ISHPEMING CARNEGIE
PUBLIC LIBRARY

Library Board Meeting
Thursday, March 16, 2023
7:00pm-8:00pm (ET)
Margaret Dundon Reading Room

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes from February 16, 2023 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
      i. Discussion of *Memorandum of Understanding*
   f. Sustainable Shelves
   g. Beanstack
   h. COVID-19

6. Committee Reports

7. Communications

8. Unfinished Business
   a. Accept 2022 Annual Report

9. New Business
   a. First Reading *Seed Library Policy*

10. Public Participation

11. Date of next meeting: Thursday, April 20, 2023 at 7:00 pm

12. Adjournment

Ishpeming Carnegie Public Library

Board Minutes February 16, 2023

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

Meeting called to order at 7:01 PM.

Motion by Stacie Nardi seconded by Darren Boldt, to approve the November 17, 2022 meeting minutes as presented. Motion passed.

Public Participation: None.

Librarian's Report: Jesse Shirtz, Library Director, presented the monthly library reports for November, December, and January. Some classes were paused while transitioning and filling staffing positions. Classes have now resumed. New job descriptions have been developed. The vacated Librarian position has been filled by Nicole Johnson. Interviews are under way for the Clerk position. There were issues with some of the security cameras recently and repairs are being pursued as quickly as possible. A donation was received by the Roger Junak family that will be displayed in the Margaret Dundon reading room. "Vox" books that provide a read along audio with head phone compatibility are extremely popular. Another library cooperative has been added to the Libby app. There are now 7 cooperatives available for electronic book selection.

- Circulation: December had less open days due to weather and staff illnesses.
- Calendar of events was included. The life drawing classes are being held through March 11 event has been popular.
- Budget report: Presented with invoice copies and current budget status. The city budget report for the library was provided. Book invoices were reviewed and initialed by the library board members.
- Friends of the Library has a new name, the Association of Friends of the Ishpeming Carnegie Public Library! The front desk upgrade provided by donations is underway.
- Sustainable Shelves: No new items since October. 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. The "1000 Books Before Kindergarten" program started with a donation from the Friends to provide the keepsake companion book.
- COVID-19: no update this month.

Committee Reports: None

Communications: None

Unfinished Business:

- The donation from the Tousignant family will be via a community foundation. They will be funding $500,000 over the next 5 years that will fully fund an endowment for "enhancement and enrichment." The first $50,000 donation has already been made.
- The Children's room redesign (Friends will cover up to $15,000 for the renovation plan). No update this month.
- Adult Outreach ideas are being investigated.

DRAFT

- The second reading of the Library Board By-Laws and Public Participation Policy were tabled.

New Business:

- Develop a list of potential "enhancement and enrichment" that would be in the spirit of the Tousignant family donation. A definition of the spirit of the donation should be developed. Some initial potential ideas:
    - Picture rail for donated art display – more items would be able to be displayed
    - Interior design assistance for the YA reading area
- Draft annual report was provided.

Public Participation: None

Next meeting is March 16, 2023 7:00PM in person at the Library.

A motion was made by Brooke Routhier and seconded Elyse Bertucci at 8:04 PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

Brooke Routhier

DRAFT

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PUBLIC LIBRARY

Monthly Report for the March 16, 2023 Meeting

Attendance
January 2023: 2,082
February 2023: 1,847 (-235)

Circulation
January 2023: 4,967
3,829 *checkouts*
1,138 downloadables
February 2023: 4,868 (-99)
3,586 *checkouts*
1,282 downloadables

Computer Usage (1 kid, 9 adult computers available for use.)
January 2023
Computer logins: 230
WiFi connections (inc.): n/a
Webpage Visits (inc.): n/a

February 2023
Computer logins: 219 (-11)
WiFi connections (inc.): n/a
Webpage Visits (inc.): n/a

Patron Interlibrary Loans
February Borrowed: 457 (-13)
February Loaned: 233 (-29)

Library Cardholders (February):
5,692

Users registered in February: 35

Unique Management (moved to attached report)

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Township Statistics

+/- In comparison to the previous month.

Champion Township
Population: 250
Cardholders
February 2023: 196 (=)
Checkouts
February 2023: 204 (+27)

Ely Township
Population: 1,900
Cardholders)
February 2023: 318 (+2)
Checkouts
February 2023: 248 (+75)

Humboldt Township
Population: 328
Cardholders
February 2023: 55 (+1)
Checkouts
February 2023: 81 (-28)

Ishpeming Township
Population: 3,392
Cardholders
February 2023: 587 (=)
Checkouts
February 2023: 289 (-140)

Tilden Township
Population: 1,045
Cardholders
February 2023: 171 (-1)
Checkouts
February 2023: 73 (+16)

Ishpeming City
Population: 6,140
Cardholders
February 2023: 3882 (+28)
Checkouts
February 2023: 1623 (-255)

Upcoming Events

March 1-31: IditaRead Beanstack Reading Challenge
March 17: Children's Librarian, Heather Lander, will be the community guest reader at Lakeview Elementary for March is Reading Month
March 16 at 7:00: Library Board Meeting
March 17 at 1:00: Afternoon Movies (Brave)
March 18 at 1:00: Wild Kratts Weekend
March 9 at 11:30: Great Lakes Great Books Award announcement
March 21 at 11:00: Tot Tuesday Preschool Storytime
March 21 at 2:00: ICPL Adult Book Club returns! *I Must Betray You* by Ruta Sepetys
March 22 at 6:00: ICPL Adult Book Club returns! *I Must Betray You* by Ruta Sepetys
March 23 at 2:00: Crochet Club
March 23 at 4:00: Seed Sorting Volunteer Event (also March 30, April 6, 13, 20)
April 14 at 1:00: Afternoon Movies (Peter Rabbit)
April 20 at 7:00: Library Board Meeting
April 22: Seed Library Grand Opening!

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Written Report for the March 16, 2023 Meeting

Jesse Shirtz, Library Director

Staffing

Heidi Silverstone accepted the position of Library Assistant mid-February and has already begun making her mark by organizing the creation of a Seed Library (Grand Opening April 22!) in partnership with Partridge Creek Farms and local volunteers. This is a large undertaking and we're very excited to make it available to our community. Heidi has been with the library in the role of Library Clerk for four years and is ready to take on new challenges.

Teagan Sturmer accepted the position of Library Clerk the first week in March with a start date of March 13. We are very happy to be back at full staff after a long three months of shuffling and hiring. Teagan is a published author with a vested interest in the Ishpeming community. We are so excited to work with her!

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. We have received a quote from Champion Glass Mqt and, pending approval by the FOL at their meeting March 9, will be moving forward to have those commissioned, bringing the project to an end. We are grateful to Art Gischia and Clancey Electric for donating their time and supplies to this project!

Children's Room Redesign

Following several more meetings with Joe Erickson, City Finance Manager, we have an RFP that should be published on or around March 15, 2023. The RFP and proposed timeline will be provided at the meeting. The Library Board is being asked to provide a recommendation at their April 20 meeting, and should expect to be included in creating the design with whichever firm is awarded the project. This RFP only covers the design. Pending the final design (and their provided mock-ups and marketing images, etc.) a fundraising campaign is expected to kick-off around July 4, 2023 (to coincide with our Annual Campaign), with the construction projected to begin Fall 2024, as funding allows.

Security Cameras

Three replacement cameras have been ordered from Range and are expected to be installed Wednesday, March 15, 2023.

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Adult Outreach

Nicole Johnson, Librarian, is in the process of planning our Adult Summer Reading Program. Expected programs include: Wilson Creek Wildlife, Doozers cookie decorating, Yooper Paranormal, and others. Heidi Silverstone, Library Assistant, is creating a Seed Library in coordination with Partridge Creek Farms. This is a huge undertaking that involves organizing a core group of volunteers to accept, sort, package, track, and restock the seeds. Seed Sorting dates have been set through March and April to encourage volunteers to assist, with a Grand Opening set for Earth Day, Saturday, April 22, 2023.

Tousignant Donation

Michael and Diana Tousignant will be visiting Ishpeming in June and hope to have me join them for a meeting with the Community Foundation of Marquette to finalize details of their endowment to the library.

Policy Manual

A Memorandum of Understanding has been drafted between the Library and the Association of Friends of the Ishpeming Carnegie Public Library. It will be discussed at the Friends' meeting March 9, then will come before the Board for discussion, prior to its adoption. An MoU protects both parties by defining the special relationship between a Friends group and a Library.

A Seed Library Policy will be coming before the Board for discussion, then adoption. The policy covers what seeds are and are not accepted, the relationship between the Library, partner organizations, and volunteers, and the purpose of the Seed Library.

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 02/28/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Dept 790 - LIBRARY						
101-790-702.000	SALARIES	135,500.00	21,519.06	14,514.01	113,980.94	15.88
101-790-707.000	PART-TIME SALARIES	33,500.00	4,172.00	1,491.00	29,328.00	12.45
101-790-708.000	UNEMPLOYMENT COMPENSATION	30.00	15.11	8.98	14.89	50.37
101-790-709.000	FICA	13,000.00	2,028.03	1,252.59	10,971.97	15.60
101-790-712.000	INSURANCE OPT-OUT	4,800.00	800.00	400.00	4,000.00	16.67
101-790-713.000	OVERTIME	500.00	137.36	0.00	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	2,032.09	717.67	21,467.91	8.65
101-790-717.000	RETIREMENT - DEFINED CONTRIBUTION	0.00	278.40	278.40	(278.40)	100.00
101-790-718.000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
101-790-719.000	POST EMPLOYMENT HEALTH PLAN	1,850.00	226.12	140.00	1,623.88	12.22
101-790-720.000	WORKERS COMP INSURANCE	0.00	0.00	0.00	0.00	0.00
101-790-721.000	CLOTHING ALLOWANCE	300.00	109.00	109.00	191.00	36.33
101-790-724.000	LIFE INSURANCE	0.00	0.00	0.00	0.00	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	626.80	525.06	2,473.20	20.22
101-790-727.001	OFFICE SUPPLIES-SPEC PROG	4,700.00	280.57	280.57	4,419.43	5.97
101-790-740.000	OPERATING SUPPLIES	1,300.00	38.69	0.00	1,261.31	2.98
101-790-775.000	REPAIR/MAINT. SUPPLIES	520.00	25.01	0.00	494.99	4.81
101-790-801.000	PROFESSIONAL SERVICES	3,950.00	657.62	657.62	3,292.38	16.65
101-790-850.000	COMMUNICATIONS	1,400.00	352.85	176.57	1,047.15	25.20
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	837.93	383.22	4,762.07	14.96
101-790-921.000	UTILITIES - WATER/SEWER	1,100.00	181.96	90.98	918.04	16.54
101-790-922.000	UTILITIES - NATURAL GAS	4,000.00	2,243.16	1,253.17	1,756.84	56.08
101-790-930.000	REPAIRS & MAINTENANCE	3,650.00	1,564.66	1,367.55	2,085.34	42.87
101-790-945.000	VEHICLE RENTALS	800.00	0.00	0.00	800.00	0.00
101-790-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
101-790-957.000	TRAINING	500.00	0.00	0.00	500.00	0.00
101-790-975.003	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	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	1,385.03	1,243.92	18,614.97	6.93
101-790-982.001	PERIODICALS	2,500.00	34.95	34.95	2,465.05	1.40
101-790-982.002	DVD'S	2,000.00	276.26	209.23	1,723.74	13.81
101-790-982.003	AUDIO BOOKS	4,000.00	166.76	166.76	3,833.24	4.17
Total Dept 790 - LIBRARY		274,014.00	39,989.42	25,301.25	234,024.58	14.59

Fund 268 - CARNEGIE LIBRARY SPEC FD

Revenues						
Dept 000 - NON DEPARTMENTAL						
268-000-646.000	SALE OF USED EQUIPMENT	0.00	0.00	0.00	0.00	0.00
268-000-665.000	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00
268-000-675.000	CONTRIBUTIONS	20,000.00	1,000.00	0.00	19,000.00	5.00
Total Dept 000 - NON DEPARTMENTAL		20,000.00	1,000.00	0.00	19,000.00	5.00
TOTAL REVENUES		20,000.00	1,000.00	0.00	19,000.00	5.00
Expenditures						
Dept 790 - LIBRARY						
268-790-702.000	SALARIES	0.00	0.00	0.00	0.00	0.00
268-790-702.002	SALARIES - WORK AREA	0.00	0.00	0.00	0.00	0.00
268-790-708.000	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00
268-790-709.000	FICA	0.00	0.00	0.00	0.00	0.00
268-790-712.000	INSURANCE OPT-OUT	0.00	0.00	0.00	0.00	0.00
268-790-713.000	OVERTIME	0.00	0.00	0.00	0.00	0.00
268-790-714.000	LONGEVITY PAY	0.00	0.00	0.00	0.00	0.00
268-790-716.000	RETIREMENT- DEFINED BENEFIT	0.00	0.00	0.00	0.00	0.00
268-790-717.000	RETIREMENT - DEFINED CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
268-790-718.000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
268-790-719.000	POST EMPLOYMENT HEALTH PLAN	0.00	0.00	0.00	0.00	0.00
268-790-720.000	WORKERS COMP INSURANCE	0.00	0.00	0.00	0.00	0.00
268-790-721.000	CLOTHING ALLOWANCE	0.00	0.00	0.00	0.00	0.00
268-790-724.000	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00
268-790-725.000	FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00
268-790-726.000	ACCRUED LEAVE RESERVE	0.00	0.00	0.00	0.00	0.00
268-790-727.000	OFFICE SUPPLIES	5,000.00	140.80	0.00	4,859.20	2.82
268-790-740.002	SUPPLIES - WORK AREA	0.00	0.00	0.00	0.00	0.00
268-790-740.003	SUPPLIES - SINK/BATHROOM	0.00	0.00	0.00	0.00	0.00
268-790-801.000	PROFESSIONAL SERVICES	15,000.00	0.00	0.00	15,000.00	0.00
268-790-801.001	PROFESSIONAL SERV-PAINTING	0.00	0.00	0.00	0.00	0.00
268-790-801.004	PROFESSIONAL SERV-CARPETING	0.00	0.00	0.00	0.00	0.00
268-790-801.005	PROFESSIONAL SERV-ELECTRICAL	0.00	0.00	0.00	0.00	0.00
268-790-801.006	PROFESSIONAL SERV-WINDOWS	0.00	0.00	0.00	0.00	0.00
268-790-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
268-790-956.001	MISC. - FURNITURE	0.00	0.00	0.00	0.00	0.00
268-790-980.000	EQUIPMENT	0.00	0.00	0.00	0.00	0.00
Total Dept 790 - LIBRARY		20,000.00	140.80	0.00	19,859.20	0.70
TOTAL EXPENDITURES		20,000.00	140.80	0.00	19,859.20	0.70

Fund 268 - CARNEGIE LIBRARY SPEC FD:

TOTAL REVENUES	20,000.00	1,000.00	0.00	19,000.00	5.00
TOTAL EXPENDITURES	20,000.00	140.80	0.00	19,859.20	0.70
NET OF REVENUES & EXPENDITURES	0.00	859.20	0.00	(859.20)	100.00

Fund 271 - LIBRARY STATE AID

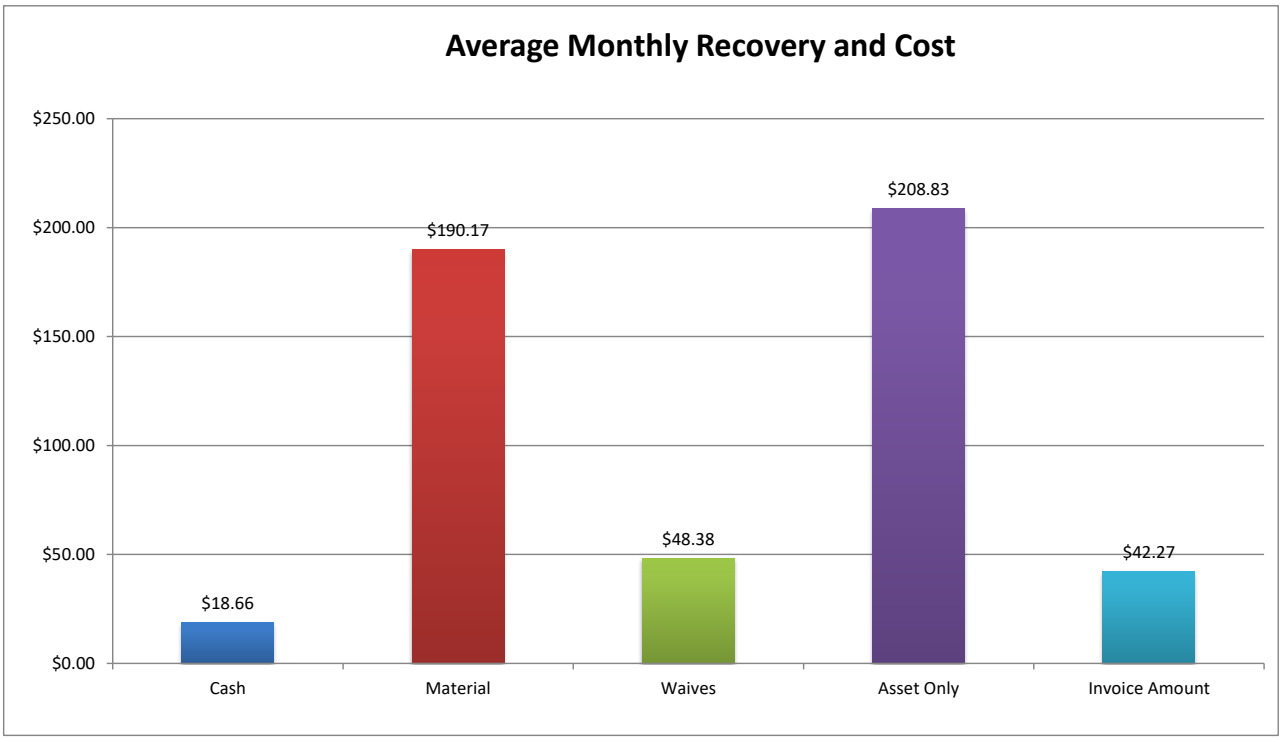
Revenues						
Dept 000 - NON DEPARTMENTAL						
271-000-566.000	STATE AID PAYMENTS	12,750.00	0.00	0.00	12,750.00	0.00
271-000-665.000	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00
271-000-699.101	TRANSFER IN - GENERAL FUND	6,100.00	0.00	0.00	6,100.00	0.00
Total Dept 000 - NON DEPARTMENTAL		18,850.00	0.00	0.00	18,850.00	0.00
TOTAL REVENUES		18,850.00	0.00	0.00	18,850.00	0.00
Expenditures						
Dept 790 - LIBRARY						
271-790-965.000	LIBRARY SYSTEM	18,850.00	1,615.52	1,615.52	17,234.48	8.57
Total Dept 790 - LIBRARY		18,850.00	1,615.52	1,615.52	17,234.48	8.57
TOTAL EXPENDITURES		18,850.00	1,615.52	1,615.52	17,234.48	8.57
Fund 271 - LIBRARY STATE AID:						
TOTAL REVENUES		18,850.00	0.00	0.00	18,850.00	0.00
TOTAL EXPENDITURES		18,850.00	1,615.52	1,615.52	17,234.48	8.57
NET OF REVENUES & EXPENDITURES		0.00	(1,615.52)	(1,615.52)	1,615.52	100.00
TOTAL REVENUES - ALL FUNDS		3,155,415.00	235,031.28	184,408.81	2,920,383.72	7.45
TOTAL EXPENDITURES - ALL FUNDS		3,205,372.00	519,105.82	222,483.58	2,686,266.18	16.19
NET OF REVENUES & EXPENDITURES		(49,957.00)	(284,074.54)	(38,074.77)	234,117.54	568.64

UNIQUE

Monthly Recovery Statistics: Ishpeming Carnegie Public Library

3/2022 Through 2/2023

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
February-23	$35.00	$233.76	$163.50	$432.26	**$268.76**	$69.90
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
Total	$223.90	$2,282.00	$580.52	$3,086.42	**$2,505.90**	$507.20
Average	$18.66	$190.17	$48.38	$257.20	**$208.83**	$42.27
					Total ROI: $6:1	



Beanstack - February 2023

Beanstack Monthly Registration & Participation Totals

Month	New Accounts	New Readers	Completed Activities	Completed Activity Badges	Logged Books	Logged Minutes
February 2023	7	7	50	18	2,048	16,827
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 (since January 2023)

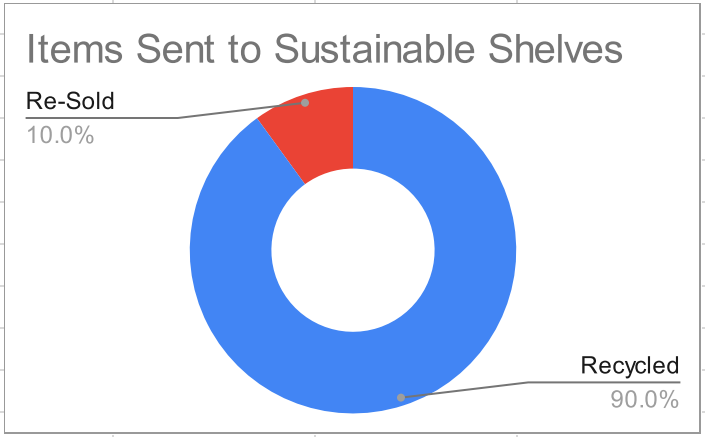
Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books	Logged Minutes*
City of Ishpeming	9	0	1,321	2,017	0
Ely Township	5	0	62	515	0
Humboldt Township	0	0	0	0	0
Ishpeming Township	4	0	101	560	0
Tilden Township	0	0	0	0	0
Negaunee	4	0	80	178	0
Other	0	0	0	0	0
No Local Area	0	0	0	0	0
TOTAL:	**22**	**0**	**1,564**	**3,270**	**0**

*This challenge only counted books read, not minutes.

February 2023: For the Love of Reading

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	10	6	2,589	0	11,916
Ely Township	3	2	371	0	3,721
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:	**13**	**8**	**2,960**	**0**	**15,637**

*This challenge only counted minutes read, not books.

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
3/9/2023	211	96	115	52.4
TOTAL:	**3486**	**3137**	**349**	**$349.42**