ISHPEMING CARNEGIE
PUBLIC LIBRARY

Library Board Meeting
Thursday, September 15, 2022
7:00pm-8:00pm (ET)
Margaret Dundon Reading Room

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes from August 18, 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. Second Reading of updated Library Bill of Rights
   b. Second Reading of updated Library Privacy Act
   c. Second Reading of SLC Collection Development Policy
   d. Second Reading of SLC Request for Reconsideration of Digital Materials Policy
   e. Second Reading of Material Selection Policy
   f. Second Reading of Request for Reconsideration of Library Material Form

8. New Business
   a. Review of Library Board By-Laws
   b. Discuss creation of Public Participation Policy

9. Public Participation

10. Date of next meeting: Thursday, October 20, 2022 at 7:00 pm

11. Adjournment

Ishpeming Carnegie Public Library

Board Minutes August 18, 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 7:00 PM.

Motion by Elyse Bertucci seconded by Stacie Nardi, to approve the May 19, 2022 and June 30, 2022 meeting minutes as presented. Motion passed.

Public Participation: None.

Librarian's Report: Jesse Shirtz, Library Director, presented the monthly library reports for June and July. Library staff attended a workshop at Peter White and a virtual conference that were very informative.

- Circulation: Summer was again very active at the library. A total of 91 new cards issued in June. Unique Management continues to recover material.
- Calendar of events: Adult and teen book clubs and craft club activities continue. The crochet club has been popular.
- Budget report: Presented with invoice copies. The draft annual budget is in progress with City staff. Roof and boiler repairs are not in the budget, but were shared with City staff.
- Friends of the library: The Friends of the Library used book sale held in July was successful.
- Sustainable Shelves: A total of 3,095 books have been sent to the service (total credit so far is $286.39).
- Beanstack: Information on accounts and activities was provided. The logged book count since October 2021 is 10,430.
- COVID-19: no update this month.

Communications: Two donations were received for new book purchases. The donation campaign raised $1,200.

Unfinished Business:

- District Library/Library Cooperatives Director has offered to attend a future meeting to provide information on district libraries and township contracts and guidance on policy and public participation.
- 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.
- 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.
- Approval of Circulation policy: motion by Darren Boldt, second by Stacie Nardi to approve as provided. Motion passed.
- Review of the Library Bylaws was requested by Brooke Routhier to be added to upcoming agendas with a goal of updating them. Last revision was 2011. No update this month

New Business:

- First readings of :

DRAFT

    - Updated Library Bill of Rights
    - Updated Library Privacy Act
    - SLC Collection Development Policy
    - SLC Request for Reconsideration of Digital Material Policy
    - Tabled – Public Participation policy
    - Material selection policy
    - Request for Reconsideration of Library Material Form
- Public participation policy is tabled until the bylaw review

Public Participation: None

Next meeting is September 15, 2022 7:00PM in person at the Library.

A motion was made by Elyse Bertucci and seconded by Brooke Routhier at 8:52 PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

Brooke Routhier

DRAFT

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Monthly Report for the September 15, 2022 Meeting

Attendance
July 2022: 2,769
August 2022: 2,279 (-490)

Circulation
July 2022: 5,222
4,332 *checkouts*
890 downloadables
August 2022: 4,854 (-RLA)
4,199 *checkouts*
655+RLA downloadables

Computer Usage (10 adult patron, 1 kid patron computers available for use.
July 2022
Computer logins: 309 (-38)
WiFi connections (inc.): n/a
Webpage Visits (inc.): 1,634

August 2022
Computer logins: 315 (+6)
WiFi connections (inc.): n/a
Webpage Visits (inc.): 1,483

Patron Interlibrary Loans
August Borrowed: 477 (-36)
August Loaned: 239 (+34)

Library Cardholders (August): 5,540

Users registered in August: 40

Unique Management (August)
Recovered Material: $224.88
Recovered Cash: $50.00
Waived: $122.28
Total: $397.16

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Township Statistics

+/- In comparison to the previous month.

Champion Township
Population: 250
Cardholders
August 2022: 194 (+7)
Checkouts
August 2022: 141 (-2)

Ely Township
Population: 1,900
Cardholders)
August 2022: 308 (+2)
Checkouts
August 2022: 236 (-7)

Humboldt Township
Population: 328
Cardholders
August 2022: 53 (=)
Checkouts
August 2022: 73 (-3)

Ishpeming Township
Population: 3,392
Cardholders
August 2022: 564 (+3)
Checkouts
August 2022: 461 (+82)

Tilden Township
Population: 1,045
Cardholders
August 2022: 167 (+1)
Checkouts
August 2022: 58 (+6)

Ishpeming City
Population: 6,140
Cardholders
August 2022: 3787 (+20)
Checkouts
August 2022: 2106 (-123)

Upcoming Events

September: NASA's Artemis Project Reading Challenge on Beanstack
September 15 at 7:00: Library Board Meeting
September 16 at 11:15: Little Explorers
September 16 at 3:00: Tween/Teen Self-Care Friday
September 18-24: Banned Books Week Reading Challenge on Beanstack
September 20 at 2:00: ICPL Book Club for *Recursion* by Blake Crouch
September 21 at 6:00: ICPL Book Club for *Recursion* by Blake Crouch
September 22 at 5:00-7:00: Meet the Friends!
September 24 at 12:00: Crochet Club
October: Hallow-Read 2022 Reading Challenge on Beanstack
October: Slice of Reading/Pizza Month Reading Challenge on Beanstack
October 7 at 1:00: Afternoon Movie Showing of *Onward*
October 13 at 7:00: Friends of the Library Meeting
October 20 at 7:00: Library Board Meeting

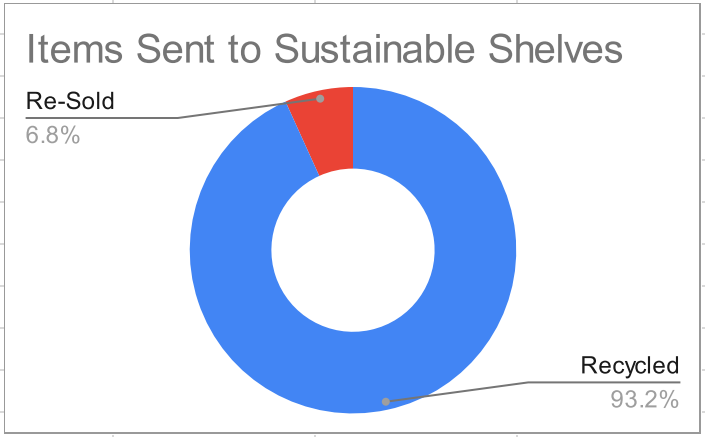
2022 Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget $	Remaining Budget %
975-000	Building Improvements	$ 683.92	$ 1,000.00	$ 316.08	31.61%
982-006	Carpeting	$ -	$ 4,000.00	$ 4,000.00	100.00%
980-007	PC Workstations	$ 200.00	$ 200.00	$ -	0.00%
982-000	Books	$ 12,884.86	$ 20,000.00	$ 7,115.14	35.58%
982-001	Periodicals	$ 2,319.74	$ 2,500.00	$ 180.26	7.21%
982-002	DVDs	$ 979.59	$ 2,000.00	$ 1,020.41	51.02%
982-003	CDs	$ 2,127.79	$ 4,000.00	$ 1,872.21	46.81%
727-000	Office Supplies	$ 2,414.51	$ 3,015.00	$ 600.49	19.92%
727-001	Special Programs	$ 1,779.68	$ 2,000.00	$ 220.32	11.02%
740-000	Operating Supplies	$ 835.27	$ 1,100.00	$ 264.73	24.07%
775-000	Repair & Maintenance Su	$ 709.82	$ 520.00	$ (189.82)	-36.50%
801-000	Professional Services	$ 3,352.83	$ 3,950.00	$ 597.17	15.12%
860-000	Transportation & Meals	$ -	$ 500.00	$ 500.00	100.00%
930-000	Repairs & Maintenance	$ 2,026.74	$ 3,650.00	$ 1,623.26	44.47%
957-000	Training	$ 100.00	$ 500.00	$ 400.00	80.00%
566-000	State Aid	$ 15,738.13	$ 17,100.00	$ 1,361.87	7.96%
268	Special Funds	$ 6,759.94	$ 15,000.00	$ 8,240.06	54.93%
	TOTAL	**$ 52,912.82**	**$ 81,035.00**	**$ 28,122.18**	**34.70%**

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	$ -	$ -	$ -	$ -	$ 683.92	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 683.92
980-000	Computer	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
980-007	PC Workstation	$ 200.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 200.00
982-000	Books	$ 1,110.88	$ 1,905.08	$ 2,078.66	$ 2,007.90	$ 722.03	$ 2,191.41	$ 2,006.72	$ 803.80	$ 58.38	$ -	$ -	$ -	$ 12,884.86
982-001	Periodicals	$ -	$ 634.83	$ 102.00	$ 289.99	$ 390.00	$ 515.09	$ 387.83	$ -	$ -	$ -	$ -	$ -	$ 2,319.74
982-002	DVDs	$ 212.00	$ -	$ 218.86	$ 230.52	$ 172.76	$ 145.45	$ -	$ -	$ -	$ -	$ -	$ -	$ 979.59
982-003	CDs	$ 226.96	$ 253.32	$ 181.72	$ 349.48	$ 321.89	$ 313.93	$ 208.97	$ 129.99	$ 141.53	$ -	$ -	$ -	$ 2,127.79
727-000	Office Supplies	$ 783.00	$ -	$ 374.69	$ -	$ 681.75	$ 194.30	$ 380.77	$ -	$ -	$ -	$ -	$ -	$ 2,414.51
727-001	Special Progran	$ 531.05	$ 47.49	$ 156.94	$ 26.99	$ -	$ 82.21	$ 935.00	$ -	$ -	$ -	$ -	$ -	$ 1,779.68
740-000	Operating Supp	$ 336.74	$ 202.90	$ 49.95	$ -	$ -	$ 20.11	$ 225.57	$ -	$ -	$ -	$ -	$ -	$ 835.27
775-000	Repair & Mainte	$ 211.95	$ 25.01	$ 25.01	$ 25.01	$ -	$ -	$ -	$ 422.84	$ -	$ -	$ -	$ -	$ 709.82
801-000	Professional Se	$ 323.85	$ 338.95	$ 292.95	$ 345.15	$ 757.65	$ 504.40	$ 428.23	$ 361.65	$ -	$ -	$ -	$ -	$ 3,352.83
860-000	Transportation &	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
930-000	Repairs & Maint	$ 183.96	$ 340.77	$ 241.98	$ 115.56	$ 847.79	$ 90.56	$ 90.56	$ 115.56	$ -	$ -	$ -	$ -	$ 2,026.74
957-000	Training	$ -	$ -	$ -	$ 20.00	$ -	$ 80.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 100.00
566-000	State Aid	$ 1,583.84	$ 1,275.00	$ 324.04	$ 4,769.12	$ -	$ 2,779.50	$ 1,583.84	$ 3,422.79	$ -	$ -	$ -	$ -	$ 15,738.13
268	Special Funds	$ 1,124.00	$ -	$ -	$ -	$ 3,906.57	$ 1,206.13	$ -	$ 523.24	$ -	$ -	$ -	$ -	$ 6,759.94
	Total	**$ 6,828.23**	**$ 5,023.35**	**$ 4,046.80**	**$ 8,179.72**	**$ 8,484.36**	**$ 8,123.09**	**$ 6,247.49**	**$ 5,779.87**	**$ 199.91**	**$ -**	**$ -**	**$ -**	**$ 52,912.82**

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
5/5/2022	281	262	19	$34.98
6/9/2022	520	503	17	$28.14
8/3/2022	118	106	12	$2.72
TOTAL:	**3095**	**2885**	**210**	**$286.39**



Beanstack - August 2022

Beanstack Monthly Registration & Participation Totals

Month	New Accounts	New Readers	Completed Activities	Completed Activity Badges	Logged Books	Logged Minutes
August 2022	35	35	14	29	930	45,499
July 2022	10	10	285	55	1,191	38,283
June 2022	59	59	75	24	956	28,463
May 2022	0	0	16	16	1,036	21,195
April 2022	6	6	6	1	1,105	26,719
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	1,175	34,164
October 2021	46	46	55	19	1,029	25,002
TOTAL:	**183**	**183**	**658**	**254**	**11,360**	**299,420**

*Partial month; report generated 4/18/2022

August 2022 Read Across America

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	9	1	1,826	0	13,382
Ely Township	1	0	203	0	4,025
Humboldt Township	0	0	0	0	0
Ishpeming Township	3	0	10	0	80
Tilden Township	0	0	0	0	0
Negaunee	3	0	67	0	187
Other	0	0	0	0	0
No Local Area	0	0	0	0	0
TOTAL:	**16**	**1**	**2,106**	**0**	**17,674**

*This challenge only counted minutes read, not books.

Beanstack Summer Reading - June 14 - July 31, 2022

Summer Reading Program: Oceans of Possibilities (Early Readers, ages 0-6)

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	22	15	1,085	0	13,126
Ely Township	4	2	52	0	3,750
Humboldt Township	1	1	12	0	600
Ishpeming Township	9	4	63	0	3,810
Tilden Township	0	0	0	0	0
Negaunee	12	11	164	0	7,046
Other	2	2	24	0	1,215
No Local Area	0	0	0	0	0
TOTAL:	**50**	**35**	**1,400**	**0**	**29,547**

*This challenge only counted minutes read, not books.

Summer Reading Program: Oceans of Possibilities (Children, ages 7-11)

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	20	17	239	0	14,991
Ely Township	7	6	187	0	8,845
Humboldt Township	1	1	13	0	600
Ishpeming Township	4	0	16	0	752
Tilden Township	0	0	0	0	0
Negaunee	11	9	117	0	5,400
Other	2	2	24	0	1,315
No Local Area	0	0	0	0	0
TOTAL:	**45**	**35**	**596**	**0**	**31,903**

*This challenge only counted minutes read, not books.

Summer Reading Program: Oceans of Possibilities (Teen, ages 12-17)

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	5	5	74	0	3,846
Ely Township	1	0	1	0	0
Humboldt Township	0	0	0	0	0
Ishpeming Township	0	0	0	0	0
Tilden Township	0	0	0	0	0
Negaunee	1	1	14	0	600
Other	0	0	0	0	0
No Local Area	0	0	0	0	0
TOTAL:	**7**	**6**	**89**	**0**	**4,446**

*This challenge only counted minutes read, not books.

Summer Reading Program: Oceans of Possibilities (Adult, ages 18+ years)

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	11	4	908	0	12,510
Ely Township	4	3	242	0	9,596
Humboldt Township	0	0	0	0	0
Ishpeming Township	2	0	4	0	0
Tilden Township	0	0	0	0	0
Negaunee	1	1	22	0	780
Other	0	0	0	0	0
No Local Area	0	0	0	0	0
TOTAL:	**18**	**8**	**1,176**	**0**	**22,886**

*This challenge only counted minutes read, not books.

Summer Reading Program: Oceans of Possibilities Total (all ages)

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	58	41	2,306	0	44,473
Ely Township	16	11	482	0	22,191
Humboldt Township	2	2	25	0	1,200
Ishpeming Township	15	4	83	0	4,562
Tilden Township	0	0	0	0	0
Negaunee	25	22	317	0	13,826
Other	4	4	48	0	2,530
No Local Area	0	0	0	0	0
TOTAL:	**120**	**84**	**3,261**	**0**	**88,782**

*This challenge only counted minutes read, not books.

The Ishpeming Carnegie Public Library Board adopted to their Policy Manual the following policies created by outside entities on DATE.

- The Library Bill of Rights (American Library Association)
- The Library Privacy Act, Act 455 of 1982 (Michigan Legislature)
- SLC Collection Development Policy (Superiorland Library Cooperative Board of Directors)
- SLC Request for Reconsideration of Digital Materials Policy (Superiorland Library Cooperative Board of Directors)

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

THE LIBRARY PRIVACY ACT
Act 455 of 1982

AN ACT to provide for the confidentiality of certain library records; to provide for certain exceptions to the confidentiality of those library records; to provide for the selection and use of library materials; and to provide remedies.

History: 1982, Act 455, Eff. Mar. 30, 1983;—Am. 2020, Act 315, Eff. Mar. 29, 2021.

The People of the State of Michigan enact:

397.601 Short title.

Sec. 1. This act shall be known and may be cited as "the library privacy act".

History: 1982, Act 455, Eff. Mar. 30, 1983.

397.602 Definitions.

Sec. 2. As used in this act:

(a) "Computer" means any connected, directly interoperable or interactive device, equipment, or facility that uses a computer program or other instructions to perform specific operations, including logical, arithmetic, or memory functions with or on computer data or a computer program, and that can store, retrieve, alter, or communicate the results of the operations to a person, computer program, computer, computer system, or computer network.

(b) "Computer network" means the interconnection of hardwire or wireless communication lines with a computer through remote terminals, or a complex consisting of 2 or more interconnected computers.

(c) "Computer program" means a series of internal or external instructions communicated in a form acceptable to a computer that directs the functioning of a computer, computer system, or computer network in a manner designed to provide or produce products or results from the computer, computer system, or computer network.

(d) "Computer system" means a set of related, connected or unconnected, computer equipment, devices, software, or hardware.

(e) "Crime" means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5.

(f) "Device" includes, but is not limited to, an electronic, magnetic, electrochemical, biochemical, hydraulic, optical, or organic object that performs input, output, or storage functions by the manipulation of electronic, magnetic, or other impulses.

(g) "Harmful to minors" means that term as defined in section 4 of 1978 PA 33, MCL 722.674.

(h) "Internet" means that term as defined in 47 USC 230.

(i) "Law enforcement officer" means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.

(j) "Library" means a library that is established by this state or by a county, city, township, village, school district, or other local unit of government or authority or combination of local units of governments and authorities, a community college district, or a college or university, or a private library open to the public.

(k) "Library record" means a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. Library record does not include either of the following:

(*i*) Nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

(*ii*) Recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from a library.

(*l*) "Minor" means an individual who is less than 18 years of age.

(m) "Obscene" means that term as defined in section 2 of 1984 PA 343, MCL 752.362.

(n) "Sexually explicit matter" means that term as defined in section 3 of 1978 PA 33, MCL 722.673.

(o) "Terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.

History: 1982, Act 455, Eff. Mar. 30, 1983;—Am. 1998, Act 7, Imd. Eff. Feb. 6, 1998;—Am. 1999, Act 37, Eff. Aug. 1, 1999;—Am. 2020, Act 315, Eff. Mar. 29, 2021.

397.603 Library record not subject to disclosure requirements; release or disclosure of

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library record without consent prohibited; exception; procedure and form of written consent; hearing; disclosure exception.

Sec. 3. (1) A library record is not subject to disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(2) A library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record, unless 1 of the following applies:

(a) A court has ordered the release or disclosure after giving the affected library notice of the request and an opportunity to be heard on the request.

(b) The release or disclosure is permitted under subsection (5).

(3) The procedure and form of giving the written consent described in subsection (2) may be determined by the library.

(4) A library may appear and be represented by counsel at a hearing described in subsection (2)(a).

(5) A library or an employee or agent of a library may disclose library records without a court order or the written consent described in subsection (2) under either of the following circumstances:

(a) The library or an employee or agent of the library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library. The library or an employee or agent of the library shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.

(b) The library or an employee or agent of the library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The library records must be limited to those required for providing interlibrary loans.

(6) This section does not prohibit an employee or agent of a library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the library regarding a crime alleged to have occurred at the library.

(7) As used in this section and section 4, "employee or agent" includes an employee of a library, a member of the governing body of a library, an individual who is specifically designated as a volunteer and who is acting solely on behalf of a library, and any other person who is lawfully performing services on behalf of a library under a written contract, including a collection agency.

History: 1982, Act 455, Eff. Mar. 30, 1983;—Am. 1996, Act 188, Imd. Eff. May 8, 1996;—Am. 2020, Act 315, Eff. Mar. 29, 2021.

397.604 Violation of MCL 397.603; liability; civil action; damages; attorney fees and costs; equitable relief.

Sec. 4. (1) If a library or an employee or agent of a library violates section 3, the library is subject to liability to the person identified in a library record that is improperly released or disclosed. The person identified in the library record may bring a civil action against the library for actual damages or $250.00, whichever is greater, reasonable attorney fees, and the costs of bringing the action. A court also may grant equitable relief to a person under this subsection.

(2) If an employee or agent of a library knowingly violates section 3, the employee or agent is subject to liability to the person identified in a library record that is improperly released or disclosed. The person identified in the library record may bring a civil action against the employee or agent for actual damages or $250.00, whichever is greater, reasonable attorney fees, and the costs of bringing the action. A court also may grant equitable relief to a person under this subsection.

(3) A civil action brought under this section by or on behalf of a person identified in a library record must be brought within 180 days after the date that the person first knew or had reason to know of the release or disclosure of the record giving rise to the civil action.

History: 1982, Act 455, Eff. Mar. 30, 1983;—Am. 2020, Act 315, Eff. Mar. 29, 2021.

397.605 Selection and use of library materials.

Sec. 5. (1) Except as otherwise provided by statute or by a regulation adopted by the governing body of the library, the selection of library materials for inclusion in a library's collection shall be determined only by an employee of the library.

(2) Except as otherwise provided by law or by a regulation adopted by the governing body of the library, the use of library materials shall be determined only by an employee of the library.

History: 1982, Act 455, Eff. Mar. 30, 1983.

397.606 Restriction of internet access to minors; immunity from liability; exceptions.

Sec. 6. (1) If a library offers use of the internet or a computer, computer program, computer network, or

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computer system to the public, the governing body of that library shall adopt and require enforcement of a policy that restricts access to minors by providing the use of the internet or a computer, computer program, computer network, or computer system in 1 of the following ways:

(a) Both of the following:

(*i*) By making available, to individuals of any age, 1 or more terminals that are restricted from receiving obscene matter or sexually explicit matter that is harmful to minors.

(*ii*) By reserving, to individuals 18 years of age or older or minors who are accompanied by their parent or guardian, 1 or more terminals that are not restricted from receiving any material.

(b) By utilizing a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors.

(2) A governing body of a library, member of a governing body of a library, library, or an agent or employee of a governing body of a library or library, is immune from liability in a civil action as provided in section 7 of the revised judicature act of 1961, 1961 PA 236, MCL 691.1407.

(3) This section does not apply to a library established by a community college district, a college or university, or a private library open to the public.

History: Add. 1999, Act 37, Eff. Aug. 1, 1999;—Am. 2000, Act 212, Eff. Oct. 1, 2000.

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Superiorland Library Coopeartive

Digital Materials Collection Development Policy

The Superiorland Library Cooperative (SLC) follows the intellectual freedom guidelines as articulated by the American Library Association. SLC will seek to develop and provide access to a collection of eMaterials representing a diversity of views. SLC will ensure that the balance of the eMaterials collection is maintained through preservation and replacement. This policy guides the selection and continuous evaluation of the eMaterials collection to reflect SLC's mission to provide quality cost-effective services that will strengthen member libraries so they can meet changing patron and community needs. Ultimate responsibility for the collection rests with the SLC Board of Trustees.

SLC provides eMaterials that meet one or more of the following criteria:

- Are responsive to community needs and relevant to residents' lives;
- Empower citizens to explore diverse opinions and conduct research on topics of interest;
- Inspire people to learn, create, and discover.

SLC serves the needs and interests of a diverse population of members in 18 counties in Michigan including people of every age, education, race, background, personal philosophy, religious belief, occupation, sexual orientation, gender identity, economic level, ethnic origin, and human condition.

I. **Procedures**

a. The eMaterials collection contains information on a variety of subjects and views, and it is organized to provide access to patrons within the limitations budget. SLC seeks to provide current, popular, or well-reviewed materials, as well as classic and enduring titles.

b. SLC has adopted the American Library Association's guidelines for public access to information:
    i. Library Bill of Rights
    ii. Freedom to Read
    iii. Freedom to View

c. SLC seeks to develop an eMaterials collection for a large and diverse population, within the constraints of budget allocations. SLC strives to provide eMaterials reflecting a variety of perspectives, with emphasis on new and popular items. Not all criteria must be met, and no one criterion will be decisive. Additional criteria may be used to select eMaterials for specific collections. eMaterials purchased for the collection are not an endorsement by SLC of either the content or viewpoint presented in them.

d. SLC provides eMaterials, including but not limited to eBooks, eAudiobooks, and eMagazines. The borrowing model may be a single use, simultaneous use, cost per circulation, or another model provided by the vendor. Not all titles are available in all formats.

II. **General Selection Criteria**

The Following general criteria are used to evaluate potential purchases:

a. Relevant to community needs and interests
b. Favorable attention of critics, reviewers, and the public
c. Reputation/qualifications of author, artist, publisher, or producer without regard to political, religious, or other affiliations
d. Date of publication
e. Cost
f. Artistic merit, literary value, or recognized award recipient
g. Local or national significance
h. Permanence or timeliness
i. Quality of presentation in relation to content and audience
j. Evaluation of titles in relation to current holdings, patron demand, and budget
k. Availability of information electronically
l. Legal, licensing, or copyright issues
m. Availability from preferred vendors, where possible
n. Representation of various cultures, viewpoints, and interests

III. Guidelines

a. The number of copies of a title that are purchased varies with the expected popularity of that title. Demand for individual titles is monitored and additional copies may be purchased to meet that demand.
b. The eMaterials collection receives ongoing review to maintain its relevancy. The following criteria in choosing eMaterials for retention or withdrawal includes:
    i. Relevance to community needs
    ii. Information: accurate, timely, up to date
    iii. Number of copies in the collection in eBook and eAudio format
    iv. Circulation statistics
    v. Relevance/sustainability of format
    vi. SLC believes in freedom of information for all and does not practice censorship. This principle applies to all formats included in SLC eMaterials collection. Items may be considered controversial, and any given item may offend some person. Selections are not made on the basis of anticipated approval or disapproval but on the merits of the eMaterial and collection needs. Exclusion of eMaterials may occur due to cost, accessibility, or limited demand or lack of documentation, but never solely because of expression, language, viewpoint, or mature content.

SlC holds choice of eMaterials to be a purely individual matter. While anyone is personally free to reject eMaterials, an individual may not restrict the free choice of others. Parents or legal guardians are responsible for monitoring eMaterials used by their own children. Selection decisions are not influenced by the possibility that eMaterials may be accessible to minors.

A formal Request for Reconsideration of Digital Materials form and process has been developed to assure that complaints and requests for reconsideration are handled in an attentive and consistent manner. SLC will carefully reevaluate an item when a Request for Reconsideration of eMaterials form is

submitted. SLC considers the value of each item in its entirety and within the context of the eMaterial collection, not on specific passages or sections within the item itself.

Superiorland Library Cooperative

Request for Reconsideration of Digital Materials

The Superiorland Library Cooperative (SLC) believes in freedom of information for all and does not practice censorship. The selection of eMaterials is predicated on the patron's right to read and freedom from censorship by others. Some eMaterials may be controversial, and any given item may offend some person. Selections are made solely on the merits of the eMaterial in relation to the development of a collection that serves the needs and interests of a diverse population of Superiorland members across 18 Michigan counties.

The Superiorland Library Cooperative Board of Trustees recognizes that a collection of diverse eMaterials may result in some complaints or requests for reconsideration.
Superiorland's Digital Materials Collection Development Policy guides the development and continuous evaluation of the collection to reflect our mission to provide quality cost-effective services that will strengthen member libraries so they can meet changing patron and community needs.

Procedures

I. Superiorland holds the choice of reading and viewing materials as a purely individual matter. Patrons are free to reject books and other materials of which they do not approve. Patrons may not exercise censorship to restrict the freedom to others.

II. Responsibility for digital materials selected and read, heard or viewed by children and adolescents' rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that digital materials may be accessible to minors.

III. No items are sequestered to control access.

IV. A formal process for handling challenges will be followed to assure that challenges are handled in an attentive and consistent manner. A Request for Reconsideration of Digital Material form must be filled out completely and returned to the Superiorland Library Cooperative Director. A recommendation will be forwarded to the Superiorland Library Cooperative Board of Trustees. A written notification of the Board's decision will be mailed to the patron.

REQUEST FOR RECONSIDERATION OF DIGITAL MATERIAL

Title of Material to be Reconsidered: _____

Author of Material to be Reconsidered: _____

Did you read or view the entire work? Yes: _____ No: _____

What is objectionable about the material, and how do you expect it to affect the users of the collection? (Be specific; cite page numbers or other particular references. Use back of form if necessary.)

_____

_____

Is there anything positive about the material as a whole? (Be specific; cite page numbers or other particular references. Use back of form if necessary.)

_____

_____

Have you consulted an evaluation of this work by experienced critics? No: _____ Yes: _____

(If "Yes", please cite): _____

What are your specific recommendations to the Superiorland Collection regarding this work?

_____

_____

Would you recommend this material for a specific age group? _____

If you are suggesting removal of the item, what work of equal value do you recommend for replacement? _____

This completed form will be reviewed by the Cooperative Director and a recommendation will be forwarded to the Cooperative Board of Trustees. You will receive written notification of the Board's decision.

Home Library:_____

Name: _____

Address: _____ Phone: _____

Representing: Self: _____ Organization (Name): _____

Signature: _____ Date: _____

Superiorland Library Cooperative
1615 Presque Isle Ave.
Marquette, MI 49855

MATERIAL SELECTION POLICY

Approved by the Ishpeming Carnegie Public Library Board on _____

I. Purpose:

The purpose of the Material Selection Policy is to set broad guidelines in order to assemble, preserve, organize, administer and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Ishpeming Carnegie Public Library Library.

II. Definitions:

The term “Library Materials” means books, magazines, DVDs, CDs or other synonyms as they may occur in the policy having the widest possible meaning. This statement of policy applies to all Library Materials in the collection, including adult, young adult and juvenile. However, this policy and the term “Library Materials” does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet and Computer Use Policy for any issues related to computer or Internet Use.

The term “selection” refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

III. Goals of Materials Selection:

A. To meet the individual’s need for information through maintenance of a well-balanced and broad collection of materials for information, reference and research.

B. To help the individual attain maximum self-development through life-long intellectual and cultural growth.

C. To support the democratic process by providing materials for the education and enlightenment of the community.

D. To assist individuals in their pursuit of occupational activity and practical affairs.

E. To provide diverse recreational experience for individuals and groups.

F. To assist institutions of formal education with services that will assist individual study.

G. To maintain Michigan and local history collections.

IV. Responsibility for Selection:

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults and adults. Both the general public and staff members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board

of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

V. General Principles:

A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.

Selection is not made on the basis of anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious view of the writer.

B. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Library respects each individual parent's right to supervise his children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his children select must accompany those children when they use the collection in order to impose those restrictions.

C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.

D. It is the responsibility of the Library to provide circulating, reference and research materials for the general public and the student based on the services it is expected to perform.

VI. Specific Principles for Selection:

The following principles, individually or collectively, will prevail in the selection of all Library Materials. The total collection will attempt to represent opposing points of view.

- Contemporary significance or permanent value
- Accuracy
- Lack of bias, factual
- Diversity of viewpoint
- Portrays issues sensitively
- Authority of author

- Relation of work to existing collection
- Price, format and ease of use
- Scarcity of information in subject area
- Available shelf or storage space
- Availability of material through inter-library loan
- Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
- Duplication of materials already in the collection; i.e. purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need
- Collection objectives
- Community relevance
- Audience for material

VII. Gifts:

Acceptance of gifts shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not comply with the Library's objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. The manner of disposition of any materials which are not added to the collection will be decided by the Library.

All gifts must follow the City of Ishpeming Ordinance # 11-1700.

VIII. Maintenance of the Collection:

The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful Library Materials collection. See Weeding Policy.

IX. Challenges to Materials:

No material shall be removed from the Library's collection until all steps in the following process have been completed.

A. Patrons who object to particular Library Materials will be sent to the Director.

B. The Director will discuss the Library Materials in question with the patron, attempting to resolve the concern to both the patron's and Library's satisfaction.

C. If the patron wishes to carry the request further, the Director will provide the patron with a copy of the Material Selection Policy, including the Request for Reconsideration of Library Material ("Request for Reconsideration").

D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall make a decision regarding the Request for Reconsideration, taking into consideration the Library's Material Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.

E. The Library Director shall send the decision in writing to the complainant within 90 days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the complainant will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the complainant will be notified in writing by the Library Director that the material will be retained.

F. A written appeal of the Library Director's decision may be made by the requester to the President of the Library Board within fifteen (15) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to make a decision and render their decision within 60 days of receipt of the appeal.

G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

X. Revision of This Policy:

This policy shall be reviewed and revised to be consistent with the objectives of the Library.

Request for Reconsideration of Library Materials

Your Name:_____

Library Barcode: _____

Address:_____

_____

City: _____

Zip Code: _____ **Phone Number:** (____) _____

I Represent

- ○ **Myself**
- ○ **An Organization: Name of Organization**_____

Are you an ICPL service area resident? Yes | No

Title: _____

Author: _____

Format:

- ○ **Book**
- ○ **eBook**
- ○ **DVD/Blu-Ray**
- ○ **Audiobook/Playaway**
- ○ **Music CD**
- ○ **Vinyl (replace with Kit)**

Have you read, viewed or heard the entire work? (Requestors must read, hear or view the entire work to have their challenge considered.) Yes | No

For what age group is this work intended? _____

What do you believe is the theme and/or major intent of this work? _____

_____

Have you read any professional reviews of this work? Yes | No

If yes, please list the publications here: _____

_____

What is your objection to this work? Please be specific._____

_____

_____

_____

In its place, what work of equal literary quality would you recommend the library purchase that would cover the same subject or content? _____

_____

Your Signature _____ **Date** _____

ICPL
ISHPEMING CARNEGIE
PUBLIC LIBRARY

Library Board Bylaws

ARTICLE I. Membership

Section 1. The Library Board of the Ishpeming Carnegie Public Library shall consist of five (5) board members chosen for their fitness for office in accordance with the City Charter and ordinances.

ARTICLE II. Officers

Section 1. The officers of the Board shall be a President, a Vice President, and a Secretary, elected from the appointed Library Board Members at the June meeting of the Board.

Section 2. Officers shall be elected at the June meeting for a term of one (1) year. Vacancies in office shall be filled by election at the next regular meeting of the Board after the vacancy occurs.

Section 3. The officers shall perform the duties generally associated with their offices and such others as may be designated by the Board.

ARTICLE III. Meetings

Section 1. The regular meetings shall be held each month on the third Thursday at 7:00 p.m., unless otherwise specified.

Section 2. The annual meeting, which shall be for the purpose of adoption of an annual report, shall be held at the time of the regular meeting in March of each year. The annual report shall consist of the number of books and periodicals on hand, the number added by purchase or gifts, the number of books discarded, the number of lost or missing books, the number of resident or non-resident users, the number of books loaned out, the general character and kind of such books, and other statistics, information, and suggestions as the Board Members may deem of general interest.

Section 3. Special meetings may be called by the Board President or at the request of three (3) members for transaction of business as stated in the call for the meeting. Notice stating the time and place of any special meeting and purpose for which called shall be given each Board Member by telephone or mail and posted for public attention at least two (2) days prior to such meeting by the Board President.

Section 4. A quorum for the transaction of business shall consist of a simple majority (3/5).

Section 5. Order of business for a regular meeting shall be:

Call to Order
Roll Call
Approval of Minutes (as read or corrected)
Public Participation *(limited to 5 minutes)*
Librarian's Report
Committee Reports
Communications
Unfinished Business
New Business
Public Participation *(limited to 5 minutes)*
Adjournment

Section 6. Situations not covered by these bylaws or the Library Board policies shall be governed by *Robert's Rules of Order*, last edition.

Section 7. Any voting member missing three (3) unexcused consecutive business meetings shall be deemed as resigning his position. To excuse an absence, a voting member must notify the Board President or the Librarian prior to the meeting.

ARTICLE IV. Library Director and Staff

Section 1. The ~~City Librarian~~ Library Director shall be appointed and removed by the City Manager, on recommendation of the Library Board.

Section 2. The Library Director shall be responsible to the Library Board for carrying out its policies; for specifying duties of other employees and recommending person(s) for appointment or removal; for supervision of staff, for care and maintenance of library equipment and property; for selection, acquisition and organization of books and other library materials; and for the Library's public relations.

Section 3. The Library Director shall also be responsible for keeping the Library Board informed of matters relating to the Library or to themselves as Board Members; for preparing a preliminary draft of the budget (with the aid of the Finance Committee) and annual report for Board approval, and for assisting the Board Members in their decisions on policies, budget, and other such matters.

Section 4. The Library Director shall attend all Library Board meetings and serve in an advisory capacity only.

ARTICLE V. Committees

Section 1. In most matters the Board shall act as a committee-of-the-whole, but standing or special committees may be appointed at the discretion of the Board President. The committee shall be considered discharged upon completion of its assignment and a final report to the Board.

Section 2. A Finance Committee shall be appointed by the Board President at the April meeting for the purpose of working with the Librarian in preparing the annual budget, presenting the budget to the Library Board, and representing the Library Board to justify it before the City Council.

ARTICLE VI. General

Section 1. An affirmative vote of a majority of all Board Members present shall be necessary to approve any action by the Library Board.

Section 2. The Bylaws may be amended by a majority vote of the total number of members of the Board, provided that the amendment was included in the call of the meeting.

Section 3. As needed, a Board Member, who will be acting on behalf of the entire Board, will review the book purchase list submitted by the Library Director, and initial when approved.

ARTICLE VII. Public Participation Policy

Section 1. Under the Open Meetings Act, any members of the public that wish to attend Library Board meetings may do so. They need not supply their names or any other information as a condition for their attendance of the meeting.

Section 2. The public also has the right to address the Library Board. Any persons wishing to address the Board shall first give their name and address and shall be recognized by the Board President. The Ishpeming Library Board has established the following rules regulating the right of public address:

Rules Regulating the Right of Public Address

1. Following the approval of the minutes, there shall be a call for any additions to the agenda, which will then be inserted into the agenda as 4a, 4b, 4c, etc., with no discussion at this point.

2. After all agenda additions have been made, each one will be taken in turn. The person originating the agenda item will be recognized by the Board President and will be asked to state the concern in question. Following that will be discussion by the Library Board and the public.

3. After New Business, the public is given an opportunity to address the Library Board regarding any other concerns.

4. The only members of the public that may be excluded from the meeting are those guilty of breach of peace actually committed at the meeting.

PUBLIC PARTICIPATION POLICY

Approved by the Ishpeming Carnegie Public Library Board on _____

There is an opportunity at every Board meeting for public comment. The visitor will be recognized and introduced by the President during the public comment period. After recognition by the President, the visitor will state name, address, and group affiliation (if applicable), and speak for a maximum of five minutes.

The Board will not take immediate action on issues raised during the public comment portion of the meeting agenda. ~~However, the Board may ask questions for clarification.~~ If a response or action is needed, it will come after the Board has had time to deliberate the issue or seek additional information. Items brought up in the public comment section may be added to a future agenda for deliberation or discussion.

It is important to note that a Library Board meeting is a meeting conducted in public. Library Board meetings are open, which means that the public is able to attend. Public participation is not required in public meetings and shall be limited to public comment portions of the agenda. In other words, the public is principally there to observe the proceedings of the Board, not to participate in the Board meeting. There will be separate seating available for visitors.