ISHPEMING CARNEGIE
PUBLIC LIBRARY

Library Board Meeting
Thursday, October 20, 2022
7:00pm-8:00pm (ET)
Margaret Dundon Reading Room

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes from September 15, 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. Committee Reports

7. Communications
   a. Roger Junak artwork donation offer from Laurie Winkler (Roger's niece)
   b. Update on Tousignant donation

8. Unfinished Business
   a. First Reading of amended Library Board By-Laws
   b. First Reading of Public Participation Policy

9. New Business

10. Public Participation

11. Date of next meeting: Thursday, November 17, 2022 at 7:00 pm
    a. There will be no December meeting.

12. Adjournment

Ishpeming Carnegie Public Library

Board Minutes September 15, 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 August 18, 2022 meeting minutes as presented. Motion passed.

Public Participation: None.

Librarian's Report: Jesse Shirtz, Library Director, presented the monthly library reports for August. The library has an intern for the school year.

- Circulation: August attendance was down slightly compared to July. A total of 40 new cards were issued in August. Unique Management continues to recover material.
- Calendar of events: Banned books is the focus in August. Meet the Friends event is September 22 to meet the Friends of the Library. Movie showing is planned for local school early dismissal day. Dinner and a movie program is being planned.
  - Budget report: Presented with invoice copies and current budget status. Book invoices were reviewed and initiated by Brooke Routhier. The city provided information regarding the retirement benefit budget line change. Next Wednesday (9/21) the City Councill will hold a special meeting to review the 2023.
- Friends of the library: The Friends of the Library is sponsoring a reading program through Beanstack with rewards for books read including a badge book.
- 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 including the summer reading program by age group. The logged book count since October 2021 is 11,360. A total of 390 children signed up for summer reading with 33 events with 1,042 people in attendance.
- COVID-19: no update this month.

Communications: Friends of the Library newsletter was provided.

Unfinished Business:

- A motion was made by Elyse Bertucci second by Darren Boldt to approve the updated policies of:
  - o Updated Library Bill of Rights
  - o Updated Library Privacy Act
  - o SLC Collection Development Policy
  - o SLC Request for Reconsideration of Digital Material Policy

  Motion passed.

- A motion was made by Brooke Routhier, seconded by Stacie Nardi to approve the Material selection policy. Motion passed
- A motion was made by Darren Boldt seconded by Elyse Bertucci to approve the Request for Reconsideration of Library Material Form. Motion passed
- District Library/Library Cooperatives Director has offered to attend a future meeting to provide

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information on district libraries and township contracts and guidance on policy and public participation. He will be available for the November 17 meeting.

- 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.

New Business:

- Review of Library Board By-Laws. There was discussion around location of public participation policy – its own policy or in the by-laws. Addition of a meeting time limit was also discussed. ● Public participation policy discussion

Public Participation: None

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

A motion was made by Elyse Bertucci and seconded by Darren Boldt at 8:24 PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

Brooke Routhier

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ISHPEMING CARNEGIE
PUBLIC LIBRARY

Monthly Report for the October 20, 2022 Meeting

Attendance
August 2022: 2,279
September 2022: 2,279 (=)

Circulation
August 2022: 5,105
4,199 *checkouts*
906 downloadables
September 2022: 5,061 (-44)
4,273 *checkouts*
788 downloadables

Computer Usage (10 adult patron, 1 kid patron computers available for use.
September 2022
Computer logins: 359 (+44)
WiFi connections (inc.): n/a
Webpage Visits (inc.): n/a

Patron Interlibrary Loans
September Borrowed: 644 (+167)
September Loaned: 248 (+9)

Library Cardholders (September):
5,572

Users registered in September: 43

Unique Management (September)
Recovered Material: $484.78
Recovered Cash: $72.00
Waived: $30.00
Total: $586.78

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Township Statistics

+/- In comparison to the previous month.

Champion Township
Population: 250
Cardholders
September 2022: 194 (=)
Checkouts
September 2022: 232 (+91)

Ely Township
Population: 1,900
Cardholders)
September 2022: 312 (+4)
Checkouts
September 2022: 311 (+75)

Humboldt Township
Population: 328
Cardholders
September 2022: 53 (=)
Checkouts
September 2022: 124 (+51)

Ishpeming Township
Population: 3,392
Cardholders
September 2022: 570 (+6)
Checkouts
September 2022: 305 (-156)

Tilden Township
Population: 1,045
Cardholders
September 2022: 167 (=)
Checkouts
September 2022: 51 (-7)

Ishpeming City
Population: 6,140
Cardholders
September 2022: 3807 (+20)
Checkouts
September 2022: 2122 (+16)

Upcoming Events

October 20 at 7:00: Library Board Meeting
October 21 at 11:00: Little Explorers
October 22 at 12:00: Fall Art Club (Pumpkin Painting)
October 25 at 11:00: Tot Tuesday Storytime
October 27 at 5:00: Genealogy Drop-In
October 28 at 1:00: Afternoon Movies (Hocus Pocus)
October 28 at 3:00: Tween/Teen Self-Care Friday
October 29 at 12:00: Crochet Club
November 10 at 7:00: Friends of the Library meeting
November 11 at 1:00: Afternoon Movies (The Mitchells vs. the Machines)
November 11 at 3:00: Tween/Teen Self-Care Friday
November 17 at 7:00: Library Board Meeting
December 1-3: Friends of the Library Holiday Book Sale

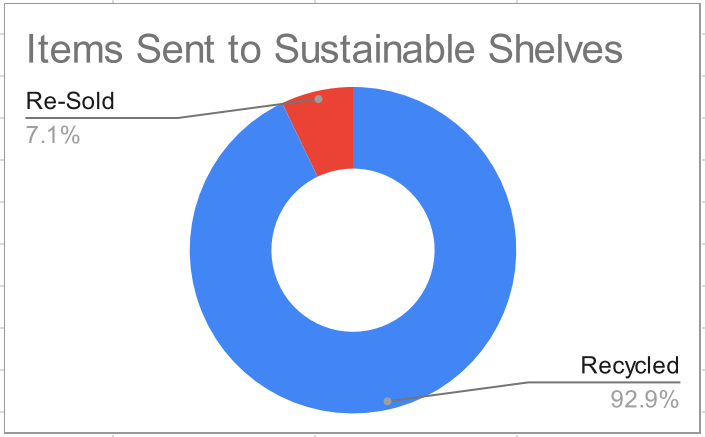
2022 Actual versus Budget YTD

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	$ 14,847.75	$ 20,000.00	$ 5,152.25	25.76%
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	$ 2,262.12	$ 4,000.00	$ 1,737.88	43.45%
727-000	Office Supplies	$ 2,414.51	$ 3,015.00	$ 600.49	19.92%
727-001	Special Programs	$ 1,979.68	$ 2,000.00	$ 20.32	1.02%
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	$ 3,754.93	$ 3,950.00	$ 195.07	4.94%
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	$ 15,880.93	$ 17,100.00	$ 1,219.07	7.13%
268	Special Funds	$ 6,937.50	$ 15,000.00	$ 8,062.50	53.75%
	TOTAL	**$ 55,932.50**	**$ 81,035.00**	**$ 25,102.50**	**30.98%**

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	$ 1,194.39	$ 1,630.68	$ -	$ -	$ -	$ 14,847.75
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	$ 275.86	$ -	$ -	$ -	$ 2,262.12
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	$ -	$ -	$ 200.00	$ -	$ -	$ 1,979.68
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	$ 355.50	$ 46.60	$ -	$ -	$ 3,754.93
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	$ 142.80	$ -	$ -	$ -	$ 15,880.93
268	Special Funds	$ 1,124.00	$ -	$ -	$ -	$ 3,906.57	$ 1,206.13	$ -	$ 523.24	$ 177.56	$ -	$ -	$ -	$ 6,937.50
	Total	**$ 6,828.23**	**$ 5,023.35**	**$ 4,046.80**	**$ 8,179.72**	**$ 8,484.36**	**$ 8,123.09**	**$ 6,247.49**	**$ 6,170.46**	**$ 2,582.40**	**$ 246.60**	**$ -**	**$ -**	**$ 55,932.50**

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
10/6/2022	180	156	24	10.63
TOTAL:	**3275**	**3041**	**234**	**$297.02**



Beanstack - September 2022

Beanstack Monthly Registration & Participation Totals

Month	New Accounts	New Readers	Completed Activities	Completed Activity Badges	Logged Books	Logged Minutes
September 2022	7	7	4	4	890	16,531
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:	**190**	**190**	**662**	**258**	**12,250**	**315,951**

*Partial month; report generated 4/18/2022

September 2022 NASA's Artemis Project: To the Moon, Mars, and Beyond

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	9	0	2,005	0	9,552
Ely Township	3	0	220	0	3,075
Humboldt Township	0	0	0	0	0
Ishpeming Township	0	0	0	0	0
Tilden Township	0	0	0	0	0
Negaunee	0	0	0	0	0
Other	0	0	0	0	0
No Local Area	0	0	0	0	0
TOTAL:	**12**	**0**	**2,225**	**0**	**12,627**

*This challenge only counted minutes read, not books.

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~~ their 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. Members of the public attending the meeting, but not participating during public comment, need not submit their names or any other information as a condition of attendance. There will be separate seating available for visitors.

Written comments will be limited to 500 words and must be received by 4:00 p.m. the day of the meeting at 317 N. Main Street or emailed to the Library Director.