ISHPEMING CARNEGIE PUBLIC LIBRARY

Re-Scheduled Library Board Meeting
Thursday, June 30, 2022
7:00pm-8:00pm (ET)
Margaret Dundon Reading Room

AGENDA

1. Call to Order

2. Roll Call

~~3. Approval of Minutes from May 19, 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
   i. RIDES

6. Communications

7. Unfinished Business
   a. Annual donation request*

8. New Business
   a. Elect officers (President, Vice President, Secretary) for 2022-23 term*
   b. Discuss the creation of a Public Participation Policy (agenda approval, time limit, etc.)
   c. First Reading of Circulation Policy
   d. 2023 Requested Budget*

9. Public Participation

10. Date of next meeting: Thursday, August 18, 2022 at 7:00 pm

11. Adjournment

*Items requiring a vote of the Board.

ISHPEMING CARNEGIE PUBLIC LIBRARY

Monthly Report for the June 16, 2022 Meeting

Attendance
May 2022: 1,819 (-37)
April 2022: 1,856

Circulation
May 2022: 4834 (-311)
4255 *checkouts*
579 downloadables
April 2022: 5145
4177 *checkouts*
968 downloadables

Computer Usage (10 adult patron, 1 kid patron computers available for use.)
May 2022: 1285 (-651)
Computer logins: 191
WiFi connections (inc.): 320
Webpage Visits (inc.): 774

April 2022: 1936
Computer logins: 213
WiFi connections (inc.): 363
Webpage Visits (inc.): 1360

Patron Interlibrary Loans
May Borrowed: 454
May Loaned: 236

Library Cardholders (May): 5,409

Users registered in May: 25

Unique Management (May)
Recovered Material: $0.00
Recovered Cash: $0.00
Waived: $110.84
Total: $110.84

ISHPEMING CARNEGIE PUBLIC LIBRARY

Township Statistics

+/- In comparison to the previous month.

Champion Township
Population: 250
Cardholders
May 2022: 186 (=)
Checkouts
May 2022: 150 (+39)

Ely Township
Population: 1,900
Cardholders
May 2022: 297 (=)
Checkouts
May 2022: 240 (+69)

Humboldt Township
Population: 328
Cardholders
May 2022: 51 (=)
Checkouts
May 2022: 52 (-10)

Ishpeming Township
Population: 3,392
Cardholders
May 2022: 556 (+3)
Checkouts
May 2022: 367 (+10)

Tilden Township
Population: 1,045
Cardholders
May 2022: 162 (=)
Checkouts
May 2022: 54 (-4)

Ishpeming City
Population: 6,140
Cardholders
May 2022: 3706 (+23)
Checkouts
May 2022: 1741 (-86)

Upcoming Events

See attached calendar of events

August 16 at 7:00: Library Board Meeting

ISHPEMING CARNEGIE PUBLIC LIBRARY

SUMMER READING EVENTS

Welcome to the Ishpeming Carnegie Public Library's Summer Reading Program!
All events are free and open to the public!

OCEANS OF POSSIBILITIES

Summer Reading Kick-Off

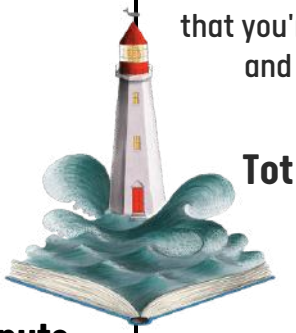
Tuesday, June 14 @ 9 am-5 pm

Visit the library to pick up your Summer Reading Kit with a reading log and other fun activities. You can also choose a **free book!**

Tween/Teen Take & Make

Tuesday, June 14 @ 9 am - 5 pm
Tuesday, July 12 @ 9 am - 5 pm

Stop by the library to get a craft kit!



Adult SRP Welcome with Coffee & Donuts

Thursday, June 16 @ 9:30 am

Adults are invited to stop by the library for coffee and donuts. Also, you can learn how to participate in the adult summer reading program.

Storytime @ the Park

Thursday, June 16 @ 11 am - Al Quaal
Thursday, June 30 @ 11 am - Al Quaal
Thursday, July 14 @ 11 am - National Mine
Thursday, July 28 @ 11 am - National Mine

Join us for a special storytime at the park! Feel free to bring your own blanket for seating. *Weather permitting*

Teen Advisory Group (TAG)

Thursday, June 16 @ 1 pm
Thursday, July 14 @ 1 pm

Do you want to be involved in what's happening at your local library? Join our Teen Advisory group! Open to those in grades 8-12.

Art Club

Friday, June 17 @ 1 pm - Father's Day Birdhouses
Friday, June 24 @ 1 pm - Sand Art
Friday, July 8 @ 1 pm - Turtle Stepping Stones
Friday, July 15 @ 1 pm - Tie Dye Seashells
Friday, July 22 @ 1 pm - I Spy Ocean Bottles

Children ages 5-10 are invited to join us for fun art programs on Fridays! Registration is required for each Art Club event**

Crochet Club

Saturday, June 18 @ 1 pm
Wednesday, July 27 @ 5:30 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!

Tot Tuesday Storytime @ the Library

Tuesday, June 21 @ 11 am
Tuesday, June 28 @ 11 am
Tuesday, July 5 @ 11 am
Tuesday, July 12 @ 11 am
Tuesday, July 26 @ 11 am

Join us for stories, songs, and a craft perfect for preschoolers!

Marquette Shipwrecks

Wednesday, June 22 @ 6 pm

The Marquette Maritime Museum will be at the Carnegie to regale us all with stories of Marquette Shipwrecks!

Tween/Teen Thursdays - Crafts

Thursday, June 23 @ 1 pm - Rainbow Wall Hanging
Thursday, July 7 @ 1 pm - Art for Display
Thursday, July 21 @ 1 pm - Terrariums

Tweens and teens can come to the library to create a fun craft. Registration is required for each event**

ICPL Book Club

Tuesday, June 28 @ 2 pm
Wednesday, June 29 @ 6 pm

Join us for a fun and casual discussion about our book club pick *We Kept Our Towns Going* by Phyllis Michael Wong. Newcomers are welcome!

OCEANS OF POSSIBILITIES

ISHPEMING CARNEGIE PUBLIC LIBRARY

SUMMER READING EVENTS

OCEANS OF POSSIBILITIES

Friends of the Library Used Book Sale

Friday, July 1 @ 10am - 4pm

Outside the Library

Pick up your 2023 calendar, library merch, and nearly new books at bargain prices!

We Kept Our Towns Going with Phyllis Michael Wong

Saturday, July 9 @ 1 pm

We Kept Our Towns Going author Phyllis Michael Wong will be at the Carnegie to give a talk on her hit book about the women of the Gossard.

Cooking for Kids (Virtual)

Saturday, July 9 @ 1 pm

Chef Jyl Barnett of "A Curious Kitchen" will lead a strawberry shortcake cooking class - you cook along in your own home kitchen! Registered families will receive the recipe and ingredients list 1 week prior to the class! Registration is required**

Anatomy of a Murder with Jack Deo

Wednesday, July 13 @ 6 pm

Jack Deo will be at the Carnegie to give a talk about the beloved book and film *Anatomy of a Murder*!

Tween Book Club

Saturday, July 16 @ 12 pm

This month we will meet at the library to discuss *The Leak* by Kate Reed Petty. Free copies of the book are available at the library. Ages 10+

Stop-Motion Workshop with Alex Thomas and Friends

Tuesday, July 19 @ 11 am

Participants will bring sea creatures to life while creating their very own ocean themed stop-motion animation. Participants will receive a DVD copy of their animation! Registration for the event is required**. Ages 8+

Oceans Alive with Michigan Science Center

Wednesday, July 20 1 pm and 2 pm

Dive head first into the watery depths as we explore the layers that make up our oceans! Discover the difference between ocean layers and what adaptations allow aquatic animals to call them home.

2 workshops offered, registration required**

Teen Book Club

Thursday, July 28 @ 1 pm

This month we will meet at the library to discuss the popular comic, *Heartstopper*: *Volume* 1 by Alice Oseman. Free copies of the book will be available at the library. Ages 14+

Chalk the Walk at the Ishpeming Senior Center

Friday, July 29 from 2 pm - 3 pm

Create sidewalk chalk murals in the parking lot of the Senior Center followed by an ice cream social inside the center!

Summer Reading Ends!

Sunday, July 31

Log your last minutes of reading and activities! Return your paper log to the library between August 2nd - August 16th to be entered for prizes.

Registration links will be posted in the program's description one week prior to the event at IshpemingLibrary.info/calendar

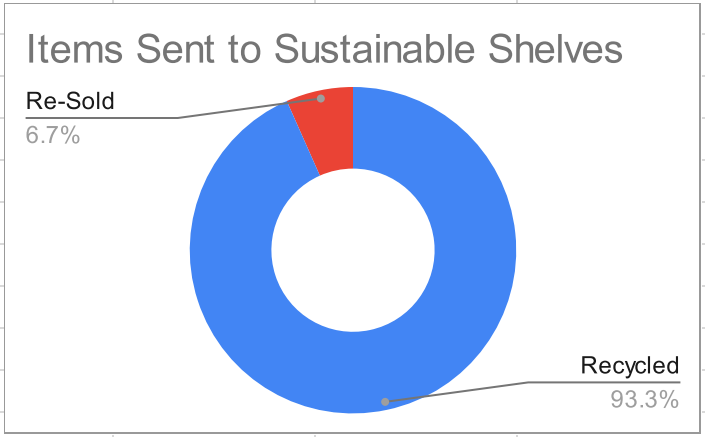
2022 Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget $	Remaining Budget %
975-000	Building Improvements	$ -	$ 1,000.00	$ 1,000.00	100.00%
982-006	Carpeting	$ -	$ 4,000.00	$ 4,000.00	100.00%
980-007	PC Workstations	$ 200.00	$ 200.00	$ -	0.00%
982-000	Books	$ 7,819.02	$ 20,000.00	$ 12,180.98	60.90%
982-001	Periodicals	$ 1,416.82	$ 2,500.00	$ 1,083.18	43.33%
982-002	DVDs	$ 784.86	$ 2,000.00	$ 1,215.14	60.76%
982-003	CDs	$ 1,485.99	$ 4,000.00	$ 2,514.01	62.85%
727-000	Office Supplies	$ 1,717.50	$ 3,015.00	$ 1,297.50	43.03%
727-001	Special Programs	$ 762.47	$ 2,000.00	$ 1,237.53	61.88%
740-000	Operating Supplies	$ 589.59	$ 1,100.00	$ 510.41	46.40%
775-000	Repair & Maintenance Su	$ 286.98	$ 520.00	$ 233.02	44.81%
801-000	Professional Services	$ 2,058.55	$ 3,950.00	$ 1,891.45	47.88%
860-000	Transportation & Meals	$ -	$ 500.00	$ 500.00	100.00%
930-000	Repairs & Maintenance	$ 1,639.50	$ 3,650.00	$ 2,010.50	55.08%
957-000	Training	$ 20.00	$ 500.00	$ 480.00	96.00%
566-000	State Aid	$ 7,952.00	$ 17,100.00	$ 9,148.00	53.50%
268	Special Funds	$ 4,030.94	$ 15,000.00	$ 10,969.06	73.13%
	TOTAL	**$ 30,764.22**	**$ 81,035.00**	**$ 50,270.78**	**62.04%**

2022 Monthly Expenses

Account	Account Title	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	2022
975-000	Building Improv	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
980-000	Computer	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
980-007	PC Workstation	$ 200.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 200.00
982-000	Books	$ 1,110.88	$ 1,905.08	$ 2,028.71	$ 2,007.90	$ 766.45	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,819.02
982-001	Periodicals	$ -	$ 634.83	$ 102.00	$ 289.99	$ 390.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,416.82
982-002	DVDs	$ 212.00	$ -	$ 218.86	$ 230.52	$ 123.48	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 784.86
982-003	CDs	$ 226.96	$ 253.32	$ 181.72	$ 349.48	$ 284.97	$ 189.54	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,485.99
727-000	Office Supplies	$ 783.00	$ -	$ 374.69	$ -	$ 559.81	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,717.50
727-001	Special Progran	$ 531.05	$ 47.49	$ 156.94	$ 26.99	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 762.47
740-000	Operating Supp	$ 336.74	$ 202.90	$ 49.95	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 589.59
775-000	Repair & Mainte	$ 211.95	$ 25.01	$ 25.01	$ 25.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 286.98
801-000	Professional Se	$ 323.85	$ 338.95	$ 292.95	$ 345.15	$ 757.65	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,058.55
860-000	Transportation &	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
930-000	Repairs & Maint	$ 183.96	$ 340.77	$ 241.98	$ 115.56	$ 757.23	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,639.50
957-000	Training	$ -	$ -	$ -	$ 20.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20.00
566-000	State Aid	$ 1,583.84	$ 1,275.00	$ 324.04	$ 4,769.12	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,952.00
268	Special Funds	$ 1,124.00	$ -	$ -	$ -	$ 2,906.94	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,030.94
	Total	**$ 6,828.23**	**$ 5,023.35**	**$ 3,996.85**	**$ 8,179.72**	**$ 6,546.53**	**$ 189.54**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 30,764.22**

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
TOTAL:	**2977**	**2779**	**198**	**$283.67**



Beanstack - May 2022

Beanstack Monthly Registration & Participation Totals

Month	New Accounts	New Readers	Completed Activities	Completed Activity Badges	Logged Books	Logged Minutes
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	1,176	34,164
October 2021	47	47	55	19	1,030	25,002
TOTAL:	**33**	**33**	**229**	**127**	**7,255**	**162,173**

May 2022 Asian Pacific American Heritage Month Reading Challenge: Local Area Participation Totals

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	7	5	1,178	0	16,181
Ely Township	1	0	150	0	3,170
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	2	0	198	0	557
No Local Area	0	0	0	0	0
TOTAL:	**10**	**5**	**1,526**	**0**	**19,908**

*This challenge only counted minutes read, not books.

Happy Independence Day!

July 1, 2022

Dear XXXX,

When celebrating our nation's independence this summer, please keep the Ishpeming Carnegie Public Library in mind. Summer in the UP always brings back memories of countless hours spent reading in a hammock in the backyard. When nostalgia strikes, consider making a donation to the Library from yourself, or on behalf of a bookworm relative or friend. This would be a wonderful gift for people who "have everything" or who cherish reading and libraries, and the work we do. It is also an endearing way to remember and honor our loved ones.

The Ishpeming Carnegie Public Library provides a number of wonderful services to our community, including access to public spaces and rooms, and, thanks to donations from incredibly generous individuals and groups over the years, handicap access to those spaces, including an elevator. Our Summer Reading Program, also funded entirely by donations, traditionally sees over one thousand participants each year at programs and events. Due to Covid we have shifted gears and taken much of our programming outside or instead provide projects to be completed at home. None of these programs would be possible without donations from our community, and we are grateful for your continued support!

It's easy to set up a charitable gift for the people in your life who would appreciate such an expression of generosity. Simply visit IshpemingLibrary.info/Donate to make your contribution with a credit card, or you may send a check to 317 N. Main Street, Ishpeming, MI 49849, along with the included donation form. Donations may be made in any amount.

All funds received will go directly to our Building Accessibility and Renovation Campaign to support projects to better the library for our community's use. You may choose to donate to the campaign in general, to our planned Children's Room renovation, or to youth and adult programming, including our fabulous Summer Reading Programs. Thank you for considering our annual request!

Happy 4th of July and best wishes to you and yours!
Sincerely,

Jessica Shirtz, Library Director

Ishpeming Carnegie Public Library
317 N. Main Street, Ishpeming, Michigan 49849

ISHPEMING CARNEGIE PUBLIC LIBRARY

Building Accessibility and Renovation Campaign

Name:_____

Business/organization:_____

Address:_____

City:_____

Telephone (day):_____ (eve.)_____

Email address:_____

Enclosed is my gift of: $_____to be used for:
[ ] Building Accessibility and Renovation Campaign future projects
[ ] Children's Room Renovation
[ ] Youth and Adult Programming (including, but not limited to, Summer Reading Programs)

Please make checks payable to: *Ishpeming Carnegie Public Library Special Fund*

For a memorial or honorary donation, I would like to acknowledge:

_____

_____

_____

Send all correspondence to:
Ishpeming Carnegie Public Library
317 N. Main Street
Ishpeming, MI 49849
906-486-4381
jshirtz@uproc.lib.mi.us
ishpeminglibrary.info

Thank you!

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
Librarian's Report
Committee Reports
Communications
Unfinished Business
New Business
Public Participation
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 his 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 City Librarian 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 be appointed by the Board President at the April meeting for the purpose of working with the Librarian 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.

ARTICLE VII. Public Participation Policy

Section 1. Under the Open Meetings Act, any members of the public that wish to attend Library Board meetings may do so. They need not supply their names or any other information as a condition for their attendance of the meeting.

Section 2. The public also has the right to address the Library Board. Any persons wishing to address the Board shall first give their name and address and shall be recognized by the Board President. The Ishpeming Library Board has established the following rules regulating the right of public address:

Rules Regulating the Right of Public Address

1. Following the approval of the minutes, there shall be a call for any additions to the agenda, which will then be inserted into the agenda as 4a, 4b, 4c, etc., with no discussion at this point.

2. After all agenda additions have been made, each one will be taken in turn. The person originating the agenda item will be recognized by the Board President and will be asked to state the concern in question. Following that will be discussion by the Library Board and the public.

3. After New Business, the public is given an opportunity to address the Library Board regarding any other concerns.

4. The only members of the public that may be excluded from the meeting are those guilty of breach of peace actually committed at the meeting.

CIRCULATION POLICY

I. PURPOSE. The basic purpose of the Ishpeming Carnegie Public Library is four fold:

1. to make materials widely available;

2. to provide maximum use of the materials collection;

3. to facilitate requests for materials; and

4. to provide a uniform policy for the retrieval of overdue materials.

II. ELIGIBILITY OF USE.

1. Any person with a current library card ~~or a Michicard~~ may obtain service and is eligible to borrow materials.

2. The use of the Library or its services may be denied for due cause, such as a failure to pay penalties, stealing, or destruction of Library property, disturbances of other patrons, or any other objectionable or illegal conduct on the Library premises for as long as the Librarian deems necessary. Any appeals of this ruling may be made in writing or in person to the Library Board.

III. LIBRARY CARD REGISTRATION.

1. There are three types of registration cards:

A. Youth (valid to the age of 18)
B. Adult
C. Temporary Resident

2. In order to obtain a free Library card, the patron must present one (1) positive means of identification that includes a photo. Examples include a driver's license, federal passport, or a state identification card. If a person does not have a current form of identification, they will also need to provide a piece of mail confirming their address, etc. Patrons under the age of 18 must have a parent or guardian sign the registration card.

3. Library cards expire when there has been no activity on an individual's account for over three (3) years. Upon expiration of the library card, the patron is asked to fill out a new registration card.

4. The library card issued to the patron must be presented each time material is borrowed. There is a replacement charge of two ($2.00) dollars for lost or destroyed cards. Lost or destroyed cards should be reported promptly, as well as any address or phone change.

5. ~~The Carnegie Library of Ishpeming participates in the Michicard Program. Patrons from other participating Michicard Libraries must have a Michicard from their local library in order to obtain an Ishpeming library card.~~

IV. LOAN PERIODS

1. Books:

A. Three (3) weeks for all not new nonfiction and ~~older~~ fiction.

B. Two (2) weeks for newer~~~~ fiction and non-fiction (less than one (1) year from date of purchase).

C. Reference books do not circulate.

D. Books may be renewed unless they are on reserve for another patron.

E. Extended loans may be granted for a special need or to cover times when a patron will be out of town. The Librarian will determine which books or materials may be taken for extended loans and for how long.

2. Periodicals:

A. Current issues do not circulate.

B. ~~A select few – those of special local interest or in high demand for research – do not circulate.~~

~~C. Periodicals dated prior to the current issue may be checked out for two (2) weeks and may be renewed once.~~

3. Audio-Visual Materials: See separate sections.

4. All materials are renewable at the front desk, over the phone, or on-line, unless there is a hold on the item.

V. ~~VIDEO CASSETTES AND~~ DVDs AND BLU-RAYS

In order to borrow ~~the l/2" VHS video cassettes or~~ DVDs or Blu-Rays, the borrower agrees to abide by the following rules:

1. The borrower must be a cardholder of the Ishpeming Carnegie Public Library.

2. There is a loan period of seven (7) days.

3. ~~Video cassettes and DVDs must be returned only to the front desk of the Library.~~

~~4. Video cassettes and DVDs shall be rewound before returning.~~

5. ~~Video cassettes and~~ If returned in the outdoor book return DVDs and Blu-Rays must ~~not~~ be placed in the media return slot ~~book return box~~ due to possible damage to the ~~cassettes or~~ ~~DVDs~~ item. If such action is not taken, the borrower is still responsible for the ~~cassette or~~ DVD or Blu-Ray until it reaches the front desk and for any damage done to the ~~cassette or~~ DVD or Blu-Ray in the drop box.

6. A ten (10¢) cent per day fine per cassette or DVD will be levied for overdue ~~video cassettes and~~ DVDs and Blu-Rays.

7. Loss or damage of a ~~video cassette or~~ DVD or Blu-Ray will result in the billing of the borrower for the full replacement cost ~~plus postage and handling charges~~. Any physical damage to the ~~tape spindles,~~

cases~~,~~ or contents of any ~~video cassette or~~ DVD or Blu-Ray that makes it inoperable in whole or in part will result in billing the borrower for the full replacement cost of the ~~cassette or~~ DVD or Blu-Ray.

8. The ~~video cassettes and~~ DVDs and Blu-Rays are protected by the copyright laws and may not be copied.

9. The ~~video cassettes and~~ DVDs and Blu-Rays may not be borrowed by anyone who intends to use them for a public performance as set forth in the copyright law.

10. There is a rental fee of $0.50 per DVD and Blu-Ray to checkout.

VI. AUDIO MATERIALS

1. ~~Audio cassettes and~~ Music CDs and audiobooks will have a three (3) week circulation time period. They may be renewed.

2. There is no limit on the number of ~~audio cassettes~~ music CDs or audiobooks that may be checked out at one time. ~~There is a limit of five (5) CDs per customer.~~

3. A ten (10¢) cent per day fine will be charged for overdue materials.

4. ~~Materials must not be placed in the book return box due to possible damage. If such action is taken, the borrower is still responsible until the material reaches the front desk and for any damage or replacement costs incurred.~~ If returned in the outdoor book return music CDs and audiobooks must be placed in the media return slot due to possible damage to the item. If such action is not taken, the borrower is still responsible for the item until it reaches the front desk and for any damage done to the item in the drop box.

5. Loss or total damage of audio materials will result in the borrower being billed for the partial (if applicable) or full replacement costs of such materials ~~plus postage and handling~~.

VII. OVERDUE NOTICES

1. One automated phone call ~~or written notice is made each month for two (2) months~~ at one and three weeks overdue to remind the patron of overdue materials.

2. Patrons with materials ~~overdue for three (3) months~~ considered lost will receive a bill in the mail for the replacement cost of the materials. A copy of the bill is kept on file at the Library.

3. Patron accounts with materials considered lost for two (2) weeks and with a total replacement cost exceeding $25.00 are forwarded to Unique Management, our library-specific collections agency who will conduct skip-tracing and attempt contact via written letters and phone calls prompting the patron to return the items or pay for their replacement.

4. When a patron claims he has returned a book or item, but the Library has no record of its return and cannot locate the book or item on its shelves, a member of the Library staff will explain to the patron that the Library's records show that the book or item has not been returned to the Library,

but that the staff will keep looking for it, and ask that the patron do the same. Ask if they could have loaned it to someone and/or to check in places such as under beds and car seats and in closets, etc., as materials do turn up in unusual places. Be sure to note in the patron's account "claimed returned" so any future contacts will be made with that knowledge. The patron should not be charged for the book or other item as long as he is convinced he returned it. He should be given the benefit of the doubt as it is possible that the error was made at the Library. Good will is more valuable than the book. If, however, the patron is a chronic offender, the Librarian can be more persistent, and if she believes the patron has not returned the book, a bill may be sent.

VIII. FINES

Any patron who borrows materials from the Ishpeming Carnegie Public Library is responsible for returning them in a timely manner and in good condition. If not, the patron will make restitution to the Library by paying for the materials.

1. The following fines will be charged for overdue materials:

A. ~~Printed Materials:~~ ten (10¢) cents per day per item
~~B. Audio Cassettes and CDs: ten (10¢) cents per day per item.~~
~~C. Video Cassettes and DVDs - ten (10¢) cents per day per item.~~

2. Overdue materials must be returned to the Library before any other materials may be checked out. Fines above $5.00 must be paid before checking out more materials or to use public computers.

3. See the current City of Ishpeming Fee Schedule for damage and replacement fees.

~~3. Minor damages to library materials will be assessed as follows:~~

~~A. Pencil damage: ten (10¢) cents per page.~~
~~B. Crayon, ink, or other permanent stains: ten (10¢) cents per page.~~
~~C. Pages torn, but mendable: ten (10¢) cents per page.~~
~~D. Book jacket: fifty (50¢) cents each.~~
~~E. CD holder: $3.00 each~~

~~4. Maximum fines will be assessed as follows:~~

~~A. Hardcover books: replacement cost or $25.00 if replacement cost is unavailable.~~
~~B. Trade paperback books: replacement cost or $15.00 if replacement cost is unavailable.~~
~~C. Mass paperback books: replacement cost or $10.00 if replacement cost is unavailable.~~
~~D. Magazines: replacement cost or $1.00 if replacement cost is unavailable.~~
~~E. Audio-visual materials: replacement cost or $25.00 if replacement cost is unavailable.~~

5. Patrons who pay for lost library materials may have the cost of the materials refunded if they are returned at a later time in good condition.

IX. CONFIDENTIALITY

The Ishpeming Carnegie Public Library Board believes that library patron records are privileged and confidential information. Disclosure of these records, including names, addresses, and telephone numbers, would constitute an invasion of privacy pursuant to the Freedom of Information Act set forth in MCL §15.243(1)(a). Therefore, any person requesting such information will be denied access to library records under this policy.

Enclosed is a copy of the Library Privacy Act.

1. Patron Requests

A. A patron must give their name or library card number, either in person or on the telephone, before any information will be given about:

a. Items checked out.
b. Items overdue.
c. Fine information.
d. Reserves information.

B. When speaking to a family member (including parents) and not to the patron, information about the material should be restricted so as to not reveal the content of the materials. Example: (1) A ~~video cassette~~ DVD borrowed is overdue and should be returned. (2) A book that had been reserved is now in and can be picked up.

C. If information is requested by a person other than the patron, the staff should state that they are only permitted to discuss specific information with the patron, no one else.

2. Patron Information

A. Address, phone number, or any other personal information from a patron's record should not be given out.

B. If someone finds a library card, it should be returned to the Library. The Library will see that it is returned to the patron.

C. If someone finds a library card with other personal belongings and wants to return them, the Library is to take the person's phone number and will then contact the patron and have ~~him~~ them contact the person who found the card.