ISHPEMING CARNEGIE
PUBLIC LIBRARY

Library Board Meeting
Thursday, November 17, 2022
7:00pm-8:00pm (ET)
Ray Leverton Community Room

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes from October 20, 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. Dillon Geshel, Superiorland Library Cooperative Director presentation

7. Committee Reports

8. Communications

9. Unfinished Business
   a. Second reading of Public Participation Policy
   b. Second reading of amended Library Board By-Laws

10. New Business

11. Public Participation

12. Date of next meeting: Thursday, January 19, 2023 at 7:00 pm
    a. There will be no December meeting.

13. Adjournment

Ishpeming Carnegie Public Library

Board Minutes October 20, 2022

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

Meeting called to order at 7:02 PM.

Motion by Darren Boldt seconded by Stacie Nardi, to approve the September 15, 2022 meeting minutes as presented with typographic correction. Motion passed.

Public Participation: None.

Librarian's Report: Jesse Shirtz, Library Director, presented the monthly library reports for September. Carpet quotes were requested.

Circulation: September attendance matched August attendance. A total of 40 new cards were issued in August. Unique Management continues to recover material. A verbal complaint was made on an item and the patron was provided with the Material selection policy and Request for reconsideration of material form.

- Calendar of events: Early dismissal movie afternoons has been well attended. Genealogy drop in is being held again for the first time post pandemic. Friends of the Library holiday book event is planned for Dec 1-3rd as a fund raiser.
- Budget report: Presented with invoice copies and current budget status. Book invoices were reviewed and initialed by Paul Olson.
- Friends of the library: Funds donated in honor of Linda Peterson will be used to refinish the front desk.
- Sustainable Shelves: A total of 3,275 books have been sent to the service (total credit so far is $297.02).
- Beanstack: Information on accounts and activities was provided by age group.
- COVID-19: no update this month.

Communications: Received a donation offer for a piece of art from Roger Junak. Board agreed it would be a nice addition to the collection and would be received with appreciation.

Unfinished Business:

- The tentative donation from the Tousignant family may be through a community foundation.
- 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. He will be available for the November 17 meeting. Received some information on required board positions
- Children's room redesign: City business manager will assist with a request for quotes for the room redesign. The Friends of the Library has agreed to cover up to $15,000 for the renovation plan.
- First reading of the Library Board By-Laws and Public Participation Policy, which is proposed as a separate policy was held.

New Business:

- None.

DRAFT

Public Participation: None

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

A motion was made by Darren Boldt and seconded by Stacie Nardi at 7:46 PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

Brooke Routhier

DRAFT

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Monthly Report for the November 17, 2022 Meeting

Attendance
September 2022: 2,279
October 2022: 2,046 (-233)

Circulation
September 2022: 5,061
4,273 *checkouts*
788 downloadables
October 2022: 4,382 (-679)
3,812 *checkouts*
570 (-shared collection) downloadables

Computer Usage (10 adult patron, 1 kid patron computers available for use.
October 2022
Computer logins: 285 (-74)
WiFi connections (inc.): n/a
Webpage Visits (inc.): n/a

Patron Interlibrary Loans
October Borrowed: 485 (-159)
October Loaned: 233 (-15)

Library Cardholders (October):
5,587

Users registered in October: 23

Unique Management (October)
Recovered Material: $236.85
Recovered Cash: $0.00
Waived: $0.00
Total: $236.85

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Township Statistics

+/- In comparison to the previous month.

Champion Township
Population: 250
Cardholders
October 2022: 196 (+2)
Checkouts
October 2022: 135 (-97)

Ely Township
Population: 1,900
Cardholders)
October 2022: 312 (=)
Checkouts
October 2022: 283 (-28)

Humboldt Township
Population: 328
Cardholders
October 2022: 53 (=)
Checkouts
October 2022: 100 (-24)

Ishpeming Township
Population: 3,392
Cardholders
October 2022: 572 (+2)
Checkouts
October 2022: 398 (+93)

Tilden Township
Population: 1,045
Cardholders
October 2022: 169 (+2)
Checkouts
October 2022: 59 (+8)

Ishpeming City
Population: 6,140
Cardholders
October 2022: 3812 (+5)
Checkouts
October 2022: 1835 (-287)

Upcoming Events

November 1-30: Family Stories Reading Challenge on Beanstack
November 17 at 7:00: Library Board Meeting
November 18 at 11:00: Little Explorers
November 19 at 12:00: Saturday Art Club (Fall Mason Jar Candle Holder)
November 22 at 11:00: Tot Tuesday Storytime
November 29 at 11:00: Tot Tuesday Storytime
November 30 at 5:00: Dinner & a Movie (Where the Crawdads Sing + subs)
December 1-31: Cozy Up With a Good Book Reading Challenge on Beanstack
December 1-3: Friends of the Library Holiday Book Sale
December 8 at 7:00: Friends of the Library Meeting
December 9 at 1:00: Afternoon Movie ("The Santa Clause")
More December programs to be announced!
January 19, 2023 at 7:00: Library Board Meeting

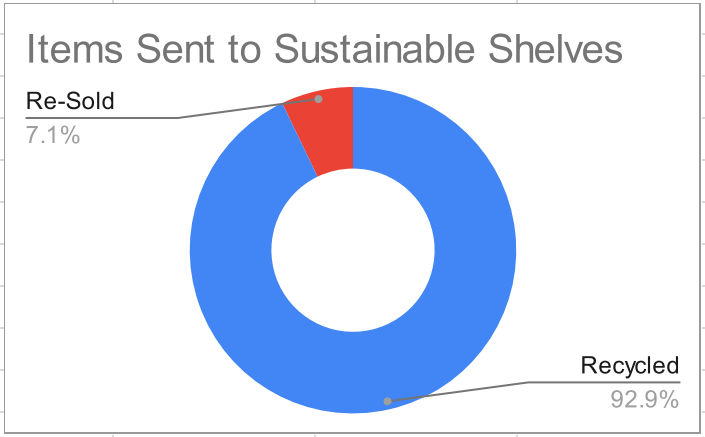
2022 Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget $	Remaining Budget %
975-000	Building Improvements	$ 761.86	$ 1,000.00	$ 238.14	23.81%
982-006	Carpeting	$ -	$ 4,000.00	$ 4,000.00	100.00%
980-007	PC Workstations	$ 200.00	$ 200.00	$ -	0.00%
982-000	Books	$ 17,514.70	$ 20,000.00	$ 2,485.30	12.43%
982-001	Periodicals	$ 2,319.74	$ 2,500.00	$ 180.26	7.21%
982-002	DVDs	$ 1,024.89	$ 2,000.00	$ 975.11	48.76%
982-003	CDs	$ 2,434.06	$ 4,000.00	$ 1,565.94	39.15%
727-000	Office Supplies	$ 2,903.88	$ 3,015.00	$ 111.12	3.69%
727-001	Special Programs	$ 1,979.68	$ 2,000.00	$ 20.32	1.02%
740-000	Operating Supplies	$ 1,006.97	$ 1,100.00	$ 93.03	8.46%
775-000	Repair & Maintenance Su	$ 709.82	$ 520.00	$ (189.82)	-36.50%
801-000	Professional Services	$ 4,044.93	$ 3,950.00	$ (94.93)	-2.40%
860-000	Transportation & Meals	$ -	$ 500.00	$ 500.00	100.00%
930-000	Repairs & Maintenance	$ 2,207.86	$ 3,650.00	$ 1,442.14	39.51%
957-000	Training	$ 249.90	$ 500.00	$ 250.10	50.02%
566-000	State Aid	$ 17,719.57	$ 17,100.00	$ (619.57)	-3.62%
268	Special Funds	$ 7,735.50	$ 15,000.00	$ 7,264.50	48.43%
	TOTAL	**$ 62,813.36**	**$ 81,035.00**	**$ 18,221.64**	**22.49%**

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	$ -	$ -	$ -	$ 77.94	$ -	$ -	$ -	$ 761.86
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	$ 1,591.01	$ 1,925.71	$ 1,975.30	$ -	$ -	$ 17,514.70
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	$ -	$ -	$ 17.96	$ 27.34	$ -	$ -	$ 1,024.89
982-003	CDs	$ 226.96	$ 253.32	$ 181.72	$ 349.48	$ 321.89	$ 313.93	$ 208.97	$ 129.99	$ 275.86	$ 171.94	$ -	$ -	$ 2,434.06
727-000	Office Supplies	$ 783.00	$ -	$ 374.69	$ -	$ 681.75	$ 194.30	$ 380.77	$ -	$ 207.74	$ 281.63	$ -	$ -	$ 2,903.88
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	$ 264.56	$ -	$ -	$ 132.71	$ -	$ -	$ 1,006.97
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	$ 336.60	$ -	$ -	$ 4,044.93
860-000	Transportation &	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
930-000	Repairs & Maint	$ 183.96	$ 340.77	$ 241.98	$ 115.56	$ 847.79	$ 90.56	$ 90.56	$ 115.56	$ 90.56	$ 90.56	$ -	$ -	$ 2,207.86
957-000	Training	$ -	$ -	$ -	$ 20.00	$ -	$ 80.00	$ -	$ -	$ -	$ -	$ 149.90	$ -	$ 249.90
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	$ 1,838.64	$ -	$ -	$ 17,719.57
268	Special Funds	$ 1,124.00	$ -	$ -	$ -	$ 3,906.57	$ 1,206.13	$ -	$ 523.24	$ 177.56	$ -	$ 798.00	$ -	$ 7,735.50
	Total	**$ 6,828.23**	**$ 5,023.35**	**$ 4,046.80**	**$ 8,179.72**	**$ 8,484.36**	**$ 8,123.09**	**$ 6,286.48**	**$ 6,567.08**	**$ 3,271.63**	**$ 5,054.72**	**$ 947.90**	**$ -**	**$ 62,813.36**

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 - October 2022

Beanstack Monthly Registration & Participation Totals

Month	New Accounts	New Readers	Completed Activities	Completed Activity Badges	Logged Books	Logged Minutes
October 2022	4	4	10	6	865	15,217
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:	**194**	**194**	**672**	**264**	**13,115**	**331,168**

October 2022 Hallow-Read 2022

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	11	0	2,146	0	11,068
Ely Township	1	0	214	0	3,340
Humboldt Township	0	0	0	0	0
Ishpeming Township	2	0	3	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:	**14**	**0**	**2,363**	**0**	**14,408**

*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 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 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~~ may be appointed by the Board President at the April meeting for the purpose of working with the ~~Librarian~~ Library Director 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.

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. 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.