE
PUBLIC LIBRARY

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

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes from February 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. Children's Room renovation [no update]
   b. Discuss resuming in-person programming for youth

8. New Business
   a. Adopt 2022 Annual Report

9. Public Participation

10. Date of next meeting: Thursday, April 21, 2022 at 7:00 pm

11. Adjournment

Ishpeming Carnegie Public Library

Board Minutes February 17, 2022

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

Meeting called to order at 7:03 PM.

Motion by Stacie Nardi seconded by Elyse Bertucci, to approve the January 27, 2021 meeting minutes as presented. Motion passed.

Public Participation: None

Librarian's Report: Jesse Shirtz, Library Director, presented the monthly library report for January. 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: Increased in January as did attendance. Return on Investment for the library circulation was provided.

Calendar of events: Take and Makes are being done weekly. Valentine's day events were successful (lava cakes). 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. 2021 invoices have all been received.

Friends of the library: No update this month. Decision has been made to become a 501C nonprofit at their December meeting. Their next meeting will be in March.

Sustainable Shelves: Weeded or donated book service (total credit so far is $157.89).

Beanstack: Information on accounts and activities was provided. The program allows for various tools to assess participants. The March theme is IditaRead for the Iditarod. Beanstack provides reading goals for individuals for milestones such as before kindergarten or graduation.

COVID-19: no updates 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.
- The door counters arrived today. Manual counts are still being done until they are installed and programmed. The new counters will provide by a breakdown of traffic by hour.
- 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. No update this month.
- Adult outreach. City news letter or Facebook page would be options. Bookmarks for Libby could be distributed.
- 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 – 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.
- The request to increase wages for part time library employees was approved, increasing them to $14/hour.
- In person programming was discussed. The goal is to return to in person youth programming as soon as possible with the covid conditions. A motion was made by Elyse Bertucci and seconded by Stacie Nardi to allow limited in person 10 years and up programs following the Library's pandemic reopening addendum. Motion passed.

New Business: None

Public Participation: None

Next meeting is March 17, 2022 7:00PM in person at the Library.

A motion was made by Elyse Bertucci and seconded by Brooke Routhier at 7:50 PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

Brooke Routhier

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Monthly Report for the March 17, 2022 Meeting

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

Attendance
February 2022: 1501 (+245)
January 2021: 1256

Circulation
February 2022: 4445 (+81)
3818 *checkouts*
627 downloadables
January 2021: 4364
3672 *checkouts*
692 downloadables

Computer Usage (8 adult patron, 1 kid patron computers available for use.)
February 2022: 1754 (-182)
Computer logins: 183
WiFi connections (inc.): 247
Webpage Visits (inc.): 1324

January 2021: 1936
Computer logins: 128
WiFi connections (inc.): 323
Webpage Visits (inc.): 1485

Patron Interlibrary Loans
February Borrowed: 478
February Loaned: 221

Library Cardholders (Feb): 5339

Users registered in February: **22**

Unique Management (Feb)
Recovered Material: $300.88
Recovered Cash: $0.00
Waived: $32.20
Total: $333.08

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PUBLIC LIBRARY

Township Statistics

+/- In comparison to the previous month.

Champion Township
Population: 250 (-47)
Cardholders
February 2022: 182 (=)
Checkouts
February 2022: 98 (+18)

Ely Township
Population: 1,900 (-52)
Cardholders
February 2022: 297 (=)
Checkouts
February 2022: 200 (+28)

Humboldt Township
Population: 328 (-136)
Cardholders
February 2022: 53 (=)
Checkouts
February 2022: 33 (-2)

Ishpeming Township
Population: 3,392 (-121)
Cardholders
February 2022: 549 (+3)
Checkouts
February 2022: 323 (+9)

Tilden Township
Population: 1,045 (+32)
Cardholders
February 2022: 162 (+1)
Checkouts
February 2022: 67 (+19)

Ishpeming City
Population: 6,140 (-330)
Cardholders
February 2022: 3656 (+12)
Checkouts
February 2022: 1644 (+83)

Upcoming Events

March 1-31: IditaRead reading challenge on Beanstack
March 12 at 1:00: Teen Book Club on Zoom for *Donuts and other Proclamations of Love* by Jared Reck
March 15: Take & Make: Mosaic Shamrocks
March 15 at 2:00: ICPL Book Club for *Cilka's Journey* by Heather Morris
March 16 at 6:00: ICPL Book Club for *Cilka's Journey* by Heather Morris
March 17 at 7:00 Library Board Meeting
March 19 at 12:30pm: Tween Book Club on Zoom for *From the Desk of Zoe Washington* by Janae Marks & *A Home for Goddesses and Dogs* by Leslie Connor
March 22: Take & Make: Scribble Art
March 29: Take & Make: Feeling Faces

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	$ 1,578.97	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,684.33
982-001	Periodicals	$ -	$ 634.83	$ 30.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 664.83
982-002	DVDs	$ 212.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 212.00
982-003	CDs	$ 226.96	$ 253.32	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 480.28
727-000	Office Supplies	$ 742.06	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 742.06
727-001	Special Progran	$ 150.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 150.00
740-000	Operating Supp	$ 336.74	$ 202.90	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 539.64
775-000	Repair & Mainte	$ 211.95	$ 25.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 236.96
801-000	Professional Se	$ 323.85	$ 53.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 377.55
860-000	Transportation &	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
930-000	Repairs & Maint	$ 183.96	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 183.96
957-000	Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
566-000	State Aid	$ 1,583.84	$ 1,275.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,858.84
268	Special Funds	$ 1,124.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,124.00
	Total	**$ 6,400.72**	**$ 4,023.73**	**$ 30.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 10,454.45**

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	$ 2,684.33	$ 20,000.00	$ 17,315.67	86.58%
982-001	Periodicals	$ 664.83	$ 2,500.00	$ 1,835.17	73.41%
982-002	DVDs	$ 212.00	$ 2,000.00	$ 1,788.00	89.40%
982-003	CDs	$ 480.28	$ 4,000.00	$ 3,519.72	87.99%
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	$ 539.64	$ 1,100.00	$ 560.36	50.94%
775-000	Repair & Maintenance Su	$ 236.96	$ 520.00	$ 283.04	54.43%
801-000	Professional Services	$ 377.55	$ 3,950.00	$ 3,572.45	90.44%
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	$ 2,858.84	$ 17,100.00	$ 14,241.16	83.28%
268	Special Funds	$ 1,124.00	$ 15,000.00	$ 13,876.00	92.51%
	TOTAL	**$ 10,454.45**	**$ 81,035.00**	**$ 70,580.55**	**87.10%**

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 - February 2022

Beanstack Monthly Registration & Participation Totals

Month	New Accounts	New Readers	Completed Activities	Completed Activity Badges	Logged Books	Logged Minutes
March 2022*	4	4	2	2	56	1,296
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:	**68**	**68**	**243**	**120**	**5,390**	**120,234**

*Partial month; report generated 3/2/2022

February 2022 For the Love of Reading Challenge: Local Area Participation Totals

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books	Logged Minutes
City of Ishpeming	11	1	680	0	7,035
Ely Township	2	0	180	0	8,795
Humboldt Township	0	0	0	0	0
Ishpeming Township	1	0	12	0	230
Tilden Township	0	0	0	0	0
Negaunee	0	0	0	0	0
Other	3	1	276	0	3,940
No Local Area	0	0	0	0	0
TOTAL:	**17**	**2**	**1,148**	**0**	**20,000**