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, November 16, 2023
7:00pm-8:00pm (ET)
Margaret Dundon Reading Room

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes from October 19, 2023 meeting

4. Public Participation *(limited to 5 minutes)*

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

7. Communications

8. Unfinished Business
   a. Adoption of Holds Policy
   b. Adoption of Interlibrary Loan Policy

9. New Business

10. Public Participation *(limited to 5 minutes)*

11. Date of next meeting: Thursday, January 18, 2024 at 7:00 pm

12. Adjournment

Ishpeming Carnegie Public Library

Board Minutes October 19, 2023

Present: Elyse Bertucci, Darren Boldt, Paul Olson, Kaylee Reno, and Brooke Routhier. Jesse Shirtz, Library Director and Elizabeth "Dizz" Firby City Council representative was present. Absent: none; Public: none.

Meeting called to order at 7:00 PM.

Motion by Elyse Bertucci and second by Darren Boldt to approve the September 21, 2023 meeting minutes as presented. Motion passed.

Public Participation: none.

Librarian's Report:

Jesse Shirtz, Library Director, presented the monthly library report for September. The circulation and other service numbers were compared on a year-over-year basis for the month. Circulation was up from September 2022. The door counter at the upper door remains failed but has been repaired and will be sent back. The Children's room counter is still functional. Adult outreach is continuing at the Senior Center and Bell Hospital. Township outreach and visits are ongoing. Program attendance has been very high. The DPW completed the repairs on the ramp plus bulb and ballast replacements. They also addressed a window crack and re-tarred around the stained glass window. Jesse is also taking a project management class. The library will be a Covid test distribution center. The Covid tests are free to the public. A Comic digital app will be rolled out.

- Circulation: Circulation and attendance were slightly down from August's record high.
- Calendar of events was included. A Dungeons and Dragons (D&D) Campaign will be held in November.
- Budget report: There is no budget report this month from the City. The library managed budget (old format) was presented and expenses are tracking with the budget. Presented with invoice copies.
- Book bills: Book invoices were reviewed and signed by the library board.
- Association of Friends of the Ishpeming Carnegie Public Library (FOL) is holding their holiday book sale in December.
- Sustainable Shelves: Model has been changed to exclude recycle – only books for resale will be accepted for credit.
- Beanstack: Information on accounts and activities was provided by age group.

Committee Reports: none.

Communications: none.

Unfinished Business:

- Tousignant donation: Information was provided from the donor fund agreement. A list of potential projects will be developed. 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.
- Future Building maintenance/upgrades were discussed for potential 5 year planning:
    - Ramp – DPW completed the repairs.
      No other updates
    - Roof repair – recent leak from the drain. It was last cleaned in spring this year.
    - heating system repairs

DRAFT

    - Front steps deterioration
    - Tile repair
    - Ivy growing on west wall – does it need to be removed?
    - Picture rail for donated art display – more items would be able to be displayed
    - Interior design assistance for the YA reading area
    - potential beautification of the land immediately surrounding the library
- Policy manual review, revision and updating resumed.
- 2024 Library Budget. The proposed budget with the Children's Librarian increased to full time was discussed with City staff. There are cuts in the draft budget from the city for reading material which is a 16% decrease and in benefits.

New Business:

- First reading of the Holds Policy
- First reading of the Interlibrary Loan Policy

Public Participation: None

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

A motion was made by Darren Boldt and seconded by Kaylee Reno at 8:25 PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

Brooke Routhier

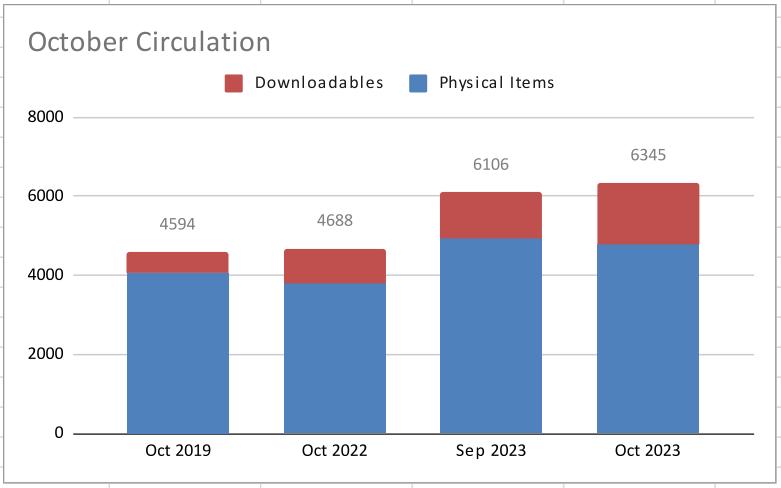
DRAFT

Ishpeming Carnegie Public Library

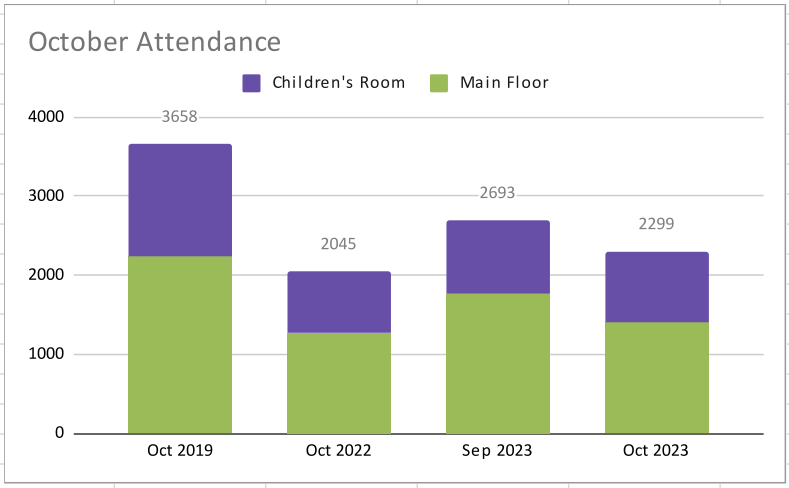
Monthly Report

November 2023

October Circ	Items	Downloadables
Oct 2019	4065	529
Oct 2022	3812	876
Sep 2023	4952	1154
Oct 2023	4771	1574

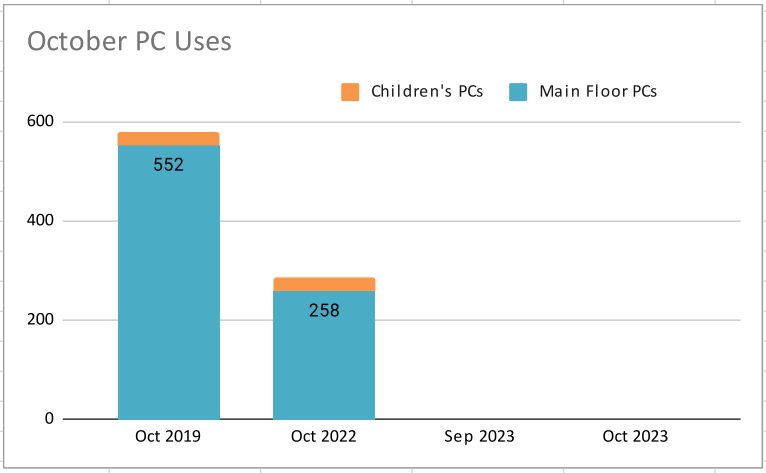


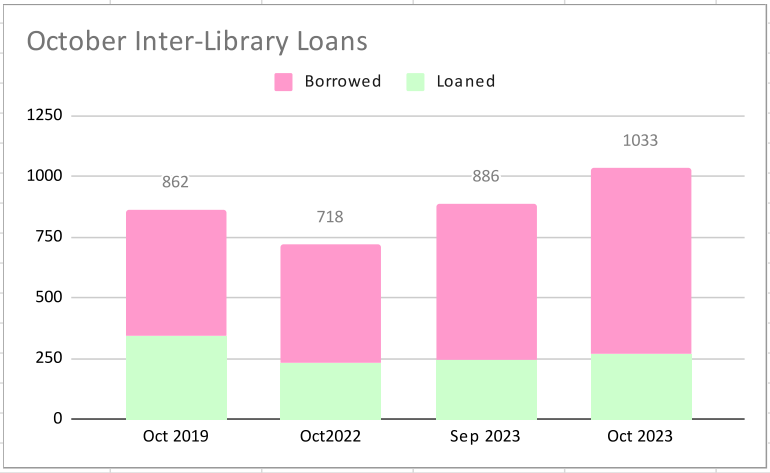
October Att	Main Floor	CR
Oct 2019	2247	1411
Oct 2022	1276	769
Sep 2023	1758	935
Oct 2023	1403	896



October PC	Main Floor	Children's Room
Oct 2019	552	28
Oct 2022	258	27
Sep 2023		
Oct 2023		

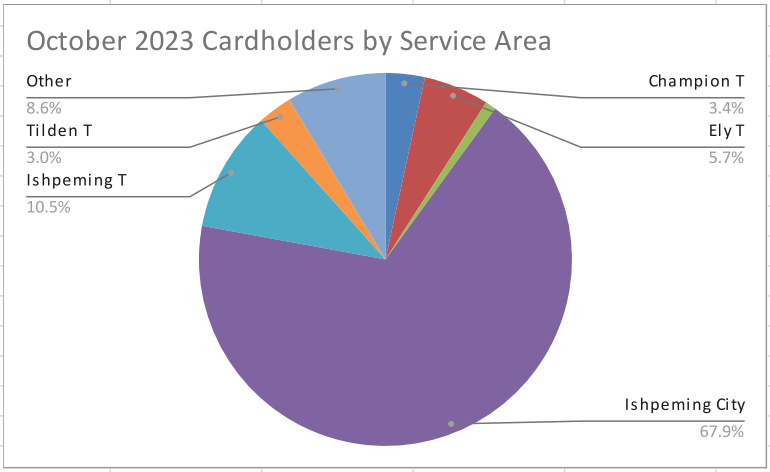
October ILLs	Loaned	Borrowed
Oct 2019	343	519
Oct2022	233	485
Sep 2023	247	639
Oct 2023	270	763



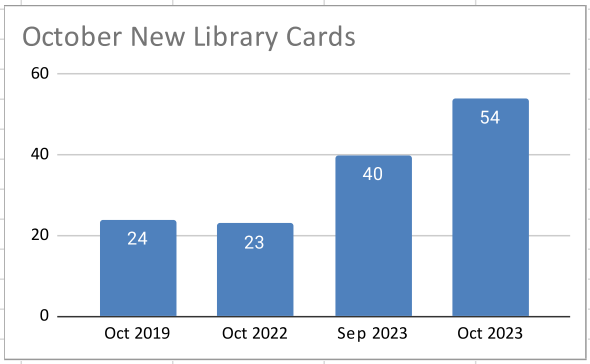


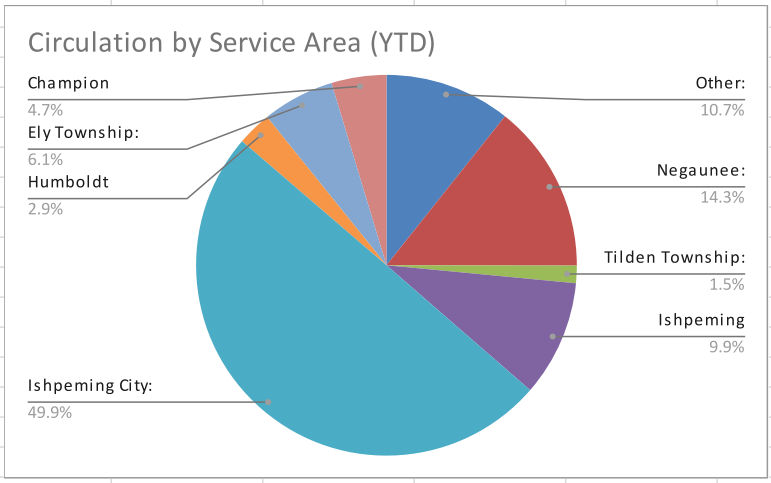
Cardholders by Service Area

October 2023	
Champion T	206
Ely T	344
Humboldt T	57
Ishpeming City	4112
Ishpeming T	636
Tilden T	181
Other	523



October Monthly Card Reg.	
Oct 2019	24
Oct 2022	23
Sep 2023	40
Oct 2023	54

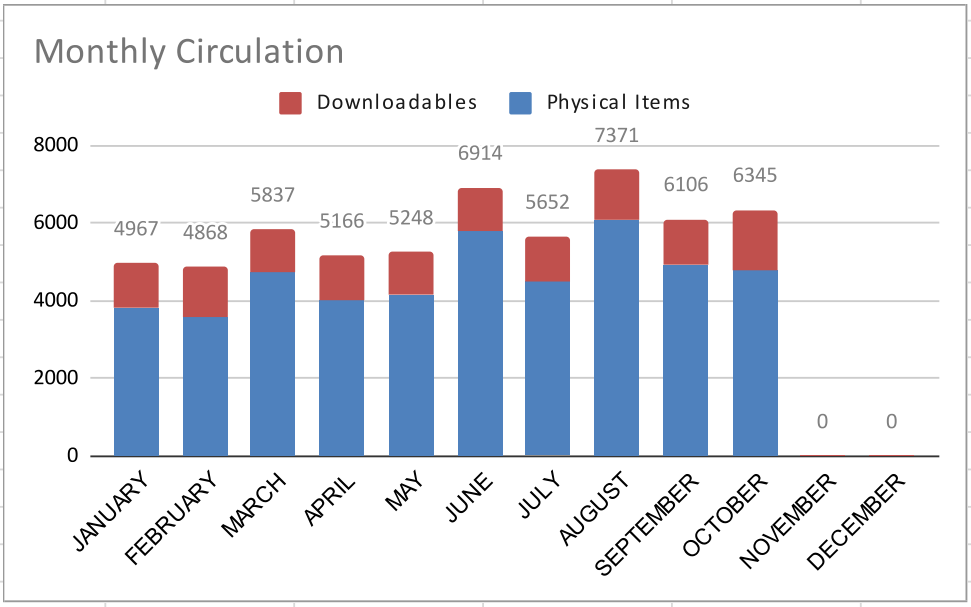

October New Library Cards
60
40
20
0
24
23
40
54
Oct 2019
Oct 2022
Sep 2023
Oct 2023


Circulation by Service Area (YTD)
Champion
4.7%
Ely Township:
6.1%
Humboldt
2.9%
Ishpeming City:
49.9%
Other:
10.7%
Negaunee:
14.3%
Tilden Township:
1.5%
Ishpeming
9.9%

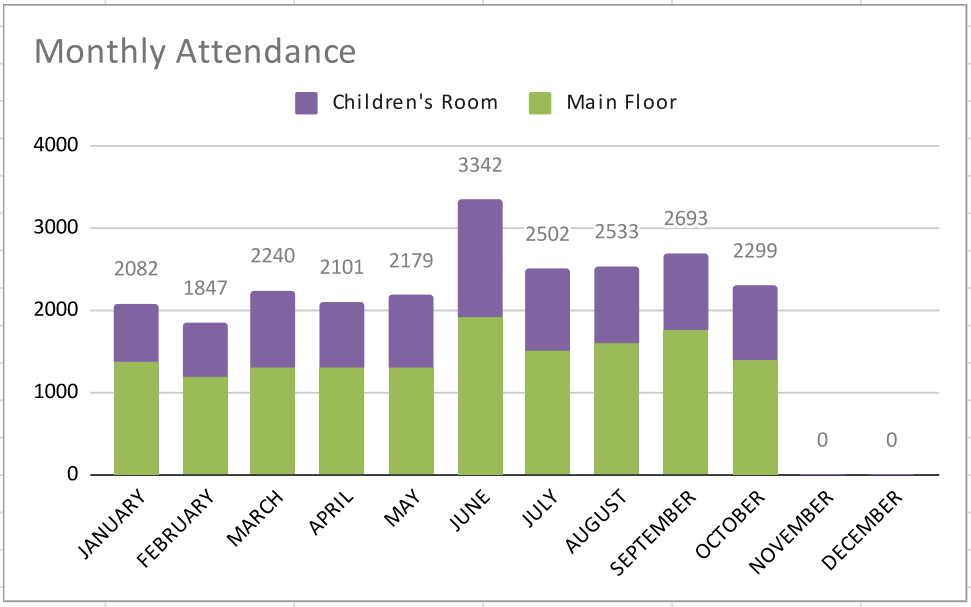
Ishpeming Carnegie Public Library

Monthly Report

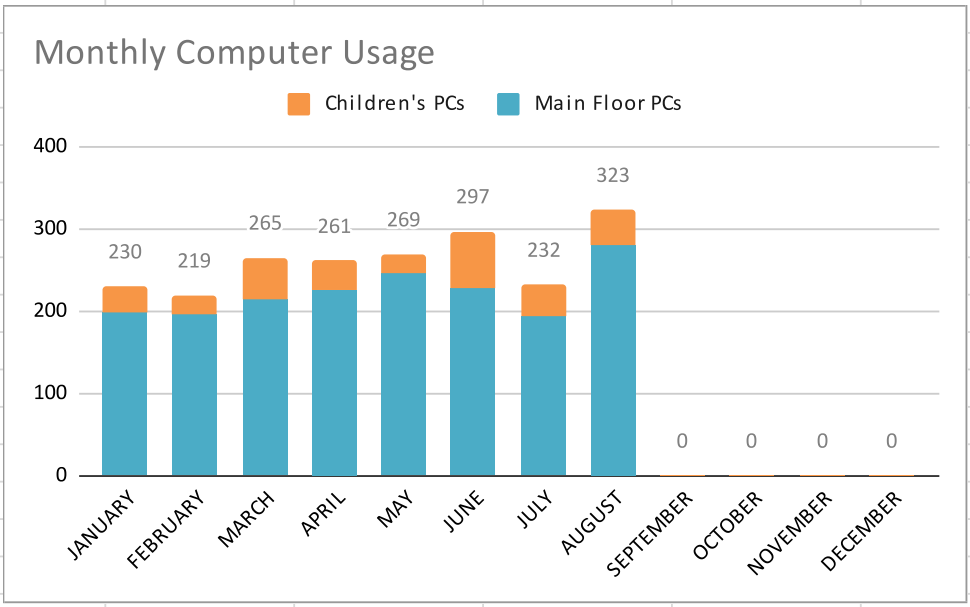
November 2023



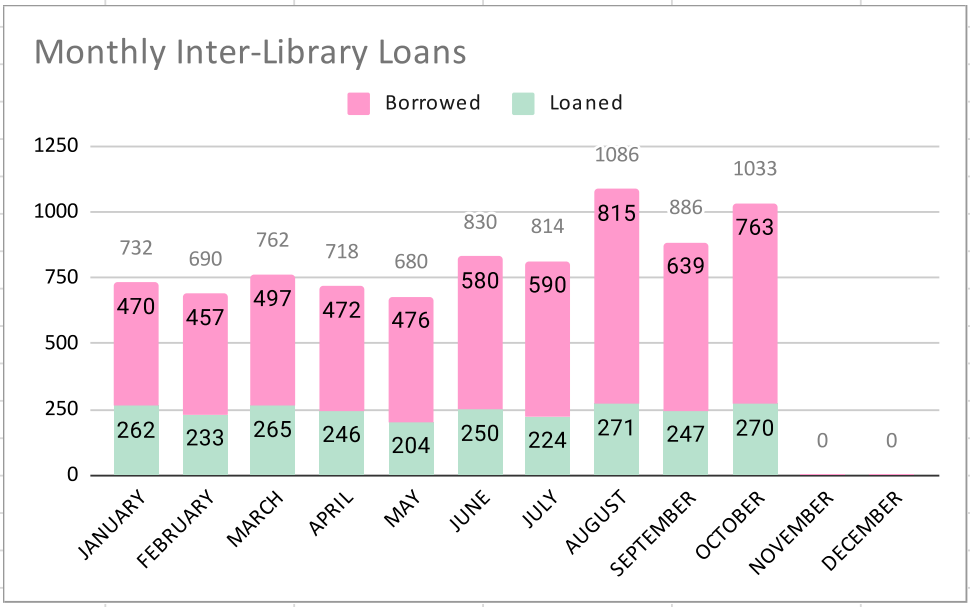
YTD Circulation:
58474



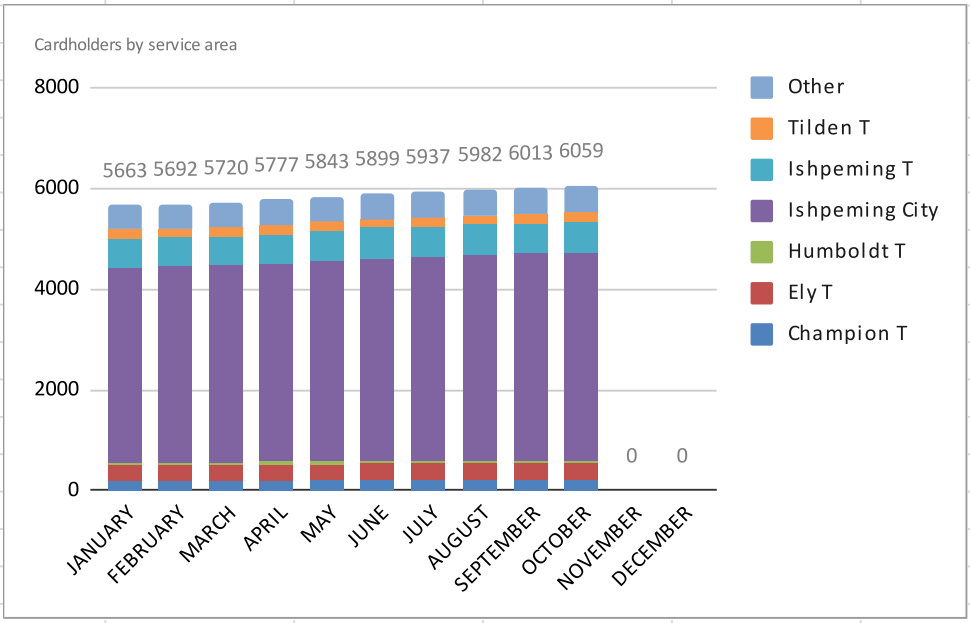
YTD Attendance:
23818

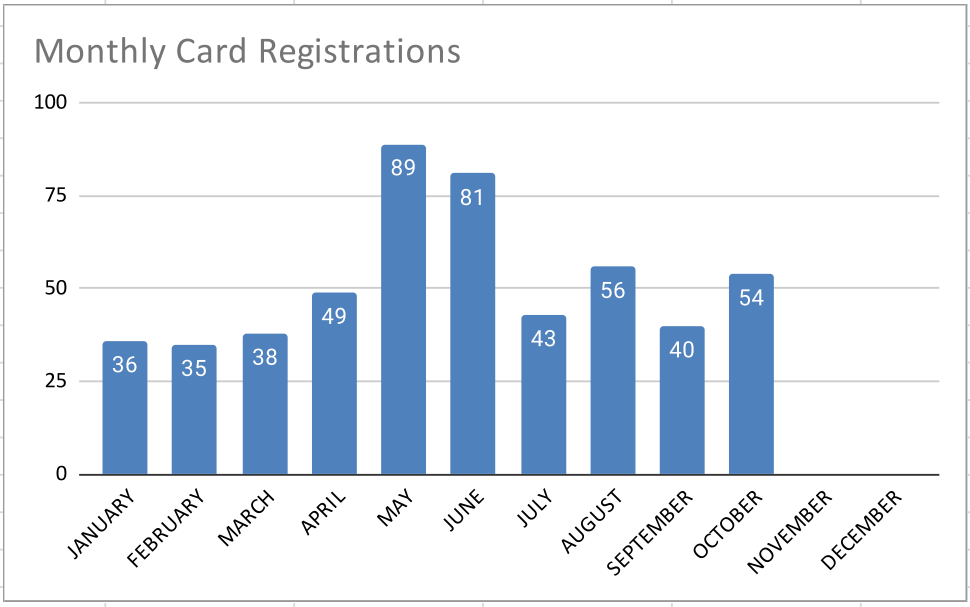


YTD Computer Use:
2096



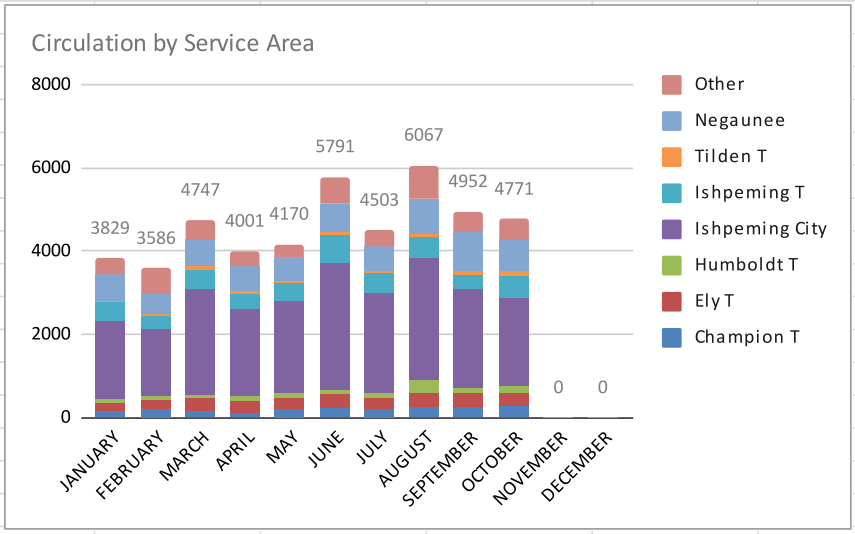
YTD ILLs:
8231





YTD new cards:

521



YTD Circulation:	
Other:	4965
Negaunee:	6652
Tilden Township:	688
Ishpeming Township:	4584
Ishpeming City:	23166
Humboldt Township:	1353
Ely Township:	2842
Champion Township:	2167

October 2023 Statistical Report

We circulated 6,345 items (4,771 physical items; 1,574 ebooks and eaudiobooks) in the month of October (1,657 more items than October 2022).

- We had 54 new people register for library cards in the month of October.
- For Libby, magazines had a large increase in use (Ellen from the co-op reported that magazines saw an increase at several libraries). 513 magazines were checked out in October (compared to 121 in September).
- 763 items were borrowed on interlibrary loan (278 more than October 2022)
- Collections that have the highest percentage of circulation:
    - NEWFIC - 93.40%
    - NEWJGRAPHIC - 78.45%
    - NEWJEASY - 75.78%
    - NEWJAUDIO (VOX books) - 71.79%
    - NEWBRDBOOK - 71.43%
    - NEWJSERIES - 61.90%
    - NEWJREADER - 54.93%
    - NEWLP - 54.21%

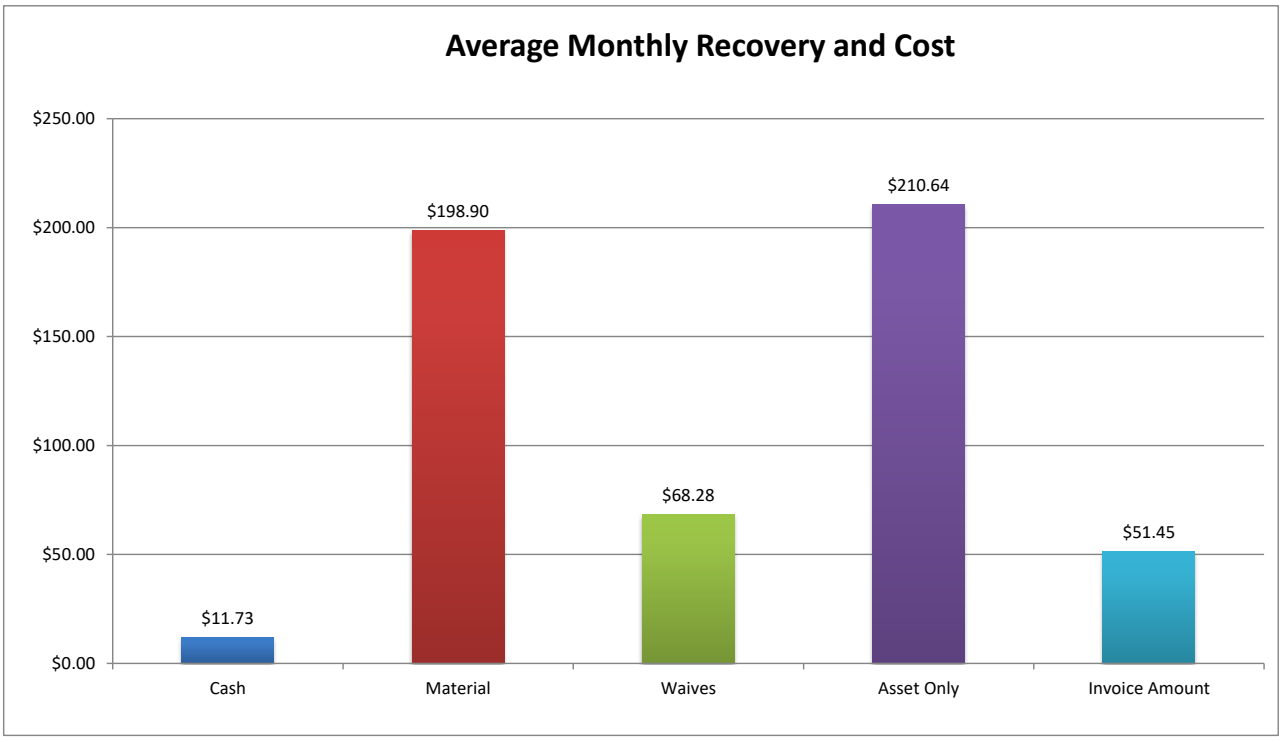
Nicole Johnson
Librarian
Ishpeming Carnegie Public Library
906-486-4381

UNIQUE

Monthly Recovery Statistics: Ishpeming Carnegie Public Library

11/2022 Through 10/2023

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
October-23	$0.00	$115.89	$70.33	$186.22	**$115.89**	$81.55
September-23	$0.00	$342.07	$112.62	$454.69	**$342.07**	$46.60
August-23	$0.00	$324.81	$117.30	$442.11	**$324.81**	$104.85
July-23	$0.00	$160.93	$29.20	$190.13	**$160.93**	$46.60
June-23	$4.00	$151.95	$78.60	$234.55	**$155.95**	$46.60
May-23	$20.00	$25.00	$0.00	$45.00	**$45.00**	$34.95
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
Total	$140.80	$2,386.84	$819.35	$3,346.99	**$2,527.64**	$617.45
Average	$11.73	$198.90	$68.28	$278.92	**$210.64**	$51.45
					Total ROI: $5:1	



ISHPEMING CARNEGIE PUBLIC LIBRARY

NOVEMBER 2023 EVENTS

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

All events are free and open to the public!

Introduction to Bird Watching

Wednesday, November 1 at 5:30pm

Join us at the Ishpeming Carnegie Public Library for a presentation from the Laughing Whitefish Audubon Society about bird identification, migration patterns, and the importance of bird awareness. All ages.

Book Club at the Ishpeming Senior Center

Thursday, November 2 at 11am at the Senior Center

The Ishpeming Carnegie Public Library is hosting a monthly book club at the Ishpeming Senior Center (121 Greenwood St., Ishpeming)! This month's selection is *The Lost Ticket* by Freya Sampson. Copies are available for checkout at the library. Newcomers are always welcome to attend.

Popcorn & a Movie

Thursday, November 2 at 4pm

The library will be showing the movie "The Hunger Games" (PG-13). The movie will begin at 4pm in the Ray Leverton Community Room at the Ishpeming Carnegie Public Library. Popcorn will be provided; bring along a beverage of your choice.

Homeschool Hangout

Friday, November 3 from 10am - 12pm

Friday, November 17 from 10am - 12pm

Homeschooling families are invited to visit the library and hangout with both old and new homeschooling friends. During your visit network with library staff and learn about library resources that are available for your family, share ideas for future programs, and sign up for library cards.

Teen Writing Club

Saturday, November 4th at 11am

Spend an hour on Saturday morning writing and hanging out with friends. All you need to bring is yourself and your writing!

The Delian Tomb-Teen RPG Campaign

Saturday, November 4th from 12pm - 2pm

Saturday, November 11th from 12pm - 2pm

Join us in celebrating National Game Month by playing a one-off Dungeons and Dragons campaign!

If you're a seasoned player of the game or have never tried it before, all are welcome! Come eat snacks, fight monsters, and make new friends!

Attendance at both sessions required! If you have RPG dice, feel free to bring them, otherwise, we can just use a digital dice.

Tot Tuesday Preschool Storytime

Tuesday, November 7 at 11 am

Tuesday, November 14 at 11 am

Tuesday, November 21 at 11 am

Tuesday, November 28 at 11 am

Join us for stories, songs, movement activities followed by an optional craft and playtime. Perfect for toddlers and preschoolers.

Crochet Club

Thursday, November 9 at 2pm

Wednesday, November 29 at 5:30pm

Gather together with fellow crafters to socialize while you work on a project of your choice. Beginning supplies and instruction will be provided to learn how to crochet if you want to learn!

Great Lakes Great Books Club (Grades 4-5)

Thursday, November 9 at 6pm

We'll meet to share our thoughts on the collection of silly, scrambled nursery rhymes, *The Real Dada Mother Goose: A Treasury of Complete Nonsense* written by Jon Scieszka and illustrated by Julia Rothman. Copies will be available for checkout at the library!

Friends of the Library Monthly Meeting

Thursday, November 9 at 7pm

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!

ISHPEMING CARNEGIE PUBLIC LIBRARY

NOVEMBER 2023 EVENTS

Game Day

Friday, November 10th from 1:30pm-4:30pm
In celebration of International Games Month, join us after school (it's a half day) to play games with your friends! Board games, card games, Wii games! Try a new game or play an old favorite!

Adult Fantasy Book Club

Saturday, November 11 at 2pm
Join us for adult fantasy book club! Copies of *The Fox Glove King* by Hannah Whitten are available for check out. Meetings are held at the Ishpeming Carnegie Public Library.

Adult Book Club

Tuesday, November 14 at 2pm
Wednesday, November 15 at 6pm
Join us for adult book club! Copies of *All That Is Mine I Carry with Me* by William Landay are available for check out. Meetings are held at the Ishpeming Carnegie Public Library.

Tai Chi Class

Thursday, November 16 at 5:30pm
Certified instructor Irina Tarbeeva will lead an hour-long Tai Chi class for beginning and intermediate levels of practice. If you've never tried Tai Chi before, this is the class for you! This class is for adults.

Permaculture 101

Saturday, November 18th at 10:30am
Join us a for presentation on Permaculture from Partridge Creek Farm! Permaculture is "the development of agricultural ecosystems intended to be sustainable and self-sufficient". The presentation will be held at the Ishpeming Carnegie Public Library.

Graphic Novel Book Club (Grades 4-8)

Saturday, November 18th at 11am
Join us for book club! Our November book club book is *Twins* by Varian Johnson and Shannon Wright! Copies of the book will be available for check out. Meetings are held at the Ishpeming Carnegie Public Library.

Young Adult Book Club

Saturday, November 18th at 3pm
Join us for young adult book club! Copies of *There's Someone Inside Your House* by Stephanie Perkins are available for check out at the circulation desk. Meetings will be held at the ICPL.

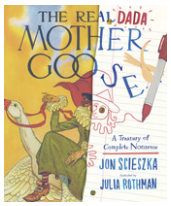
Adult Horror Book Club

Wednesday, November 22 at 6pm
Join us for adult horror book club! Copies of *My Heart is a Chainsaw* by Stephen Graham Jones are available for check out. Meetings are held at the Ishpeming Carnegie Public Library.

Friends of the Library Used Book Sale

Thursday, November 30 at 5pm - 7pm
Friday, December 1 at 9am - 5pm
Saturday, December 2 at 10am - 4pm
Used books will be for sale at the Ishpeming Carnegie Public Library. The Friends of the Library will also have their merchandise for sale including 2024 calendars, t-shirts, tote bags, etc. Proceeds from book sales support library programming.

November Book Club Selections

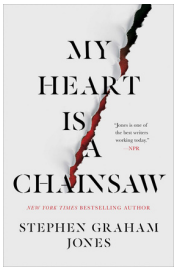


GLGB Book Club
Grades 4-5

Graphic Novel Book Club
Grades 4-8

Young Adult Book Club

Adult Book Club



Adult Horror Book Club

Adult Fantasy Book Club

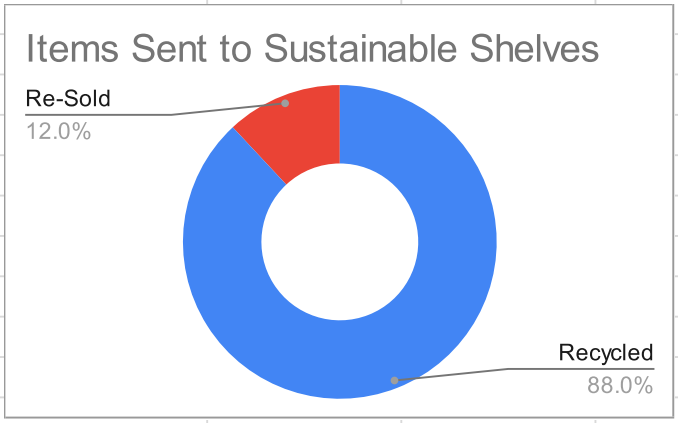
2023 Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget $	Remaining Budget %
975-000	Building Improvements	$ -	$ -	$ -	-
982-006	Carpeting	$ -	$ -	$ -	-
980-007	PC Workstations	$ 980.99	$ 4,400.00	$ 3,419.01	77.70%
982-000	Books	$ 20,973.99	$ 23,398.31	$ 2,424.32	10.36%
982-001	Periodicals	$ 2,203.87	$ 2,500.00	$ 296.13	11.85%
982-002	DVDs	$ 1,735.31	$ 2,000.00	$ 264.69	13.23%
982-003	CDs	$ 3,867.08	$ 4,000.00	$ 132.92	3.32%
727-000	Office Supplies	$ 2,927.65	$ 3,100.00	$ 172.35	5.56%
727-001	Special Programs	$ 3,526.67	$ 4,700.00	$ 1,173.33	24.96%
740-000	Operating Supplies	$ 1,305.06	$ 1,300.00	$ (5.06)	-0.39%
775-000	Repair & Maintenance Su	$ 50.02	$ 520.00	$ 469.98	90.38%
801-000	Professional Services	$ 3,878.60	$ 3,950.00	$ 71.40	1.81%
860-000	Transportation & Meals	$ -	$ 500.00	$ 500.00	100.00%
930-000	Repairs & Maintenance	$ 2,442.32	$ 3,650.00	$ 1,207.68	33.09%
957-000	Training	$ 477.24	$ 500.00	$ 22.76	4.55%
566-000	State Aid	$ 18,632.61	$ 17,100.00	$ (1,532.61)	-8.96%
268	Special Funds	$ 5,866.46	$ 15,000.00	$ 9,133.54	60.89%
	TOTAL	**$ 68,867.87**	**$ 86,618.31**	**$ 17,750.44**	**20.49%**

2023 Monthly Expenses

Account	Account Title	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	2023
975-000	Building Improv	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
980-000	Computer	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
980-007	PC Workstation	$ -	$ -	$ -	$ -	$ 109.99	$ 871.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 980.99
982-000	Books	$ 2,454.46	$ 1,836.14	$ 1,717.12	$ 1,688.20	$ 1,803.13	$ 2,047.68	$ 2,608.88	$ 1,470.10	$ 2,663.34	$ 2,537.16	$ -	$ 147.78	$ 20,973.99
982-001	Periodicals	$ 34.95	$ 29.96	$ 40.00	$ 694.88	$ 671.49	$ 256.95	$ 375.65	$ -	$ 99.99	$ -	$ -	$ -	$ 2,203.87
982-002	DVDs	$ -	$ 257.17	$ 323.56	$ 46.54	$ 166.85	$ 19.95	$ 152.73	$ 54.77	$ 286.30	$ 427.44	$ -	$ -	$ 1,735.31
982-003	CDs	$ 122.77	$ 312.70	$ 1,214.60	$ 169.46	$ 307.05	$ 263.15	$ 148.76	$ 152.77	$ 709.81	$ 55.18	$ -	$ 410.83	$ 3,867.08
727-000	Office Supplies	$ 233.33	$ 666.53	$ 203.73	$ 596.74	$ 110.56	$ 345.71	$ 137.03	$ -	$ 223.12	$ 410.90	$ -	$ -	$ 2,927.65
727-001	Special Progran	$ 190.10	$ 208.14	$ 199.41	$ 594.86	$ 24.98	$ 403.00	$ 1,001.46	$ -	$ 105.17	$ 499.55	$ -	$ 300.00	$ 3,526.67
740-000	Operating Supp	$ -	$ 158.68	$ 120.68	$ 88.83	$ -	$ -	$ 158.56	$ 367.41	$ -	$ -	$ -	$ 410.90	$ 1,305.06
775-000	Repair & Mainte	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 25.01	$ -	$ 25.01	$ -	$ -	$ 50.02
801-000	Professional Se	$ 756.72	$ 466.25	$ 824.90	$ 296.00	$ 585.13	$ 324.95	$ 426.60	$ 46.60	$ 104.85	$ 46.60	$ -	$ -	$ 3,878.60
860-000	Transportation &	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
930-000	Repairs & Maint	$ 534.27	$ 148.36	$ 977.83	$ -	$ 156.66	$ -	$ 260.00	$ -	$ 365.20	$ -	$ -	$ -	$ 2,442.32
957-000	Training	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 477.24	$ -	$ -	$ 477.24
566-000	State Aid	$ 1,615.52	$ 1,468.75	$ 1,783.26	$ 149.76	$ 3,286.45	$ 2,891.71	$ 1,765.28	$ 3,664.15	$ 178.80	$ 1,828.93	$ -	$ -	$ 18,632.61
268	Special Funds	$ -	$ -	$ 300.00	$ 747.88	$ 2,992.94	$ 1,059.11	$ 566.53	$ 200.00	$ -	$ -	$ -	$ -	$ 5,866.46
	Total	**$ 5,942.12**	**$ 5,552.68**	**$ 7,705.09**	**$ 5,073.15**	**$ 10,215.23**	**$ 8,483.21**	**$ 7,601.48**	**$ 5,980.81**	**$ 4,736.58**	**$ 6,308.01**	**$ -**	**$ 1,269.51**	**$ 68,867.87**

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
7/17/2023	384		45	$17.91
9/19/2023	156		16	$5.21
TOTAL:	**4144**	**3350**	**455**	**$392.47**



*No longer accepting books for recycling (beg. June 2023)

Beanstack - October 2023

Beanstack Monthly Registration & Participation Totals

Month	New Accounts	New Readers	Completed Activities	Completed Activity Badges	Logged Books	Logged Minutes
October 2023	2	2	36	24	2,074	28,165
September 2023	4	4	19	12	2,019	26,961
August 2023	32	32	2	1	2,524	86,793
July 2023	1	1	99	76	1,887	132,246
June 2023	102	102	97	86	2,391	92,356
May 2023	5	5	11	5	2,138	24,449
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
TOTAL:	**189**	**189**	**462**	**318**	**23,166**	**505,776**

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	27	3	2,421	8,516	0
Champion Township	1	0	54	323	0
Ely Township	6	0	155	1,415	0
Humboldt Township	0	0	0	0	0
Ishpeming Township	8	0	534	3,328	0
Tilden Township	2	1	120	1,180	0
Negaunee	12	0	218	820	0
Other	1	0	2	10	0
No Local Area	0	0	0	0	0
TOTAL:	**57**	**4**	**3,504**	**15,592**	**0**

*This challenge only counted books read, not minutes.

October 2023: Hallow-Read

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	13	6	4,036	0	18,009
Champion Township	1	0	54	0	0
Ely Township	4	4	728	0	6,643
Humboldt Township	1	0	34	0	0
Ishpeming Township	3	2	273	0	2,130
Tilden Township	0	0	0	0	0
Negaunee	2	0	18	0	0
Other	0	0	0	0	0
No Local Area	0	0	0	0	0
TOTAL:	**24**	**12**	**5,143**	**0**	**26,782**

*This challenge only counted minutes read, not books.

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Written Report for the November 16, 2023 Meeting

Jesse Shirtz, Library Director

2024 Proposed Budget

The 2024 proposed budget has been provided to the City Council. It does include our request to make the Children's Librarian position full-time. A public hearing will be held at the regular November Council meeting on Wednesday, November 8 at 6:00 p.m.. A Special Meeting has been scheduled for Wednesday, November 29 at 6:00. Should Council take no action the budget will automatically be adopted on November 30.

Outreach

Nicole continues to hold her Senior Center Book Club at the Ishpeming Senior Center. This club meets monthly and features a different book than the ICPL Adult Book Club held at the library. The Senior Center and the Library collaborated on a Halloween storytime, also held at the Senior Center. Heather led the storytime, then the kiddos trick or treated around the building with volunteers handing out candy. Nicole will attend Tilden Township's holiday gathering this December, concluding visits to all five townships who contract for library service.

Tousignant Donation

The Tousignants and the Community Fund of Marquette County have provided the Fund Distribution parameters for their endowment. Staff have begun compiling a list of potential uses for the funds once they begin distribution around 2028.

Policy Manual

Adoption of the Holds and Interlibrary Loan policies are on this agenda.

Library Repairs

DPW are investigating an area where the glass floor appears to be separating from the wall. There is a leak in the ceiling of the Loft (graphic novel) area. DPW has been notified and has investigated twice. No finding has been shared.

Upcoming Events

November 1-30: *Read Grateful* Beanstack Reading Challenge
November 11: After an incredibly well-attended in-person program and many requests for a repeat, local historian Jack Deo agreed to record his Historic Ishpeming presentation for online viewing. The presentation aired "live" on Facebook on Saturday, November 11 at 12:00 p.m. Mr. Deo has graciously allowed us to host the recording for later viewing on our website.
Nov 30-Dec 2: Friends of the Library used book sale!

ISHPEMING CARNEGIE
PUBLIC LIBRARY

MDHHS Library OTC COVID-19 Test Distribution Program

This voluntary program aims to increase access to at-home COVID-19 test kits for individuals, families, and communities who may otherwise struggle with access to healthcare resources, be hesitant to visit a COVID-19 testing location or may lack the funds necessary to purchase at-home test kits for themselves or their families. It is free to participate and the only requirement of the library is to store the tests, to uphold the household limit (five per household per day), and to provide the household with a 1-page handout or QR code to access online instructions.

We received 340 test kits from MDHHS to get started. We gave out 119 kits on the first day and nearly depleted our entire supply before the week was up. We have requested additional kits. Arrival date is this or next week; MDHHS ships kits once per month.

Noteworthy News

The horror anthology "Obsolescence" is on the Bram Stoker Award Reading List! Our very own Library Clerk, Teagan Sturmer, has a story published in this collection.

Comics Plus

The library has purchased access for one year to Comics Plus, a digital platform offering thousands of digital comics, graphic novels and manga to readers through school, public, and academic libraries. The digital items are simultaneous use (no waiting), they do not expire (access for as long as the library has a subscription), and there are no borrowing limits. There is also an app called Library Pass to access the collection. Comics Plus is now live!

ICPL: Library Service for Surrounding Townships

The Ishpeming Carnegie Public Library maintains contracts for library service with five townships surrounding the City: Champion, Ely, Humboldt, Ishpeming, and Tilden. In general, contracting for library services means that the library receives that township's State Aid and Penal Fines towards funding the library. In our case townships also pay a contract fee for library services.

The **State Aid** to Public Libraries Act 89 of 1977 was enacted to supplement local and federal fund sources for libraries in Michigan. Each fiscal year, the state appropriation process establishes the amount for State Aid. The Library of Michigan, housed in the Department of Education (MDE), administers State Aid to Public Libraries (State Aid). The Statutory formula for State Aid grants is based mainly on the state's population and paid based on per capita rates, changes in the state's population alter the appropriation necessary to fully fund grant awards.

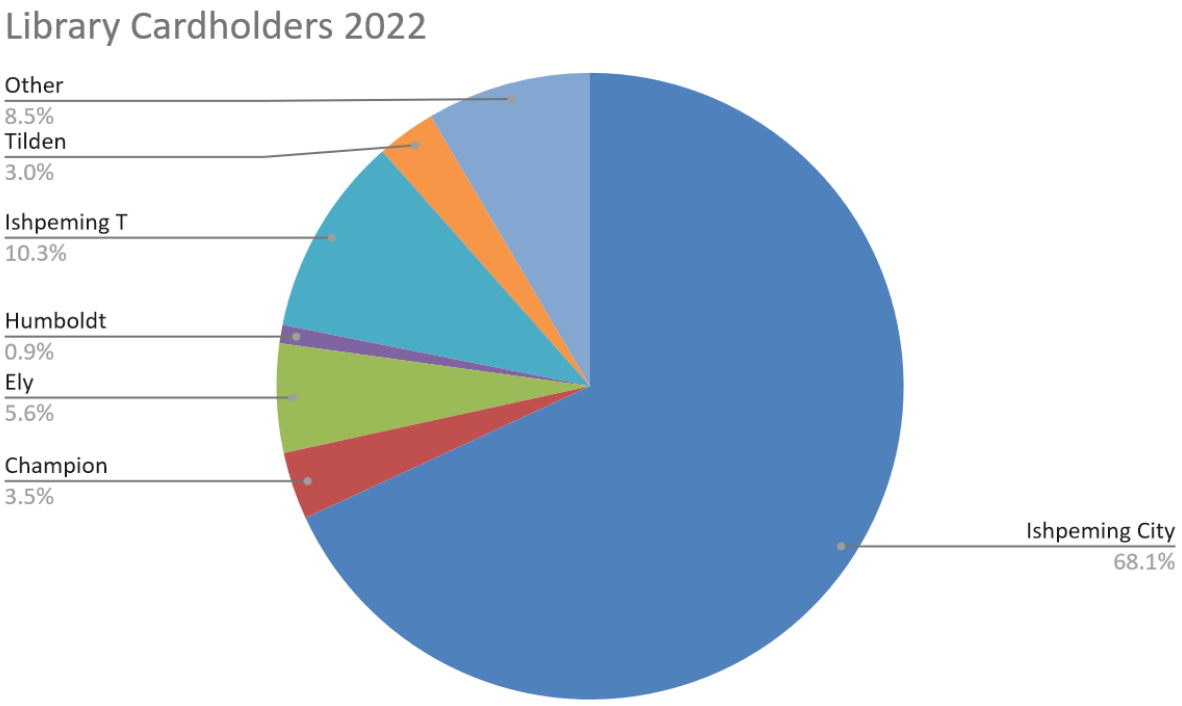
A **Penal Fine** is a fine levied as punishment for a violation of the criminal code, or a violation against the state. Once at the County, the penal fines are divided into a per capita amount using the appropriate census figures for the county population, and then disbursed to libraries listed on the eligible libraries list provided by the Library of Michigan. Penal Fines are a constitutionally protected source of revenue that legally can not be utilized or distributed to any other entity but public libraries. Municipalities and other government entities are not able to obtain these funds. If an area is not served by a public library, the penal fines for that population are allocated by the county and maintained in an escrow account until the population becomes served by a library.

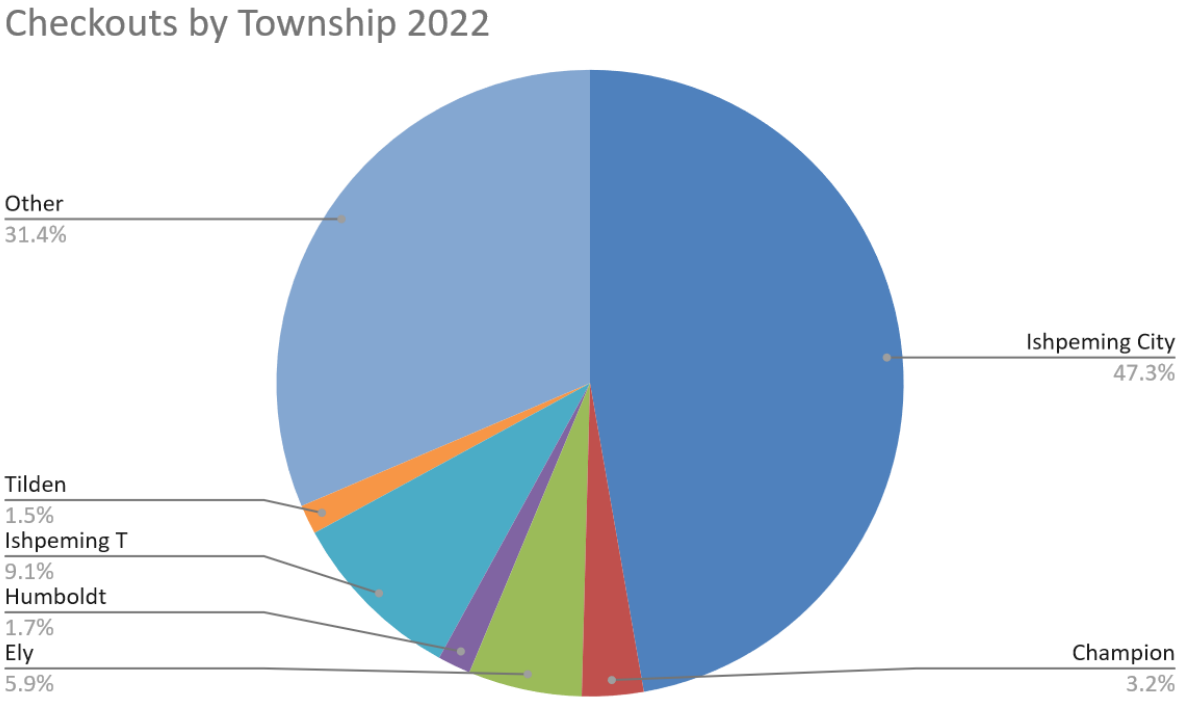
The current contracts between ICPL and its surrounding townships include a **contract fee** and an annual increase at the rate of inflation, or 3%, whichever is less.

2022 Township Contributions for Library Service

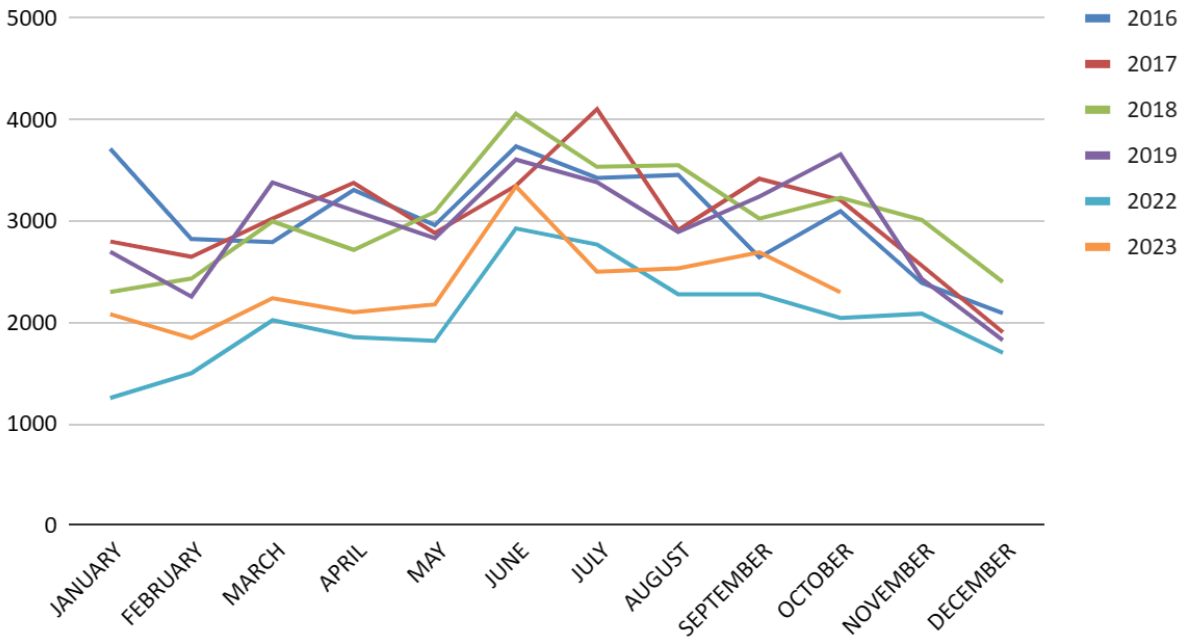
Township	Population	Penal Fines	State Aid	Contract Fee	Total Contributions	% of pop. with library cards
Champion	250	$516	$245	$351	$1,112	78%
Ely	1,900	$3,928	$1,867	$2,358	$8,153	16%
Humboldt	328	$678	$322	$417	$1,417	16%
Ishpeming	3,392	$7,013	$3,333	$4,132	$14,478	17%
Tilden	1,045	$2,160	$1,027	$1,177	$4,364	16%
Total	**6,915**	**$14,295**	**$6,794**	**$8,435**	**$29,524**	Ish City: 62%

Library Use by Township

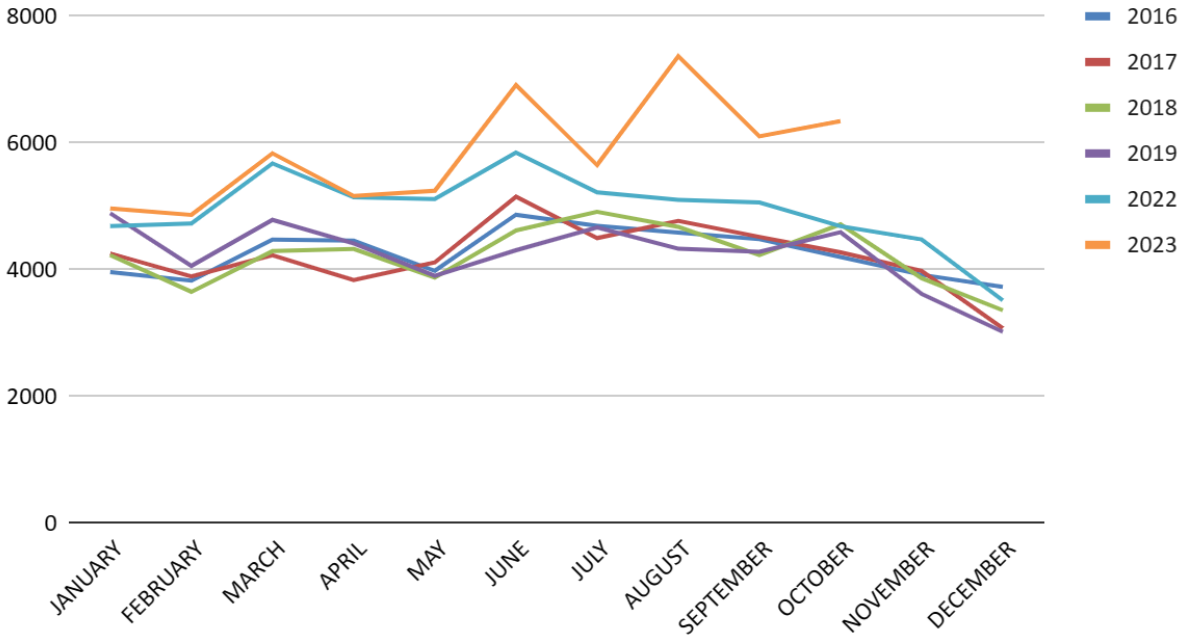




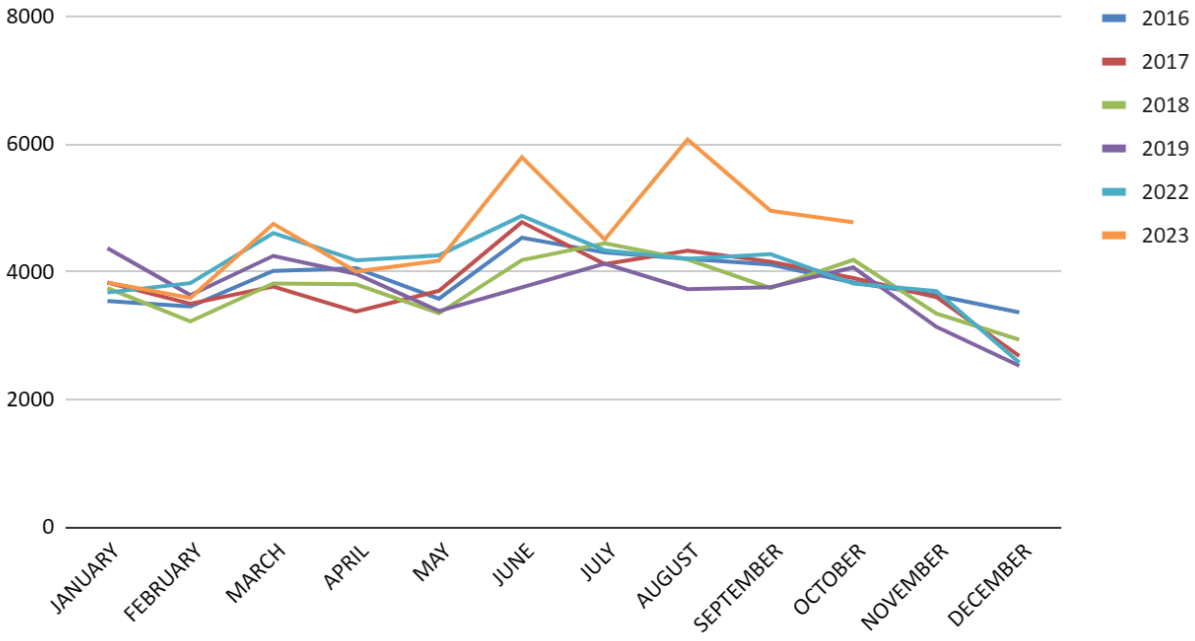
Annual Attendance



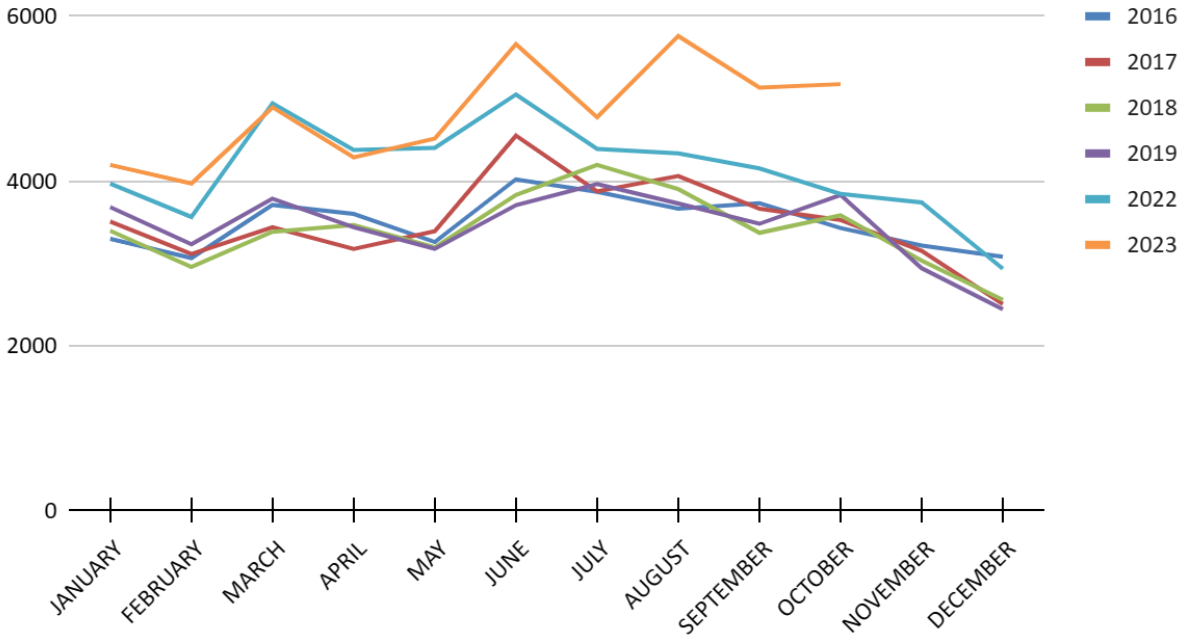
Annual Circulation



Annual Circulation (no digital)



Annual Circulation (no ILL)



HOLDS POLICY

Approved by the ICPL Board on _____.

1. All Library materials listed in the card catalog may be placed on hold by any library cardholder.

2. Materials which are not listed in the card catalogs, ~~but are on order,~~ may be requested by any library cardholder. If the items are added to the collection, they will be placed on hold for the patron.

3. Holds may be placed, without charge, by patrons either in person or over the telephone.

4. Patrons placing materials on hold will be notified by an automated telephone call when the materials become available. The materials must be claimed on or before the date designated over the telephone. If not, the materials will be offered to the next person on the hold list or, if no one is waiting, they will be returned or placed in the circulating collection.

5. A hold may be suspended, or paused, at any time without losing the patron's place in the hold queue. The process ~~of procuring an item via hold will begin~~ will restart on the date unsuspended.

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Interlibrary Loan Policy

Adopted by the ICPL Library Board on_____.

Definitions

1. Interlibrary Loans. Materials borrowed from another library for the use by an Ishpeming Carnegie Public Library patron.

2. PII / UP. Items owned by libraries who share the circulation system with ICPL and participate in the local interlibrary loan system.

3. MeLCat. The state-wide interlibrary loan borrowing program.

4. Peabody/OCLC. Items that would come from out of state. Depending on the loaning library, a fee may be associated with the items, which will be passed on to the Ishpeming Carnegie Public Library patron. Payment is the responsibility of the patron. The patron will be contacted before requesting an item that has a lending fee.

Guidelines

Type	Loan Period	Maximum # of Renewals	Fees
PII / UP	Varies	2	None
MelCat Books	3 weeks	1	None
MelCat A/V	2 weeks	No renewals	None
OCLC	3 weeks	Varies	Varies

1. If another patron has a hold placed on the item, it may not be renewed.
2. Interlibrary loan materials must be picked up in accordance with the Holds Policy. If items are repeatedly not picked up upon arrival ILL privileges may be temporarily revoked.
3. Ishpeming Carnegie Public Library patrons are responsible for lost or damaged interlibrary loan materials and will be required to pay all fines and fees assessed by the lending library for the repair or replacement of the interlibrary loan materials.
4. Payments for lost interlibrary loan materials are not refundable.
5. ~~Interlibrary loan materials may not be claimed as returned.~~
6. Libraries that have not returned interlibrary loan materials to ICPL in a timely manner or that have reported materials lost or damaged may have interlibrary loan privileges suspended until the items are returned or fines and fees have been paid in full.
7. ICPL will loan via interlibrary loan any materials from the ICPL collection that are available for circulation to ICPL patrons without a borrowing fee with the following exceptions:
    a. Periodicals
    b. New items added to the collection within 60 days

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