

Ishpeming Carnegie Public Library

Board Minutes October 16, 2025

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

Meeting called to order at 7:04 PM.

Motion by Brooke Routhier supported by Kaylee Reno to approve the September 18, 2025 meeting minutes as presented. Motion passed.

Public Participation: none.

Librarian's Report:

Jesse Shirtz, Library Director, presented information, monthly progress report, statistical report and library report for September. In September participation was slightly over the previous September and continues the year over year increase trend. The calendar of event outline for October was presented. Unique Management continues to provide significant value and returns many items to the library. Covid test distribution program will be discontinued as supplies run out due to cessation of funding. Youth and adult outreach programs and other efforts continued and are increasing library resource access. The interlibrary loan program is funded through 2026. The primary book vendor has gone out of business. The loss of the primary book vendor has delayed book orders. New vendors are being very actively pursued to provide patrons with the planned material for the year.

- Circulation: Attendance in September was just over 2,700 and exceeded the previous September. Roughly 10% of the total library material was in circulation.
- Calendar of events: outline for October was provided.
- Budget report: The budget report was presented. The September 30, 2025 budget report indicates the expenditures are on track for the year. A request was made by the City for all departments to eliminate non-critical general fund expenditure. The cleaning resources have been reduced in response to the request. The expenses from the general fund are primary salaries with books funded from the public improvement fund. The budget was presented to City Council at the October council meeting.
- Book bills: Book invoices were reviewed and signed by the library board.
- Friends of the Library: Association of Friends of the Ishpeming Carnegie Public Library (FOL) has not met since the last meeting. The meeting schedule for FOL has been moved to quarterly meetings.
- Sustainable Shelves: This service was part of the primary book vendor company and is expected to no longer be available.
- Beanstack: Information on accounts and activities was provided by age group.

Presentations: None.

Committee Reports:

- The Sustainability Committee met once since the September meeting but does not have an update this month.

Communications:

- None

Unfinished Business:

- Policy manual review, revision and updating is ongoing. No update this month.
- Discussion of Ethics Statement/Policy addition to Library board by laws.
 - City staff is providing input. No update this month.
- Ray Leverton Community Room policy is in progress. The policy will be reviewed by City staff for comparison to other rental agreements. No update this month.
- Tousignant donation: The librarian met with the Tousignant for input on the types of projects the endowment is intended for. The building upkeep is viewed as a City responsibility and is not part of the endowment intent. A list of potential projects is still being developed and should be prioritized in 2026. Annual distributions no later than 2028.
- The Children's room redesign (Friends will cover up to \$15,000 for the renovation plan). No update this month.
- Capital Improvement items submitted for consideration to the City: No update this month
 1. Heating system replacement – full replacement bid to allow Children's room renovations to proceed. (One bid with two options received: Keep as steam heat but replace pipes and radiators for approximately \$200,000 or switch to a hot water heat radiator system for \$500,000.
 2. Front steps/pillar deterioration repair
 3. Children's room redesign and renovation.
 4. Computer replacement – budget annual capital replacement at 3 per year.
 5. Glass floor repairs.
 6. Tile floor repairs and carpeting replacement.
 7. Roof replacement fund allocation in preparation for full replacement in 2034 to 2039. The repairs completed in 2024 should provide 10-15 more years of service.
- New Business:

Public Participation: none.

Next meeting is November 20, 2025 7:00 PM in person at the Library.

A motion was made by Kaylee Reno and seconded by Brooke Routhier at 8:08 PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

Brooke Routhier