ISHPEMING CARNEGIE
PUBLIC LIBRARY

Library Board Meeting
Thursday, February 16, 2023
7:00pm-8:00pm (ET)
Margaret Dundon Readin gRoom

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes from November 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. Committee Reports

7. Communications

8. Unfinished Business

9. New Business
   a. Discuss 2022 Annual Report (for final approval at March meeting)

10. Public Participation

11. Date of next meeting: Thursday, March 16, 2023 at 7:00 pm

12. Adjournment

Ishpeming Carnegie Public Library

Board Minutes November 17, 2022

Present: Stacie Nardi, Paul Olson, and Brooke Routhier. Jesse Shirtz, Library Director was present. City Council (not in attendance/Elizabeth Firby). Absent: Darren Boldt, Elyse Bertucci; Public: Dillon Geshel Superiorland Library Cooperative (agenda item presentation) via Zoom.

Meeting called to order at 7:00 PM.

Motion by Stacie Nardi seconded by Paul Olson, to approve the October 20, 2022 meeting minutes as presented. Motion passed.

Public Participation: None.

Librarian's Report: Jesse Shirtz, Library Director, presented the monthly library reports for October. Carpet quotes were received; however, the cost of printer replacement will require a reduction in the carpet funds.

Circulation: October attendance was down a bit from September. A total of 23 new users were registered. Unique Management continues to recover material. The Friends of the Library book sale will be held December 1-3rd. There have been several instances of books being hidden within the library to limit patron's access. Most of the books have been mentioned in verbal complaints. Kelsey Boldt has accepted a position at Eagle Mine. She will be missed, but we are happy for this opportunity for her.

- Calendar of events was included. The movie event has been popular.
- Budget report: Presented with invoice copies and current budget status. Book invoices were reviewed and initialed by Stacie Nardi.
- Friends of the library: Friends of the Library holiday book event is planned for Dec 1-3rd as a fund raiser.
- Sustainable Shelves: No new items were sent this month. 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. Usage has decreased the past two months, but a Friends of the Library sponsored reading challenge on Beanstack is planned.
- COVID-19: no update this month.

Superiorland Library Cooperative Director presentation:

> District Library concept was presented. Governance is through the district versus a political entity. The funding is through levying a milage and can be more stable than a municipal budget. At least two municipal entities need to be willing to join the district.
>
> Policy best practices for libraries were also presented. A Material Selection process policy and Reconsideration process policy are two of the policies that are recommended. Having trained and professional librarians is critical to good library policy and reading material selection. Libraries do not have legal rights to restrict reading access even for minors. A Crisis Communication Plan was also suggested along with a Patron Behavior Policy.
>
> Robert's rules of order can help with meeting management and "cheat sheet" versions are available. All public participants must be given a chance to speak, but the bylaws can limit the time. The board should not engage with the people providing public comments. Michigan's open meeting act was also covered.
>
> Several resources were provided for training and information resources. Meeting rules can be established at the start of a meeting.

The presentation was very informational and generated good discussion.

Committee Reports: None

Communications: None

Unfinished Business:

- The tentative donation from the Tousignant family maybe through a community foundation. No update this month.
- 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. No update this month.
- The second reading of the Library Board By-Laws and Public Participation Policy were tabled.

New Business: None

Public Participation: None

Next meeting is January 19, 2022 7:00PM in person at the Library.

A motion was made by Brooke Routhier and seconded by Paul Olson at 8:15 PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

Brooke Routhier

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Monthly Report for the January 19, 2022 Meeting

Attendance
November 2022: 2,087
December 2022: 1,701 (-386)

Circulation
November 2022: 4,479
3,694 *checkouts*
785 downloadables
December 2022: 3,518 (-961)
2,575 *checkouts*
943 downloadables

Computer Usage (10 adult patron, 1 kid patron computers available for use.
November 2022
Computer logins: 210
WiFi connections (inc.): n/a
Webpage Visits (inc.): n/a

December 2022
Computer logins: 182 (-28)
WiFi connections (inc.): n/a
Webpage Visits (inc.): n/a

Patron Interlibrary Loans
November Borrowed: 474
November Loaned: 266

December Borrowed: 344 (-130)
December Loaned: 217 (-49)

Library Cardholders (December):
5,625

Users registered in December: 26

Unique Management (November)
Recovered Material: $
Recovered Cash: $
Waived: $
Total: $

Unique Management (December)
Recovered Material: $
Recovered Cash: $
Waived: $
Total: $

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Township Statistics

+/- In comparison to the previous month.

Champion Township
Population: 250
Cardholders
November 2022: 197
December 2022: 196 (-1)
Checkouts
November 2022: 147
December 2022: 90 (-57)

Ely Township
Population: 1,900
Cardholders)
November 2022: 314
December 2022: 316 (+2)
Checkouts
November 2022: 264
December 2022: 156 (-108)

Humboldt Township
Population: 328
Cardholders
November 2022: 53
December 2022: 53 (=)
Checkouts
November 2022: 64
December 2022: 118 (+54)

Ishpeming Township
Population: 3,392
Cardholders
November 2022: 579
December 2022: 582 (+3)
Checkouts
November 2022: 464
December 2022: 262 (-202)

Tilden Township
Population: 1,045
Cardholders
November 2022: 171
December 2022: 171 (=)
Checkouts
November 2022: 62
December 2022: 40 (-22)

Ishpeming City
Population: 6,140
Cardholders
November 2022: 3821
December 2022: 3830 (+9)
Checkouts
November 2022: 1949
December 2022: 1313 (-636)

Upcoming Events

January 19, 2023 at 7:00: Library Board Meeting
January 20 at 1:00: Afternoon Movies (*Encanto*)
January 24 at 11:00: Tot Tuesday Preschool Storytime
January 28 at 10:00: S.T.E.A.M. Optical Illusions with the Michigan Learning Channel
January 31 at 11:00: Tot Tuesday Preschool Storytime
February 4 - March 11, Saturdays at 11:00: Life Drawing with Paul Olson
February 16, 2023 at 7:00: Library Board Meeting

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Monthly Report for the February 16, 2023 Meeting

Attendance
December 2022: 1,701
January 2023: 2,082 (+381)

Circulation
December 2022: 3,518
2,575 *checkouts*
943 downloadables
January 2023: 4,967 (+1,449)
3,829 *checkouts*
1,138 downloadables

Computer Usage (1 kid, 9 adult computers available for use.)
December 2022
Computer logins: 182
WiFi connections (inc.): n/a
Webpage Visits (inc.): n/a

January 2023
Computer logins: 230 (+48)
WiFi connections (inc.): n/a
Webpage Visits (inc.): n/a

Patron Interlibrary Loans
January Borrowed: 470 (+126)
January Loaned: 262 (+45)

Library Cardholders (January):
5,664

Users registered in January: 36

Unique Management (moved to attached report)

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Township Statistics

+/- In comparison to the previous month.

Champion Township
Population: 250
Cardholders
January 2023: 196 (=)
Checkouts
January 2023: 177 (+87)

Ely Township
Population: 1,900
Cardholders)
January 2023: 316 (=)
Checkouts
January 2023: 173 (+17)

Humboldt Township
Population: 328
Cardholders
January 2023: 54 (+1)
Checkouts
January 2023: 109 (-9)

Ishpeming Township
Population: 3,392
Cardholders
January 2023: 587 (+5)
Checkouts
January 2023: 429 (+167)

Tilden Township
Population: 1,045
Cardholders
January 2023: 172 (+1)
Checkouts
January 2023: 57 (+17)

Ishpeming City
Population: 6,140
Cardholders
January 2023: 3854 (+24)
Checkouts
January 2023: 1878 (+565)

Upcoming Events

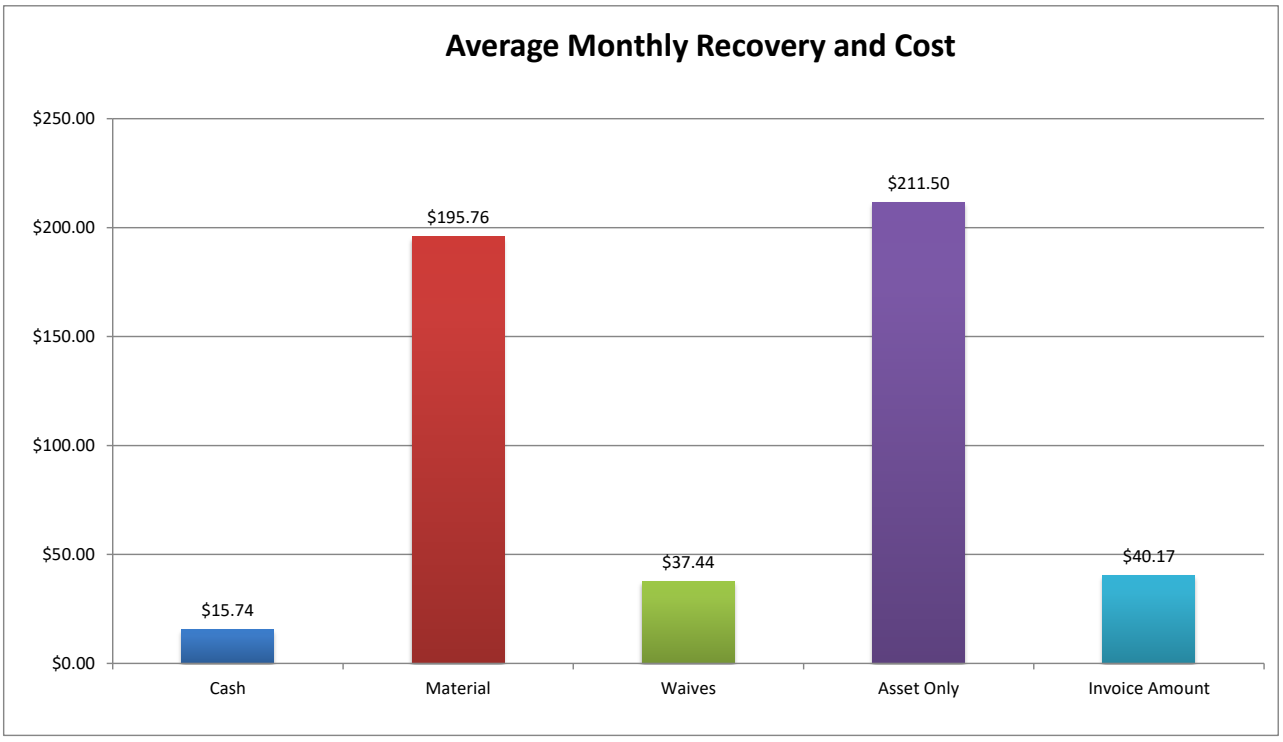
February 1-28: For the Love of Reading (Beanstack Reading Challenge)
February 16, 2023 at 7:00: Library Board Meeting
February 17 at 1:00: Afternoon Movies (Clifford the Big Red Dog)
February 18 11:00-1:00: Life Drawing with Paul Olson
February 21 at 11:00: Tot Tuesday Preschool Storytime
February 23 at 2:00: Crochet Club
February 24 at 11:00: Little Explorers
February 25 11:00-1:00: Life Drawing with Paul Olson
February 28 at 11:00: Tot Tuesday Preschool Storytime
March 4 11:00-1:00: Life Drawing with Paul Olson
March 9-10: All classes from Birchview Elementary will visit for March is Reading Month
March 11 11:00-1:00: Life Drawing with Paul Olson
March 17: Children's Librarian, Heather Lander, will be the community guest reader at Lakeview Elementary for March is Reading Month
March 9, 2023 at 7:00: Friends of the Library Meeting
March 16, 2023 at 7:00: Library Board Meeting
March 21 & 22: ICPL Adult Book Club returns! *I Must Betray You* by Ruta Sepetys

UNIQUE

Monthly Recovery Statistics: Ishpeming Carnegie Public Library

2/2022 Through 1/2023

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
January-23	$23.80	$161.84	$0.00	$185.64	**$185.64**	$58.25
December-22	$0.00	$139.98	$46.00	$185.98	**$139.98**	$46.60
November-22	$30.00	$194.99	$53.00	$277.99	**$224.99**	$34.95
October-22	$0.00	$236.85	$0.00	$236.85	**$236.85**	$69.90
September-22	$72.00	$484.78	$30.00	$586.78	**$556.78**	$46.60
August-22	$50.00	$224.88	$122.28	$397.16	**$274.88**	$46.60
July-22	$0.00	$129.00	$0.00	$129.00	**$129.00**	$11.65
June-22	$0.00	$169.93	$15.00	$184.93	**$169.93**	$46.60
May-22	$0.00	$0.00	$110.84	$110.84	**$0.00**	$46.60
April-22	$13.10	$71.00	$29.90	$114.00	**$84.10**	$11.65
March-22	$0.00	$234.99	$10.00	$244.99	**$234.99**	$17.90
February-22	$0.00	$300.88	$32.20	$333.08	**$300.88**	$44.75
Total	$188.90	$2,349.12	$449.22	$2,987.24	**$2,538.02**	$482.05
Average	$15.74	$195.76	$37.44	$248.94	**$211.50**	$40.17
					Total ROI: $6:1	



ISHPEMING CARNEGIE
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Written Report for the February 16, 2023 Meeting

Jesse Shirtz, Library Director

Staffing

Nicole Johnson has accepted the position of Librarian. She began at the library as a high school volunteer, completed a one-year internship at the library through MARESA, and has been our Library Assistant for seven years. She just completed her Master's in Library and Information Science from San Jose State University in December and we are very excited to see what she'll do in her new role at our library!

A panel interview is scheduled for Thursday, February 16 at 1:00 to fill the now vacant Library Assistant position.

Applications for the vacant Library Clerk position will be accepted through 1:00 PM Friday, February 17, with interviews occurring either the following week or the first week of March, depending on availability of panel members and applicants. We are trying to fill this position as soon as possible.

I have been working with the City Manager to re-write all Library job descriptions. We have completed the Librarian, Library Assistant, and Library Clerk. The remaining two, Library Director and Children's Librarian, will be begun once we've filled all vacancies.

Front Desk Updates

The Association of the Friends of the Ishpeming Carnegie Public Library (formerly known as the Friends of the Library) agreed to fund an update to the Front Desk with donations made to them by the family of former Head Librarian, Linda Peterson. Art Gischia has donated his time to refinish the wood work, polish the desk lamps, and added grommets to assist with cord management. Clancey Electric has donated the parts and labor to add and move outlets underneath the desk to assist with cord management, and also disconnected the lamps so they could be removed temporarily. I am researching vendors to replace the glass on top of the desk.

Children's Room Redesign

I met with Joe Erickson, City Finance Manager, to discuss this project. He has provided me with an example RFP to modify for our needs, and will provide feedback and assistance as we move forward. This project has largely been on pause as we worked to fill our staffing vacancies.

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Security Cameras
Three of our security cameras in the Children's Room failed recently. Range Communications visited last week to assess and advised us that they will need to be replaced. We are obtaining quotes from Range to do so as quickly as possible. There are still two cameras in, and one directly outside, the Children's Room that allow us to keep an eye on things.

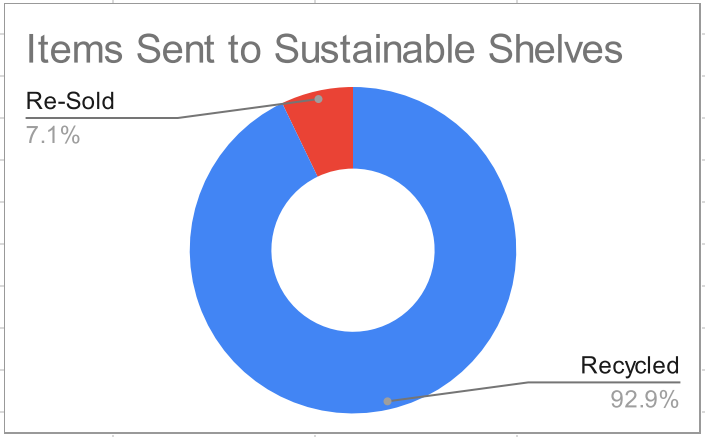
Adult Outreach
As part of her new role as Librarian, Nicole has begun investigating new ways to interact with community groups, particularly the Senior Center. She and Ashley Roberts, the Senior Center Director, have been brainstorming ways we can work together. Heather Lander and Ashley coordinated an inter-generational cookie decorating program to be held at the Senior Center in December that was unfortunately cancelled due to illness, but we are hoping to reschedule that for this summer. Heidi Silverstone is currently coordinating with at least two community groups on a not-yet-public program that we hope to announce soon.

Tousignant Donation
Michael and Diana Tousignant have decided to work with the Community Foundation of Marquette County to create an endowment for the library, rather than make a direct donation. They plan to fully fund $500,000 over the next 5 years and have already made their first contribution of $50,000 this year. The library will begin to receive funds from the endowment once it is fully funded towards "enhancement and enrichment" of the library.

Policy Manual
No update this month.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 01/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Dept 000 - NON DEPARTMENTAL						
101-000-619.000	LIBRARY COPIER FEES	1,250.00	258.91	258.91	991.09	20.71
101-000-656.000	LIBRARY BOOK FINES	500.00	256.95	256.95	243.05	51.39
101-000-657.000	PENAL FINES	25,000.00	6,913.41	6,913.41	18,086.59	27.65
Net - Dept 000 - NON DEPARTMENTAL		26,750.00	7,429.27	7,429.27	19,320.73	
Dept 790 - LIBRARY						
101-790-702.000	SALARIES	135,500.00	7,005.05	7,005.05	128,494.95	5.17
101-790-707.000	PART-TIME SALARIES	33,500.00	2,681.00	2,681.00	30,819.00	8.00
101-790-708.000	UNEMPLOYMENT COMPENSATION	30.00	6.13	6.13	23.87	20.43
101-790-709.000	FICA	13,000.00	775.44	775.44	12,224.56	5.96
101-790-712.000	INSURANCE OPT-OUT	4,800.00	400.00	400.00	4,400.00	8.33
101-790-713.000	OVERTIME	500.00	137.36	137.36	362.64	27.47
101-790-714.000	LONGEVITY PAY	891.00	0.00	0.00	891.00	0.00
101-790-716.000	RETIREMENT- DEFINED BENEFIT	23,500.00	1,314.42	1,314.42	22,185.58	5.59
101-790-719.000	POST EMPLOYMENT HEALTH PLAN	1,850.00	86.12	86.12	1,763.88	4.66
101-790-721.000	CLOTHING ALLOWANCE	300.00	0.00	0.00	300.00	0.00
101-790-726.000	ACCRUED LEAVE RESERVE	323.00	0.00	0.00	323.00	0.00
101-790-727.000	OFFICE SUPPLIES	3,100.00	101.74	101.74	2,998.26	3.28
101-790-727.001	OFFICE SUPPLIES-SPEC PROG	4,700.00	0.00	0.00	4,700.00	0.00
101-790-740.000	OPERATING SUPPLIES	1,300.00	38.69	38.69	1,261.31	2.98
101-790-775.000	REPAIR/MAINT. SUPPLIES	520.00	25.01	25.01	494.99	4.81
101-790-801.000	PROFESSIONAL SERVICES	3,950.00	0.00	0.00	3,950.00	0.00
101-790-850.000	COMMUNICATIONS	1,400.00	176.28	176.28	1,223.72	12.59
101-790-860.000	TRANSPORTATION & MEALS	500.00	0.00	0.00	500.00	0.00
101-790-920.000	UTILITIES - ELECTRICITY	5,600.00	0.00	0.00	5,600.00	0.00
101-790-921.000	UTILITIES - WATER/SEWER	1,100.00	0.00	0.00	1,100.00	0.00
101-790-922.000	UTILITIES - NATURAL GAS	4,000.00	0.00	0.00	4,000.00	0.00
101-790-930.000	REPAIRS & MAINTENANCE	3,650.00	197.11	197.11	3,452.89	5.40
101-790-945.000	VEHICLE RENTALS	800.00	0.00	0.00	800.00	0.00
101-790-957.000	TRAINING	500.00	0.00	0.00	500.00	0.00
101-790-980.000	CAPITAL OUTLAY - OFFICE EQUIPMENT	200.00	0.00	0.00	200.00	0.00
101-790-982.000	BOOKS	20,000.00	141.11	141.11	19,858.89	0.71
101-790-982.001	PERIODICALS	2,500.00	0.00	0.00	2,500.00	0.00
101-790-982.002	DVD'S	2,000.00	67.03	67.03	1,932.97	3.35
101-790-982.003	AUDIO BOOKS	4,000.00	0.00	0.00	4,000.00	0.00
Net - Dept 790 - LIBRARY		274,014.00	13,152.49	13,152.49	260,861.51	

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 - December 2022

Beanstack Monthly Registration & Participation Totals

Month	New Accounts	New Readers	Completed Activities	Completed Activity Badges	Logged Books	Logged Minutes
December 2022	0	0	4	4	613	13,215
November 2022	1	1	14	10	652	8,581
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
TOTAL:	**140**	**140**	**511**	**196**	**11,139**	**275,892**

November 2022 - Family Stories

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	9	1	2,204	0	6,997
Ely Township	1	0	271	0	1,220
Humboldt Township	0	0	0	0	0
Ishpeming Township	0	0	0	0	0
Tilden Township	0	0	0	0	0
Negaunee	1	0	22	0	85
Other	0	0	0	0	0
No Local Area	0	0	0	0	0
TOTAL:	**11**	**1**	**2,497**	**0**	**8,302**

*This challenge only counted minutes read, not books.

December 2022 - Cozy Up With a Good Book

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	8	0	2,202	0	11,435
Ely Township	2	0	318	0	2,461
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:	**10**	**0**	**2,520**	**0**	**13,896**

*This challenge only counted minutes read, not books.

Beanstack - January 2023

Beanstack Monthly Registration & Participation Totals

Month	New Accounts	New Readers	Completed Activities	Completed Activity Badges	Logged Books	Logged Minutes
January 2023	12	12	81	52	1,504	22,114
December 2022	0	0	4	4	613	13,215
November 2022	1	1	14	10	652	8,581
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:	**161**	**161**	**716**	**311**	**14,855**	**350,076**

1000 Books Before Kindergarten: Local Area Participation Totals (begun January 2023)

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books	Logged Minutes*
City of Ishpeming	9	0	1,182	1,129	0
Ely Township	5	0	27	188	0
Humboldt Township	0	0	0	0	0
Ishpeming Township	4	0	68	241	0
Tilden Township	0	0	0	0	0
Negaunee	3	0	52	178	0
Other	0	0	0	0	0
No Local Area	0	0	0	0	0
TOTAL:	**21**	**0**	**1,329**	**1,736**	**0**

*This challenge only counted books read, not minutes.

New Horizons 2022 Reading Challenge (Goal: 100 Books): Local Area Participation Totals

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books	Logged Minutes*
City of Ishpeming	18	7	2,688	10,742	0
Ely Township	4	1	409	214	0
Humboldt Township	1	0	70	40	0
Ishpeming Township	2	0	26	5	0
Tilden Township	2	0	11	12	0

Negaunee	0	0	0	0	0
Other	0	0	0	0	0
No Local Area	0	0	0	0	0
TOTAL:	**27**	**8**	**3,204**	**11,013**	**0**

*This challenge only counted books read, not minutes.

New Horizons 2022 Reading Challenge (Goal: 10,000 Minutes): Local Area Participation Totals

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	17	6	2,647	0	148,078
Ely Township	3	1	454	0	59,651
Humboldt Township	1	0	70	0	2,595
Ishpeming Township	5	0	58	0	2,407
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:	**26**	**7**	**3,229**	**0**	**212,731**

*This challenge only counted minutes read, not books.

January 2023: Winter Reading All the Feels (Bingo): Local Area Participation Totals

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	10	5	2,434	0	15,613
Ely Township	2	1	340	0	6,075
Humboldt Township	0	0	0	0	0
Ishpeming Township	0	0	0	0	0
Tilden Township	0	0	0	0	0
Negaunee	1	0	2	0	0
Other	0	0	0	0	0
No Local Area	0	0	0	0	0
TOTAL:	**13**	**6**	**2,776**	**0**	**21,688**

*This challenge only counted minutes read, not books.