# ROBERT'S RULES OF ORDER CHEAT SHEET

Robert's Rules of Order is a manual of parliamentary procedures that governs most organizations with boards of directors. Robert's Rules of Order are a provision of each of the SMPS chapter's bylaws normally stated as the following:

> *"The rules contained in the most recent edition of Robert's Rules of Order shall provide the rules of procedure for the Chapter where they are not inconsistent with the provisions of the Articles of Incorporation or these bylaws."*

## TYPES OF MOTIONS

- **Main Motion**: Introduce a new item
- **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
- **Privileged Motion:** Urgent or important matter unrelated to pending business
- **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
- **Motion to Table:** Kills a motion
- **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

## EVERY MOTION HAS 6 STEPS

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

## REQUESTING POINTS OF SOMETHING

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege.

- **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- **Point of Information:** A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.
- **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.
- **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

## TIPS AND REMINDERS FOR CHAIRPERSONS

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't overcommand.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

*Source: www.boardeffect.com*

| Action | What to say | Can speaker be interrupted? | Need a second? | Can this be debated? | Can this be amended? | Votes needed |
|---|---|---|---|---|---|---|
| Introduce main motion | "I move to..." | No | Yes | Yes | Yes | Majority |
| Amend a motion | "I move to amend the motion by..." | No | Yes | Yes | Yes | Majority |
| Move item to committee | "I move that we refer the matter to committee." | No | Yes | Yes | No | Majority |
| Postpone item | "I move to postpone the matter until..." | No | Yes | Yes | No | Majority |
| End debate | "I move the previous question." | No | Yes | Yes | No | Majority |
| Object to procedure | "Point of order." | Yes | No | No | No | Chair's decision |
| Recess the meeting | "I move that we recess until..." | No | Yes | No | No | Majority |
| Adjourn the meeting | "I move to adjourn the meeting." | No | Yes | No | No | Majority |
| Request information | "Point of information." | No | Yes | No | No | No vote |
| Overrule the chair's ruling | "I move to overrule the chair's ruling." | Yes | Yes | Yes | No | Majority |
| Extend the allotted time | "I move to extend the time by _____ minutes." | No | Yes | No | Yes | 2/3 |
| Enforce the rules or point out incorrect procedure | "Point of order." | Yes | No | No | No | No vote |
| Table a motion | "I move to table..." | No | Yes | No | No | Majority |
| Verity voice vote with count | "I call for a division." | No | No | No | No | No vote |
| Object to considering some undiplomatic matter | "I object to consideration of this matter..." | Yes | No | No | No | 2/3 |
| Take up a previously tabled item | "I move to take from the table..." | No | Yes | No | No | Majority |
| * Reconsider something already disposed of | "I move to reconsider our action to..." | Yes | Yes | Yes | Yes | Majority |
| Consider something out of it scheduled order | "I move to suspend the rules and consider..." | No | Yes | No | No | 2/3 |
| Close the meeting for executive session | "I move to go into executive session." | No | Yes | No | No | Majority |

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

ISHPEMING CARNEGIE
PUBLIC LIBRARY

*Enriching our community through access to information and opportunities in a welcoming and inspiring environment.*

***Inspire. Include. Innovate. Ishpeming***

Library Board Meeting
Thursday, May 18, 2023
7:00pm-8:00pm (ET)
Margaret Dundon Reading Room

**AGENDA**

1. Call to Order

2. Roll Call

3. Approval of Minutes from April 20, 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
   f. Sustainable Shelves
   g. Beanstack

6. Committee Reports
   a. Finance Committee (no report)

7. Communications
   a. Summer Reading Program donations
      i. Ishpeming Lions Club $100
      ii. Congress Pizzas $100
      iii. McDonald's of Ishpeming #11871 $100
      iv. Rotary Club of Ishpeming $250
      v. Horizon Book Club $100
      vi. Midtown Bakery & Cafe 4 free lunches
      vii. Thomas Theatre Group 6 free movie passes
      viii. Snowbound Books 4 $25 gift cards
      ix. Teri LaBo Gillotte in memory of William S. "Bill" Jones $200

8. Unfinished Business
   a. Adopt Memorandum of Understanding with the Association of Friends of the Ishpeming Carnegie Public Library
   b. Adopt Public Participation Policy

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c. Adopt Library Board By-Laws

9. New Business
   a. Accept Trustee Stacie Nardi's resignation, with regret.
   b. First Reading Reference Service Policy
   c. First Reading Gifts and Bequests Policy

10. Public Participation

11. Date of next meeting: Thursday, June 15, 2023 at 7:00 pm

12. Adjournment

Ishpeming Carnegie Public Library

Board Minutes April 20, 2023

Present: Elyse Bertucci, Darren Boldt, Paul Olson, Stacie Nardi and Brooke Routhier. Jesse Shirtz, Library Director was present. Absent: none; Public: none.

Meeting called to order at 7:08 PM.

Motion by Darren Boldt and second by Stacie Nardi to approve the March 16, 2023 meeting minutes as presented. Motion passed.

Public Participation: Kay Tupala – President of the Association of the Friends (FOL) was in attendance.

- Librarian's Report: Jesse Shirtz, Library Director, presented the monthly library report for March. The door counter failed and attendance is estimated. Circulation was up by roughly 1,000 items. Tot Tuesday is very popular, and a lot of books are checked out. Adult outreach upcoming this month at the Senior Center and Bell Hospital. The front desk renovation funded by donations by the family of former Head Librarian, Linda Peterson and local service donations is completed and looks great. There was a verbal material complaint and the Selection Policy and the Request for Reconsideration of Library Materials was provided.
- Circulation: Circulation and attendance was even (estimate on attendance) or increased from February.
- Calendar of events was included.
- Budget report: Presented with invoice copies and current budget status. The city budget report for the library was provided. Book invoices were reviewed and the summary was initialed by the library board.
- Association of Friends of the Ishpeming Carnegie Public Library (FOL) has reviewed a Memorandum of Understanding to define the special relationship between the group and the library. June 30th is the next scheduled book sale. A lyceum is being planned for September 30th.
- Sustainable Shelves: New shipment of books were sent out in March.
- Beanstack: Information on accounts and activities was provided by age group.
- COVID-19: no update this month.

Committee Reports: None

Communications: Numerous Summer Reading Program donations were received totaling $2,775. A donation was received in memory of Karen Sundblad for the purchase of large print books.

Unfinished Business:

- Children's room redesign and heating system request for proposals solicited a single bid. Heating system issues were discussed on the walk through as likely to impact the redesign. The one bid received exceeds the FOL earmarked budget. Discussed addressing the heating issue as a separate item and address it ahead of any Children's room redesign. This will postpone the project.
- Memorandum of Understanding with the Association of Friends of the Ishpeming Public Library (FOL)was reviewed. FOL approved the MOU with one edit. Requested a review of the MOU by the City Attorney.
- The second reading of the Library Board By-Laws and Public Participation Policy were tabled.
- The second reading of the Seed Policy was conducted. A motion was made by Darren Boldt, seconded by Brooke Routhier, to amend the section requiring a library card (item #3) to request people that do not

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live in the service area to see library staff. Motion passed. A motion was made by Brooke Routhier, seconded by Stacie Nardi to approve the second reading of the amended Strawberry Hill Seed Library Policy. Motion passed.

New Business:

- A motion was made by Darren Boldt, seconded Stacie Nardi to appoint Elyse Bertucci and the library director to the Finance Committee. Motion passed.
- 2024 budget preparations: The library board would like to include full time staff for the Children's room and funds to appraise donated items for a potential art circulation program. Capital improvements that should be considered in the 2024 budget were discussed including heating system repairs, picture hanging system for donated art display, pillar repair, and front entrance concrete stair repair.

Public Participation: None

Next meeting is May 18, 2023 7:00PM in person at the Library.

A motion was made by Elyse Bertucci and seconded Brooke Routhier by at 8:28 PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

Brooke Routhier

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# Monthly Report for the May 18, 2023 Meeting

**Attendance**
March 2023: ~1,847
April 2023: ~1,847 (+/-)

**Circulation**
March 2023: 5,837
4,747 *checkouts*
*1,090 downloadables*
April 2023: 5,166 (-671)
4,001 *checkouts*
*1,165 downloadables*

**Computer Usage** (2 kid, 9 adult computers available for use.)
March 2023
*Computer logins: 265*
*WiFi connections (inc.): n/a*
*Webpage Visits (inc.): 1,463*

April 2023
*Computer logins: 261 (-4)*
*WiFi connections (inc.): n/a*
*Webpage Visits (inc.): n/a*

**Patron Interlibrary Loans**
April Borrowed: 472 (-19)
April Loaned: 246 (-25)

**Library Cardholders (April):** 5,777

**Users registered in April**: 49

**Unique Management** (moved to attached report)

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## Township Statistics

**+/- In comparison to the previous month.**

### Champion Township
Population: 250
**Cardholders**
April 2023: 198 (=)
**Checkouts**
April 2023: 121 (-54)

### Ely Township
Population: 1,900
**Cardholders**)
April 2023: 319 (+1)
**Checkouts**
April 2023: 271 (-27)

### Humboldt Township
Population: 328
**Cardholders**
April 2023: 55 (=)
**Checkouts**
April 2023: 120 (+20)

### Ishpeming Township
Population: 3,392
**Cardholders**
April 2023: 596 (+7)
**Checkouts**
April 2023: 365 (-113)

### Tilden Township
Population: 1,045
**Cardholders**
April 2023: 172 (=)
**Checkouts**
April 2023: 67 (+7)

### Ishpeming City
Population: 6,140
**Cardholders**
April 2023: 3926 (+24)
**Checkouts**
April 2023: 2109 (+413)

## Upcoming Events

*See attached May Calendar of Events*

**May 1-31:** *Asian Pacific American Heritage Month* Beanstack Reading Challenge
**May 18:** 2nd graders from Aspen Ridge will tour the library and pick up their library cards!
**May 18 at 7:00: Library Board Meeting**
**May 23 (2:00) & 24 (6:00):** Adult Horror Book Club hosts its inaugural meetings to share thoughts on *What Moves the Dead* by T. Kingfisher
**May 24 at 4:30-7:30:** Heather will attend Aspen Ridge Family Night
**June 3 at 2:00:** Superior Beekeeping Club (live bees!)
**June 13:** Summer Reading Begins! This year's theme is *All Together Now*

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**Written Report for the May 18, 2023 Meeting**

Jesse Shirtz, Library Director

## Summer Reading 2023

Summer Reading will run from June 13 through August 12. This year's theme is *All Together Now*. The program platform will be on Beanstack, though we will have an offline option for those who request it. We have planned a robust offering of programs throughout the nine weeks, including the Ann Arbor Hands-On Museum, Papa Crow Children's Concert, Yooper Paranormal, storytimes held at a variety of community locations, author presentations, and many, many more! The full schedule will be advertised in the coming weeks. We have received $3,625 so far in donations for the program!

## Adult Outreach

Nicole Johnson, Librarian, will be visiting the Ishpeming Senior Center again on June 1 at 10:30 to sign people up for library cards, provide items for checkout, and to provide assistance with Libby. We are discussing placing a bin for library returns at the Senior Center that could be picked up by staff weekly or bi-monthly. There is also talk of hosting a book club at the Senior Center.

## 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. No update this month.

## Policy Manual

A Memorandum of Understanding has been drafted between the Library and the Association of Friends of the Ishpeming Carnegie Public Library. An MoU protects both parties by defining the special relationship between a Friends group and a Library. It was approved by the Friends at their April 13, 2023 meeting, amended by the Library Board at their April 20 meeting, and sent to the City Attorney, Caroline Bridges, for review. Ms. Bridges has reviewed the document and concurs that it is "appropriate for both groups to sign". Final adoption is on tonight's agenda.

Adoption of the Public Participation Policy and amended Library Board By-Laws are on the agenda. As a reminder, you are removing the existing public participation "policy" from the Library Board By-Laws and creating a separate policy for it. This removes the need to amend the by-laws if future updates are required to the Public Participation Policy. <u>These actions must be done together. If one is tabled, the other must be, too.</u> After reaching out to Clare Membiela, Library Law Consultant for the Library of Michigan, it was confirmed that we may <u>not</u> apply our Patron Behavior

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Policy to public comment regarding the content of what is said. The Public Participation Policy provides the Library Board the ability to control *how* something is said, but not *what* is said. (i.e. Stating something calmly vs. shouting it across the room.)

A first reading of our Reference Service Policy is on the agenda. This is mostly a "keeping up with the times" update. No significant changes were made.
A first reading of the Gifts and Bequests Policy is on the agenda. There is a correction, and an update to include gifts of artwork. The Library's policy is subject to City Ordinance 11-1700, so that is attached as well.

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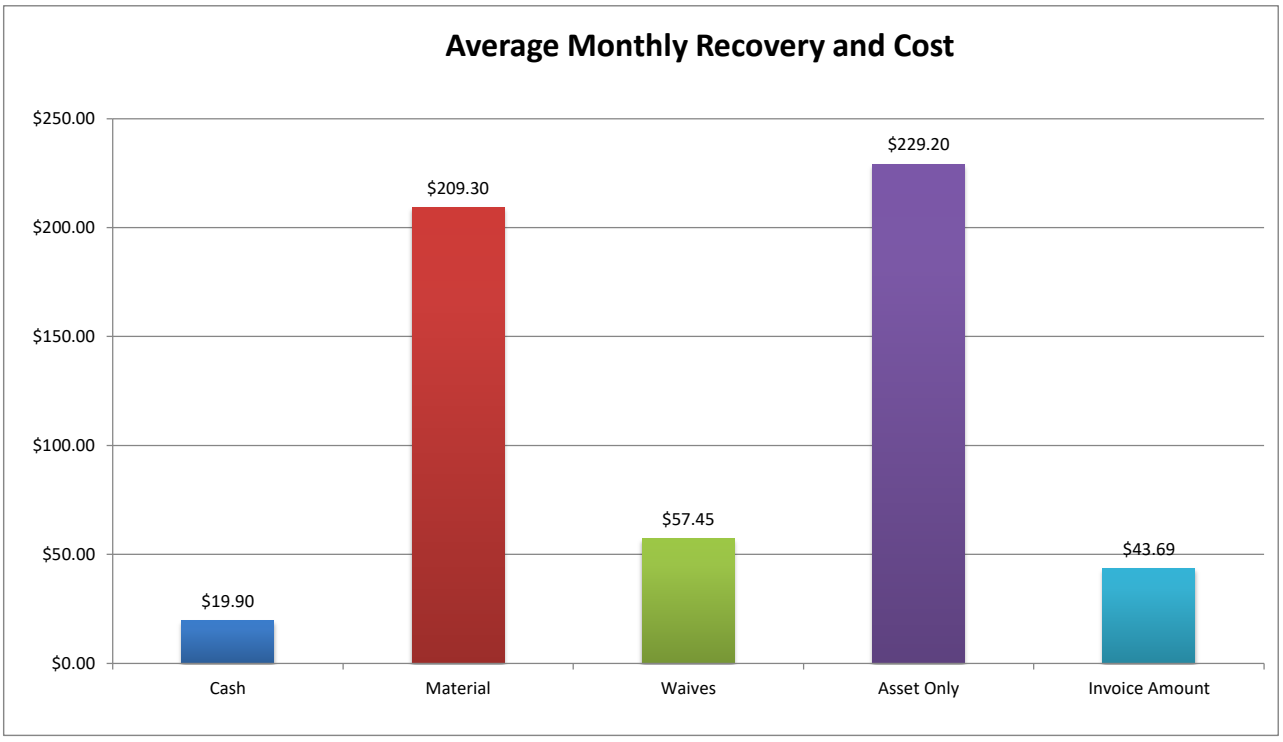
## Monthly Recovery Statistics: Ishpeming Carnegie Public Library

*5/2022 Through 4/2023*

| Month | Cash | Material | Waives | Total | Assets Only | Invoice Amount |
|---|---|---|---|---|---|---|
| April-23 | $0.00 | $301.69 | $35.00 | $336.69 | **$301.69** | $46.60 |
| March-23 | $28.00 | $233.93 | $113.80 | $375.73 | **$261.93** | $0.00 |
| 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 |
| Total | $238.80 | $2,511.63 | $689.42 | $3,439.85 | **$2,750.43** | $524.25 |
| Average | $19.90 | $209.30 | $57.45 | $286.65 | **$229.20** | $43.69 |
| | | | | | Total ROI: $7:1 | |



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# MAY 2023 EVENTS

Check out our lineup of programs at the Ishpeming Carnegie Public Library!

All events are free and open to the public!

## Tot Tuesday Storytime @ the Library

Tuesday, May 2nd @ 11 am
Tuesday, May 9th @ 11 am
Tuesday, May 16th @ 11 am
Tuesday, May 23rd @ 11 am
Tuesday, May 30th @ 11 am
Join us for stories, songs, and a craft perfect for preschoolers!

## Little Explorers

Friday. May 5th @ 11 am
Hands-on fun for little explorers and their caregivers. Intended for explorers ages 0-5.

## Author visit: Jerry Pallotta

Wednesday, May 10th @ 5:30pm
Come to the library to watch Jerry Pallotta, author of "Who would win" series give a presentation and sign books!

## Author visit: Mikel Classen

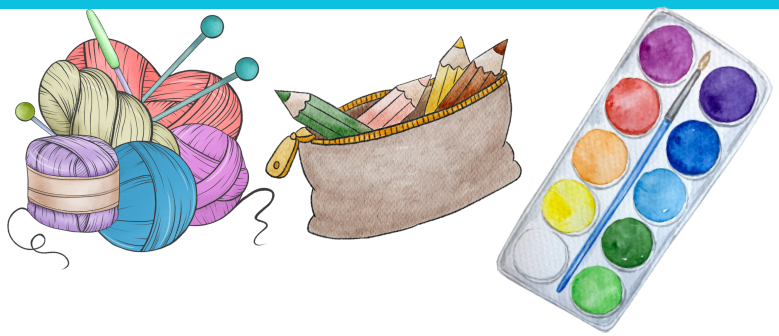
Thursday, May 11th @5:30pm
Come to the library to watch Mikel Classen, author of "Faces, Places, and Days Gone By: A Pictorial History of Michigan's Upper Peninsula" give a presentation and discussion.

## Friends of the Library Meeting

Thursday, May 11 @ 7 pm
The Friends of the Library meet the second Thursday of the month at 7:00 PM at the library for their monthly meeting. New members are welcome to attend and join!

## Afternoon Movie

Friday, May 12th @ 1 pm
School's out - come watch a movie with us!
Raya and the Last Dragon (2021, PG)



## Writing Hour

Saturday, May 13th @ 2pm
Join us for our quiet writing hour! Bring whatever you are currently working on. Meetings are held in the Ray Leverton Community Room.

## Saturday Art Club:

Saturday, May 6th@ 12pm
Northern Lights Pastels

*Saturday, May 13th @ 12pm*
Mother's Day Ceramic Vase
***REGISTRATION REQUIRED***
Come to the library and take part in a kids craft! Held in the Ray Leverton Community Room.

## ICPL Adult Book Club

Tuesday, May 16th @ 2 pm
Wednesday, May 17th @ 6 pm
Join us for adult book club! Copies of "The Library Spy" by Madeline Martin are available for check out. Meetings are held in the Ray Leverton Community Room.

## Art Club (ages 15 & up)

Wednesday, May 17th @ 4:30pm
Join us for for art club! Bring your art/craft to work on. Meetings are held in the Ray Leverton Community Room.

## ICPL Adult Horror Book Club

Tuesday, May23rd @ 2 pm
Wednesday, May 24th @ 6 pm
Join us for adult horror book club! Copies of "What Moves the Dead" by T. Kingfisher are available for check out. Meetings are held in the Ray Leverton Community Room.

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# MAY 2023 EVENTS

## Crochet Club

Thursday, May 25th @ 2 pm

Gather with fellow crafters and bring along a project that you're currently working on. Basic crochet supplies and instruction will be provided for beginners!

## Libby Drop-In Help Session

Friday, May 26th @ 1 pm

Looking for some help with your Libby app.? Come to the library from 1pm-4pm to ask questions and get guidance.

## Great Lakes Great Books Club

Thursday, May 25th @ 6 pm

We're reading our way through the nominees for grades 4-5 of the Great Lakes Great Books Award this year! We'll meet in the Ray Leverton Community Room to share our thoughts on middle grade novel "Valentina Salazar is Not a Monster Hunter" by Zoraida Cordova

## Popcorn & a Movie

Wednesday, May 31st @ 4:30 pm - 6:30 pm

Join us for a movie showing of the 2022 release titled, "Top Gun: Maverick". The movie will begin at 4:30pm in the Ray Leverton Community Room at the Ishpeming Carnegie Public Library. Popcorn will be provided; bring along a drink of your choice. Free to attend.

# 1000 BOOKS BEFORE KINDERGARTEN (SIGN UP ANYTIME)

**Come to the library and sign up for the 1000 books before Kindergarten program! You can track your reading using your badge book or the Beanstack App.!**

**There are prizes available for reaching 500 books and for reaching 1000 books!**

- **You can read the same book more than once and each time counts!**
- **Storytime counts!**

**Did you know that if you read 1 book per day for 3 years, that's 1,095 books!**

**OR**

**If you read 3 books per day for a year it equals 1,095 books!**

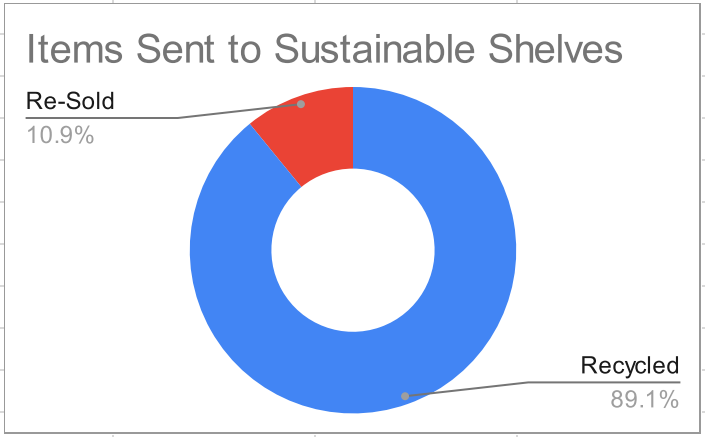
| GL NUMBER | DESCRIPTION | 2023 AMENDED BUDGET | YTD BALANCE 04/30/2023 NORMAL (ABNORMAL) | ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE) | AVAILABLE BALANCE NORMAL (ABNORMAL) | % BDGT USED |
|---|---|---|---|---|---|---|
| Fund 101 - GENERAL FUND | | | | | | |
| Expenditures | | | | | | |
| Dept 790 - LIBRARY | | | | | | |
| 101-790-702.000 | SALARIES | 135,500.00 | 41,254.37 | 9,748.48 | 94,245.63 | 30.45 |
| 101-790-707.000 | PART-TIME SALARIES | 33,500.00 | 8,540.75 | 2,547.50 | 24,959.25 | 25.49 |
| 101-790-708.000 | UNEMPLOYMENT COMPENSATION | 30.00 | 23.18 | 3.86 | 6.82 | 77.27 |
| 101-790-709.000 | FICA | 13,000.00 | 3,935.11 | 970.18 | 9,064.89 | 30.27 |
| 101-790-712.000 | INSURANCE OPT-OUT | 4,800.00 | 1,600.00 | 400.00 | 3,200.00 | 33.33 |
| 101-790-713.000 | OVERTIME | 500.00 | 264.15 | 126.79 | 235.85 | 52.83 |
| 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 | 4,091.84 | 987.40 | 19,408.16 | 17.41 |
| 101-790-717.000 | RETIREMENT - DEFINED CONTRIBUTION | 0.00 | 835.20 | 278.40 | (835.20) | 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 | 510.44 | 140.32 | 1,339.56 | 27.59 |
| 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 | 294.30 | 0.00 | 5.70 | 98.10 |
| 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 | 1,948.57 | 685.57 | 1,151.43 | 62.86 |
| 101-790-727.001 | OFFICE SUPPLIES-SPEC PROG | 4,700.00 | 974.84 | 634.27 | 3,725.16 | 20.74 |
| 101-790-740.000 | OPERATING SUPPLIES | 1,300.00 | 445.77 | 120.68 | 854.23 | 34.29 |
| 101-790-775.000 | REPAIR/MAINT. SUPPLIES | 520.00 | 287.28 | 237.26 | 232.72 | 55.25 |
| 101-790-801.000 | PROFESSIONAL SERVICES | 3,950.00 | 1,948.77 | 360.00 | 2,001.23 | 49.34 |
| 101-790-850.000 | COMMUNICATIONS | 1,400.00 | 677.92 | 160.33 | 722.08 | 48.42 |
| 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 | 1,867.63 | 547.20 | 3,732.37 | 33.35 |
| 101-790-921.000 | UTILITIES - WATER/SEWER | 1,100.00 | 363.92 | 90.98 | 736.08 | 33.08 |
| 101-790-922.000 | UTILITIES - NATURAL GAS | 4,000.00 | 4,083.01 | 856.65 | (83.01) | 102.08 |
| 101-790-930.000 | REPAIRS & MAINTENANCE | 3,650.00 | 3,131.41 | 977.83 | 518.59 | 85.79 |
| 101-790-945.000 | VEHICLE RENTALS | 800.00 | 65.05 | 13.01 | 734.95 | 8.13 |
| 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 | 3,425.00 | 0.00 | (3,225.00) | 1,712.50 |
| 101-790-982.000 | BOOKS | 20,000.00 | 7,543.83 | 3,001.73 | 12,456.17 | 37.72 |
| 101-790-982.001 | PERIODICALS | 2,500.00 | 764.79 | 0.00 | 1,735.21 | 30.59 |
| 101-790-982.002 | DVD'S | 2,000.00 | 901.32 | 605.11 | 1,098.68 | 45.07 |
| 101-790-982.003 | AUDIO BOOKS | 4,000.00 | 1,557.53 | 1,122.06 | 2,442.47 | 38.94 |
| Total Dept 790 - LIBRARY | | 274,014.00 | 91,335.98 | 24,615.61 | 182,678.02 | 33.33 |
| TOTAL EXPENDITURES | | 274,014.00 | 91,335.98 | 24,615.61 | 182,678.02 | 33.33 |
| Fund 101 - GENERAL FUND: | | | | | | |
| TOTAL REVENUES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 274,014.00 | 91,335.98 | 24,615.61 | 182,678.02 | 33.33 |
| NET OF REVENUES & EXPENDITURES | | (274,014.00) | (91,335.98) | (24,615.61) | (182,678.02) | 33.33 |

| GL NUMBER | DESCRIPTION | 2023 AMENDED BUDGET | YTD BALANCE 04/30/2023 NORMAL (ABNORMAL) | ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE) | AVAILABLE BALANCE NORMAL (ABNORMAL) | % BDGT USED |
|---|---|---|---|---|---|---|
| Fund 268 - CARNEGIE LIBRARY SPEC FD | | | | | | |
| 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 | 1,188.68 | 747.88 | 3,811.32 | 23.77 |
| 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 | 1,188.68 | 747.88 | 18,811.32 | 5.94 |
| TOTAL EXPENDITURES | | 20,000.00 | 1,188.68 | 747.88 | 18,811.32 | 5.94 |
| Fund 268 - CARNEGIE LIBRARY SPEC FD: | | | | | | |
| TOTAL REVENUES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 20,000.00 | 1,188.68 | 747.88 | 18,811.32 | 5.94 |
| NET OF REVENUES & EXPENDITURES | | (20,000.00) | (1,188.68) | (747.88) | (18,811.32) | 5.94 |

| GL NUMBER | DESCRIPTION | 2023 AMENDED BUDGET | YTD BALANCE 04/30/2023 NORMAL (ABNORMAL) | ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE) | AVAILABLE BALANCE NORMAL (ABNORMAL) | % BDGT USED |
|---|---|---|---|---|---|---|
| Fund 271 - LIBRARY STATE AID | | | | | | |
| Expenditures | | | | | | |
| Dept 790 - LIBRARY | | | | | | |
| 271-790-965.000 | LIBRARY SYSTEM | 18,850.00 | 5,017.29 | 317.50 | 13,832.71 | 26.62 |
| Total Dept 790 - LIBRARY | | 18,850.00 | 5,017.29 | 317.50 | 13,832.71 | 26.62 |
| TOTAL EXPENDITURES | | 18,850.00 | 5,017.29 | 317.50 | 13,832.71 | 26.62 |
| Fund 271 - LIBRARY STATE AID: | | | | | | |
| TOTAL REVENUES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 18,850.00 | 5,017.29 | 317.50 | 13,832.71 | 26.62 |
| NET OF REVENUES & EXPENDITURES | | (18,850.00) | (5,017.29) | (317.50) | (13,832.71) | 26.62 |

| GL NUMBER | DESCRIPTION | 2023 AMENDED BUDGET | YTD BALANCE 04/30/2023 NORMAL (ABNORMAL) | ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE) | AVAILABLE BALANCE NORMAL (ABNORMAL) | % BDGT USED |
|---|---|---|---|---|---|---|
| Fund 401 - PUBLIC IMPROVEMENT FUND | | | | | | |
| Expenditures | | | | | | |
| Dept 790 - LIBRARY | | | | | | |
| 401-790-975.000 | BUILDING IMPROVEMENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 401-790-975.001 | ENGINEERING STUDY (ADA) | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 401-790-975.011 | ADA - ENGINEERING STUDY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 401-790-980.000 | CAPITAL OUTLAY - OFFICE EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 401-790-980.007 | COMPUTER WORKSTATION | 4,400.00 | 0.00 | 0.00 | 4,400.00 | 0.00 |
| 401-790-982.000 | BOOKS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 401-790-982.001 | PERIODICALS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 401-790-982.002 | VIDEO CASSETTES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 401-790-982.003 | RECORDS/AUDIO CASSETTES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 790 - LIBRARY | | 14,400.00 | 0.00 | 0.00 | 14,400.00 | 0.00 |
| TOTAL EXPENDITURES | | 14,400.00 | 0.00 | 0.00 | 14,400.00 | 0.00 |
| Fund 401 - PUBLIC IMPROVEMENT FUND: | | | | | | |
| TOTAL REVENUES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 14,400.00 | 0.00 | 0.00 | 14,400.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | (14,400.00) | 0.00 | 0.00 | (14,400.00) | 0.00 |
| TOTAL REVENUES - ALL FUNDS | | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| TOTAL EXPENDITURES - ALL FUNDS | | 327,264.00 | 97,541.95 | 25,680.99 | 229,722.05 | 29.81 |
| NET OF REVENUES & EXPENDITURES | | (327,264.00) | (97,541.95) | (25,680.99) | (229,722.05) | 29.81 |

| 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 | $52.40 |
| 4/5/2023 | 161 | 115 | 46 | $15.20 |
| 5/11/2023 | 113 | 98 | 15 | 9.94 |
| | | | | |
| **TOTAL:** | **3760** | **3350** | **410** | **$374.56** |



## Beanstack - April 2023

### Beanstack Monthly Registration & Participation Totals

| Month | New Accounts | New Readers | Completed Activities | Completed Activity Badges | Logged Books | Logged Minutes |
|---|---|---|---|---|---|---|
| April 2023 | 13 | 13 | 27 | 15 | 2,115 | 22,647 |
| March 2023 | 6 | 6 | 12 | 9 | 2,336 | 16,205 |
| 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 |
| **TOTAL:** | **147** | **147** | **571** | **228** | **14,126** | **268,849** |

## 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 | 13 | 0 | 1,691 | 4,223 | 0 |
| Champion Township | 1 | 0 | 3 | 20 | 0 |
| Ely Township | 5 | 0 | 98 | 863 | 0 |
| Humboldt Township | 0 | 0 | 0 | 0 | 0 |
| Ishpeming Township | 8 | 0 | 210 | 1,453 | 0 |
| Tilden Township | 0 | 0 | 0 | 0 | 0 |
| Negaunee | 6 | 0 | 85 | 180 | 0 |
| Other | 1 | 0 | 2 | 10 | 0 |
| No Local Area | 0 | 0 | 0 | 0 | 0 |
| **TOTAL:** | **34** | **0** | **2,089** | **6,749** | **0** |

*This challenge only counted books read, not minutes.

## April 2023: Spring Into Reading

| Local Area | Total Readers Enrolled (Challenge) | Total Completions | Total Earned Badges | Logged Books* | Logged Minutes |
|---|---|---|---|---|---|
| City of Ishpeming | 17 | 9 | 3,084 | 0 | 15,293 |
| Champion Township | 0 | 0 | 0 | 0 | 0 |
| Ely Township | 5 | 4 | 505 | 0 | 7,176 |
| Humboldt Township | 0 | 0 | 0 | 0 | 0 |
| Ishpeming Township | 0 | 0 | 0 | 0 | 0 |
| Tilden Township | 0 | 0 | 0 | 0 | 0 |
| Negaunee | 1 | 0 | 25 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 |
| No Local Area | 0 | 0 | 0 | 0 | 0 |
| **TOTAL:** | **23** | **13** | **3,614** | **0** | **22,469** |

*This challenge only counted minutes read, not books.

**Memorandum of Understanding**
**Between the Association of Friends of the Ishpeming Carnegie Public Library**
**and the Ishpeming Carnegie Public Library**

**Adopted:_____**

The following will constitute an operating agreement between the Association of Friends of the Ishpeming Carnegie Public Library (Friends) and the Ishpeming Carnegie Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Ishpeming Carnegie Public Library director. The Friends' mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501c3 organization, however, it is a legally distinct entity and is not a part of the Library.

**The Library** agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the library.

**The Library** agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

**The Library** agrees to supply the Friends with a "wishlist" each year that indicates the anticipated needs for Friends support.

**The Library** agrees to provide the Friends with staff support to assist them with development of the newsletter, meeting coordination, event coordination, and Friends promotional materials.

**The Library** agrees to provide public space for Friends membership brochures and promotional materials.

**The Library** agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

**The Friends** agree to publicly support the Library and its policies.

**The Friends** agree to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

**The Friends** agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs, unless otherwise agreed to by both the Friends and the Library. Parties agree that money received by the Friends should be used to support the Library, and that those funds should supplement and not supplant public funding.

**The Friends** agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

**The Friends** may volunteer in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

**The Friends** agree that if they cease to actively fundraise and promote the Library, they will donate their funds to the library's Special Fund and disband, allowing for a new Friends group to be established in the future.

# 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.

**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.

REFERENCE SERVICE POLICY

Approved by the Ishpeming Carnegie Public Library Board on _____

**PURPOSE:**

1. The Librarian's approach to reference questions will depend on the needs of the patron, and on the demands of other patrons on the Librarian's time.

2. The Librarian shall be willing and prepared to assist any patron (child, young adult, adult) who ~~wishes to~~ expresses a willingness to learn more about reference sources and the Library in general. As part of the community's education system, the Librarian has a responsibility to provide opportunities for assisting patrons in mastering research skills. One should always extend to the patron the invitation to come back to the Librarian for further assistance if ~~he or she~~ they should encounter difficulties.

**DIRECTORY INQUIRIES:**

Patrons, businesses, and other institutions will be expected to use ~~cross indexes and~~ City directories in the Library. Information from these sources will not be provided over the telephone. Requests for information contained in directories may be made over the phone or by email, with findings shared via email or postal mail.

**DISTANCE REFERENCE SERVICE:**

Our policy is to answer quick reference inquiries to the best of our abilities. Using our professional judgment, we often will call patrons back or email them with the desired information if the question is more involved. We do not answer long research questions by telephone, but rather encourage the patron to come in and inform ~~him or her~~ them that we will help them get started in their research, or to send their query via email. Patron requests at the Front Desk take precedence over telephone or email inquiries. Medical or legal questions will not be answered by phone or email except by direct quote from reference material. Patrons interested in stock, bond, and/or mutual fund information are asked to consult one of the services subscribed to by the Library in person. No market quotations will be given over the phone or via email.

# GIFTS AND BEQUESTS POLICY

Approved by the Ishpeming Carnegie Public Library Board on _____

The Library's policy on the receipt of gifts and bequests complies with the appropriate City Ordinance (11-1700), which is attached to this section.

Books or money may be donated to the Library as memorials. Recommendations for titles or subject matter are welcome. A card of acknowledgement will be sent to the donor, and the books will be ~~marketed~~ marked with a memorial identification.

Any other donations of money, books, artwork, or equipment accepted by the Librarian will be acknowledged by letter and, if so desired, a book plate inserted or plaque attached.

The appraising of a gift to the Library for income tax purposes is the responsibility of the donor since it is the donor who requires an appraisal, not the Library. I.R.S. regulations do not permit the Library to evaluate the materials for tax purposes.

The Library will give a receipt to the donor stating how many or what kinds of material have been donated.

ORDINANCE NO. 11-1700

AN ORDINANCE REGULATING THE USE OF GIFTS, GRANTS, DONATIONS, AND PROPERTY CONVEYED IN TRUST TO THE CITY OF ISHPEMING

THE CITY OF ISHPEMING ORDAINS:

Section 11-1701. Any person may make a contribution of money or property to the City, by gift, grant, donation, conveyance, pledge or transfer in trust, for all purposes permitted under the City Charter.

Section 11-1702. No contribution made to the City of Ishpeming shall be effective until and unless the contribution has been expressly accepted by action of the City Council.

Section 11-1703. Any contribution accepted by the City Council which is made according to the terms of a written instrument, where the written instrument limits the use of the money or property donated, shall be used by the City in accordance with the terms of the written instrument. If the terms of the written instrument are vague, ambiguous, or uncertain, the City Council is authorized to make any reasonable interpretation of the instrument, which interpretation shall govern the use and disposition of the property, so long as said interpretation is reasonably consistent with the overall intent of the donor.

Section 11-1704. Any contribution accepted by the City Council without limitation as to use or purpose imposed by the donor may be deposited into the City General Fund, for such use as the City Council may determine.

Section 11-1705. Each contribution accepted by the City Council to which conditions or limitations are imposed by the donor shall be held, managed, and disbursed in accordance with the following requirements:

a) The City Treasurer shall receive the money or property, and unless otherwise prohibited shall convert all money or property to cash;

b) The City Treasurer shall invest the cash in a separate interest bearing account, and shall not commingle such funds with any other funds of the City, or with any other donated funds;

c) No disbursement shall be made out of the account without the express consent of the City Council. The City Council shall not authorize any expenditure out of the account unless the City Council has been furnished with a copy of the grant instrument at the time it authorizes the expenditure;

d) Any costs incurred by the City in complying with the terms of a gift, grant or donation, shall be a charge against the fund being administered.

Section 11-1706. If, due to any change in circumstances, any gift has failed of its essential purpose, or if the money or property cannot be applied to the uses imposed by the donor, the City may apply to any Court of competent jurisdiction to supervise the expenditure of the funds or application or use of the property.

Section 11-1707. Once a donation or grant is accepted by the City Council, the donation or grant shall be irrevocable.

Adopted: July 8, 1987