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, January 18, 2024
7:00pm-8:00pm (ET)
Margaret Dundon Reading Room

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes from November 16, 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

9. New Business
   a. Accept 2022/23 State Aid Report
   b. Provide feedback on 2023 Annual Report
   c. First Reading of Ray Leverton Community Room Policy & Application
   d. Consider/Approve Sustainable Shelves memo to be sent to City Council

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

11. Date of next meeting: Thursday, February 15, 2024 at 7:00 pm

12. Adjournment

Ishpeming Carnegie Public Library

Board Minutes November 16, 2023

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

Meeting called to order at 7:02 PM.

Motion by Darren Boldt and second by Kaylee Reno to approve the October 19, 2023 meeting minutes as presented. Motion passed.

Public Participation: none.

Librarian's Report:

Jesse Shirtz, Library Director, presented the monthly library report for October. The circulation and other service numbers were compared on a year-over-year basis for the month. Circulation and was up from October 2022 and September of this year. 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. The last Township outreach visit for the year is scheduled for December. The DPW is investigating an area where the glass floor appears to be separating from the wall and a leak in the ceiling of the Loft. The library Covid test distribution has been well utilized. 300 tests were distributed in the first week.

- Circulation: Circulation was up and attendance slightly down from September.
- Calendar of events for November and December was included. A Dungeons and Dragons (D&D) Campaign was held in November. Tia Chi and permaculture programs are scheduled.
- Budget report: Budget information from the City was included this month. 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. No update this month.
- The Children's room redesign (Friends will cover up to $15,000 for the renovation plan). No update this month.
- Future Building maintenance/upgrades for potential 5 year planning:
    - Roof repair – recent leak from the drain. It was last cleaned in spring this year.
    - heating system repairs
    - Front steps deterioration
    - Tile repair
    - Ivy growing on west wall – does it need to be removed?

DRAFT

    - 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 is ongoing.
- 2024 Library Budget. Budget process is ongoing with the City. There are several proposals under discussion by City staff. Some of the options under consideration remove the requested increase to full time for the Children's Librarian. There is also an option that would restore the library material to the level requested.
- A motion was made by Brooke Routhier and seconded by Elyse Bertucci to adopt the Holds Policy. Motion carried.
- A motion was made by Kaylee Reno and seconded by Darren Boldt to adoption the Interlibrary Loan Policy. Motion carried.

New Business:

- None

Public Participation: None

Next meeting is January 18, 2024 7:00PM in person at the Library.

A motion was made by Darren Boldt and seconded by Kaylee Reno at 8:02 PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

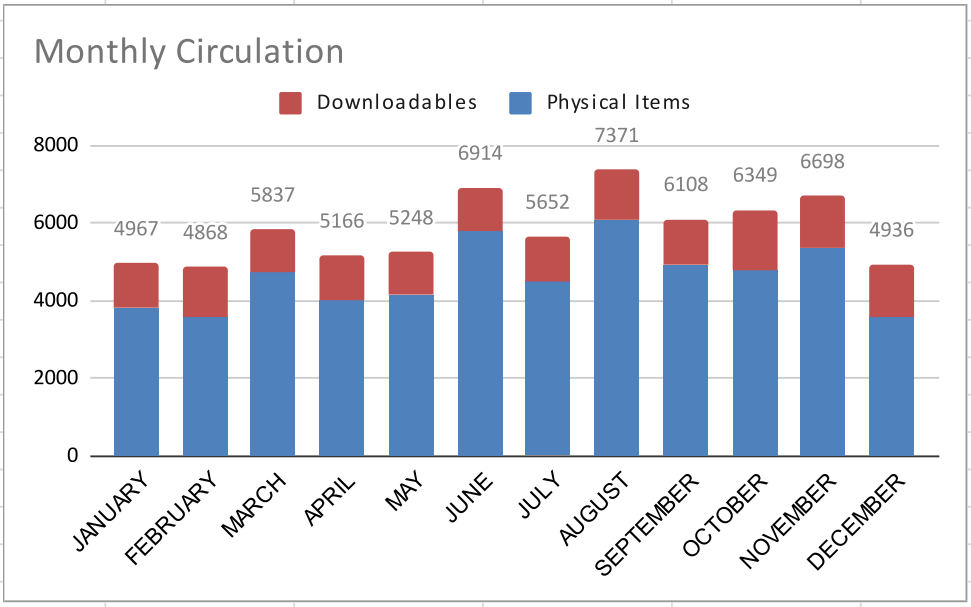
Brooke Routhier

DRAFT

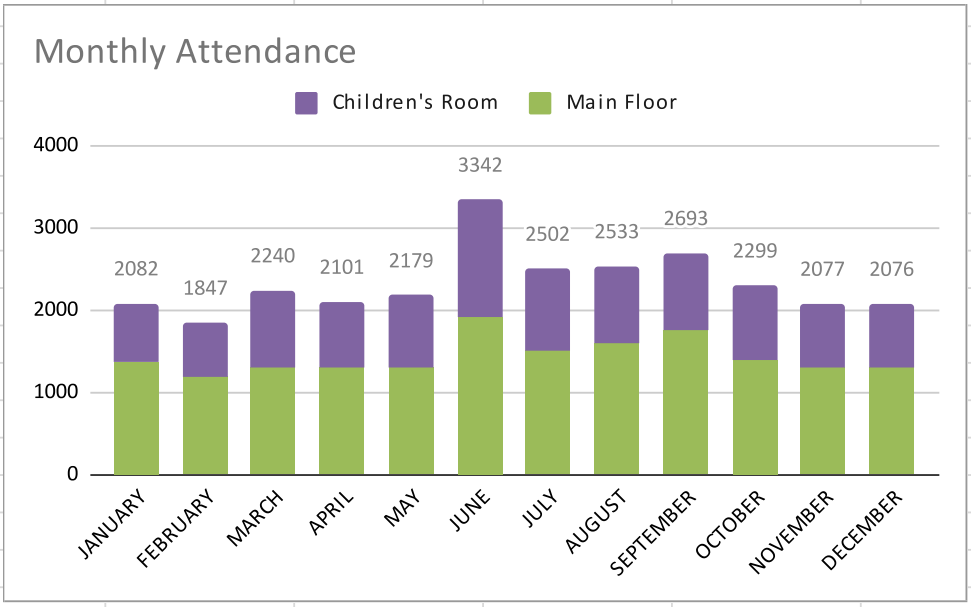
Ishpeming Carnegie Public Library

Monthly Report

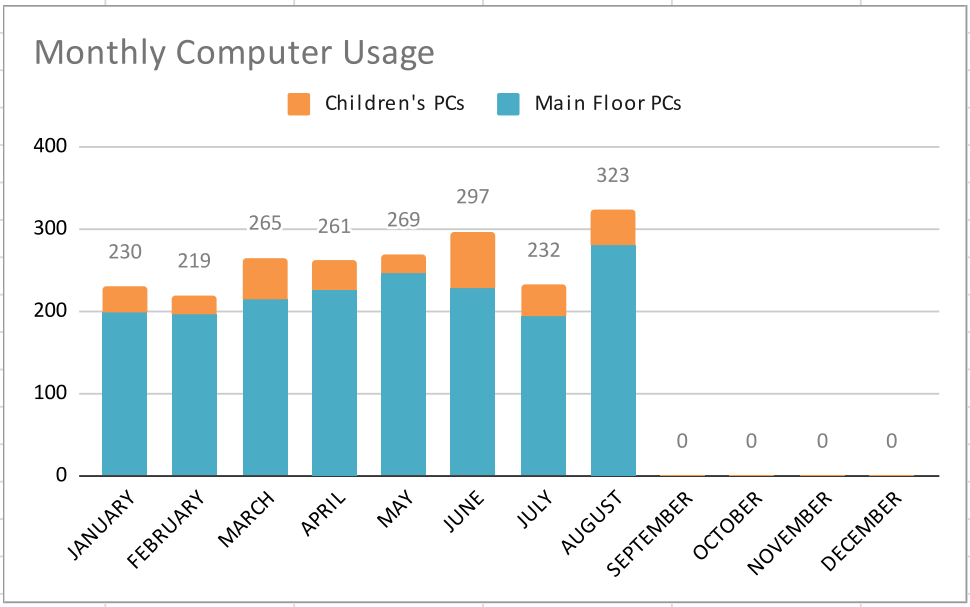
December 2023



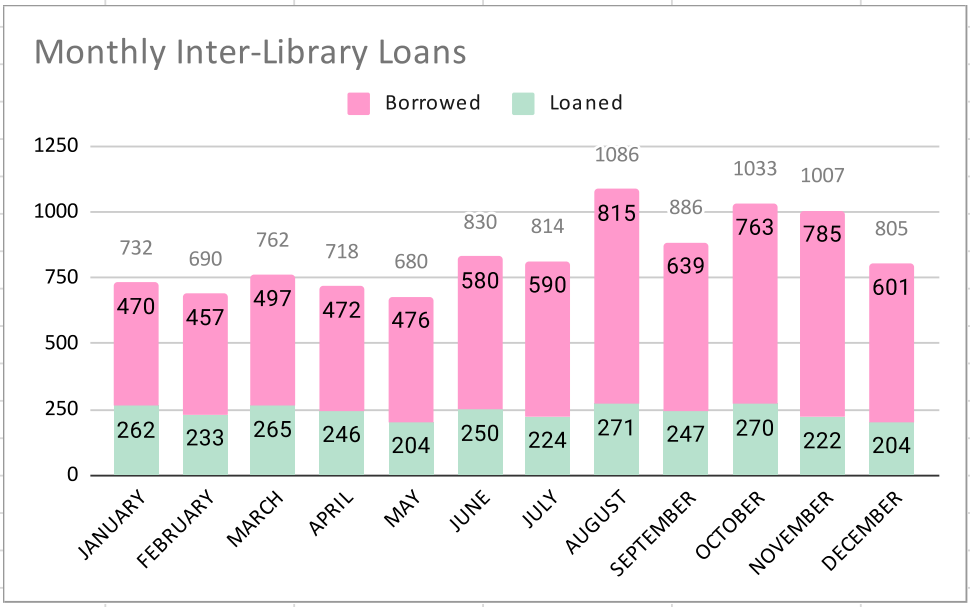
YTD Circulation:
70114



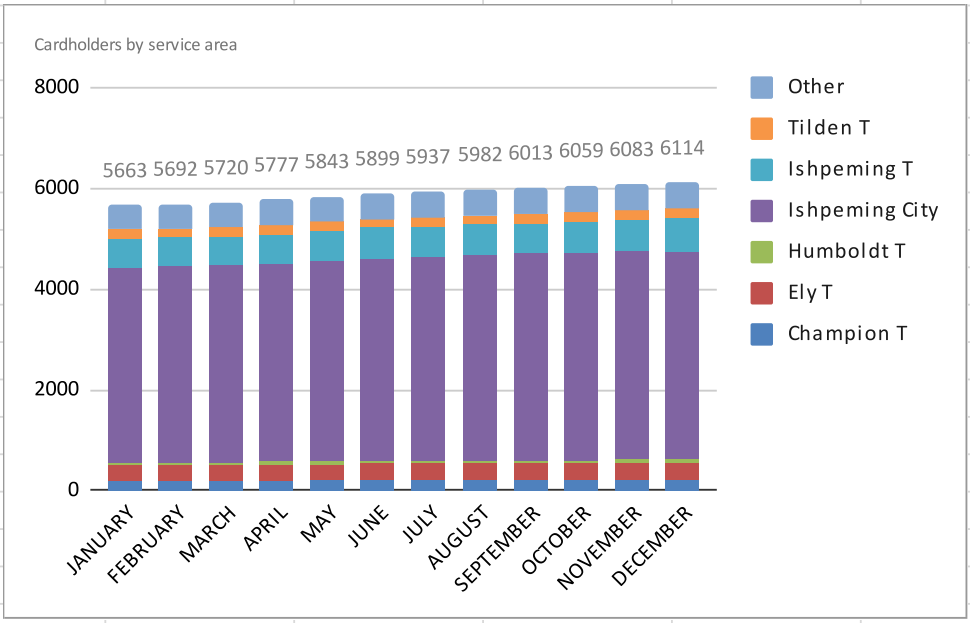
YTD Attendance:
27971

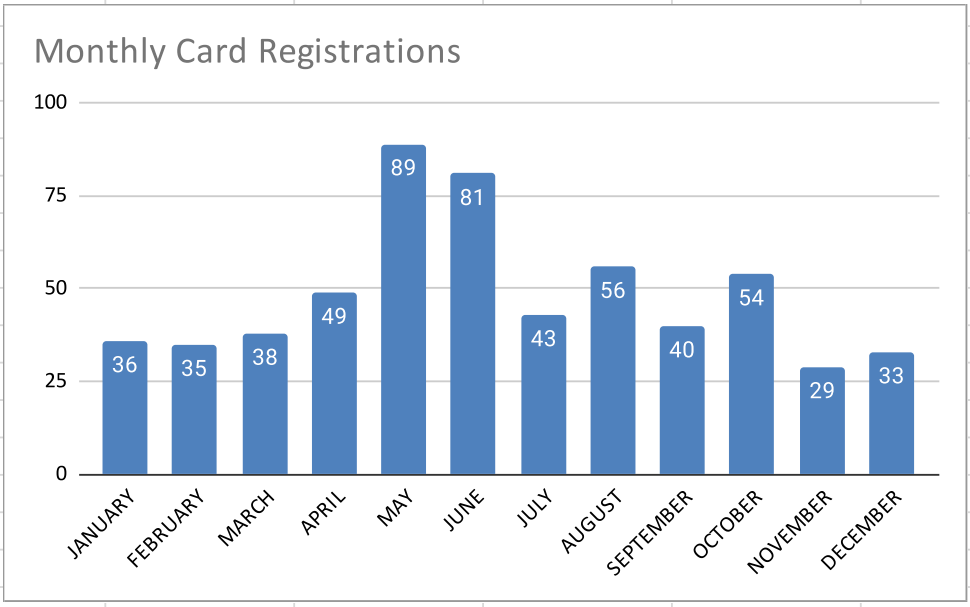


YTD Computer Use:
2096

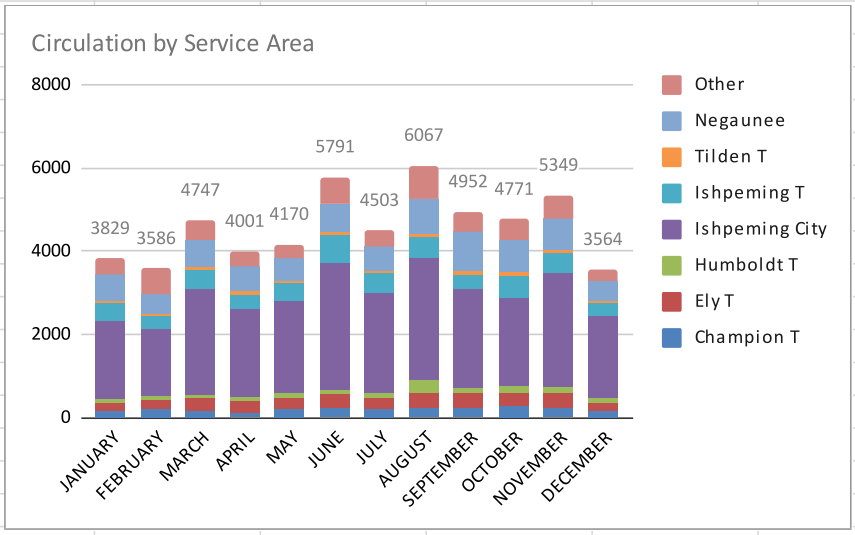


YTD ILLs:
10043





YTD new cards:
583

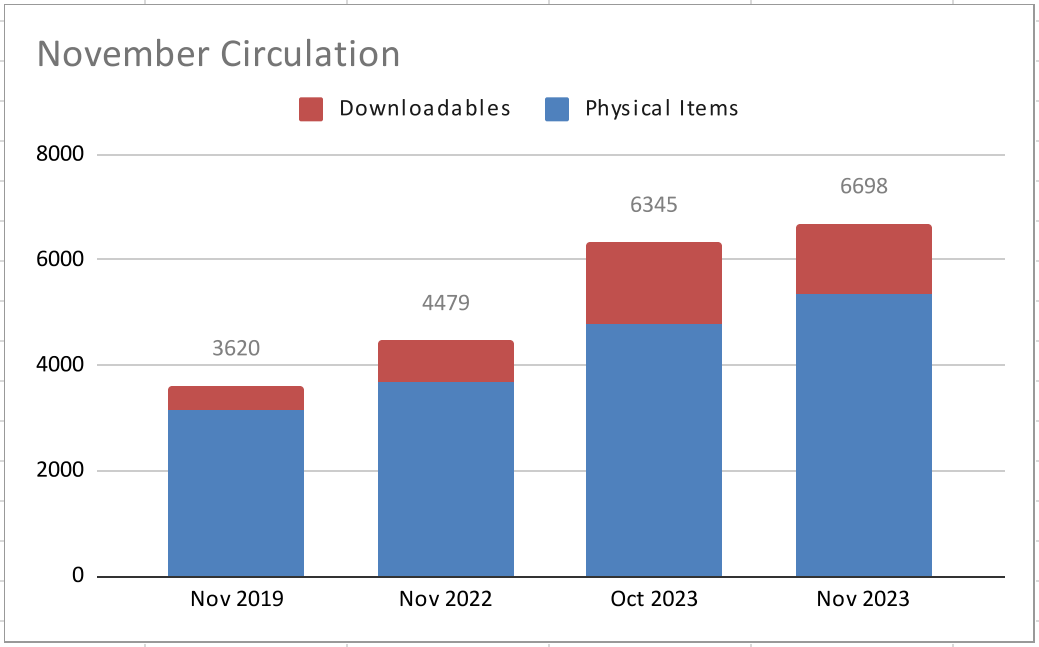


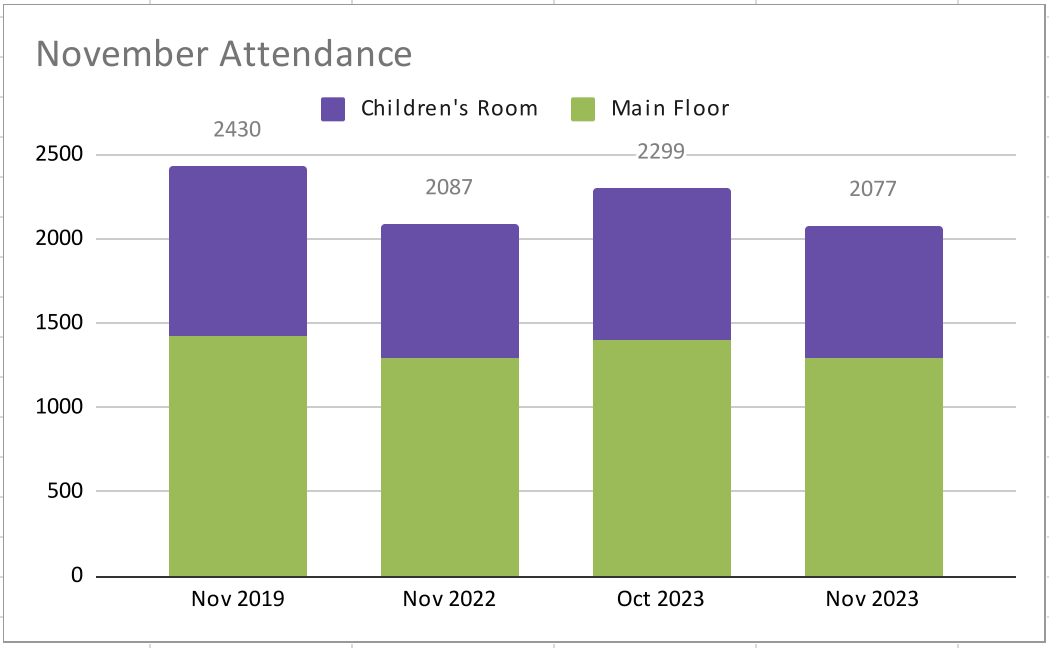
YTD Circulation:	
Other:	5830
Negaunee:	7837
Tilden Township:	818
Ishpeming Township:	5391
Ishpeming City:	27823
Humboldt Township:	1622
Ely Township:	3407
Champion Township:	2602

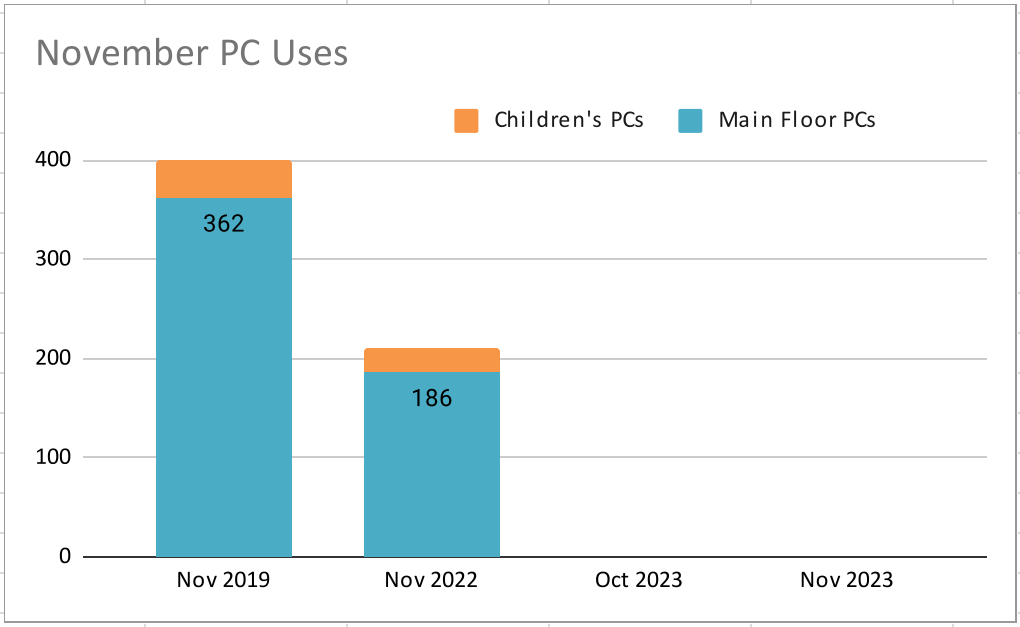
Ishpeming Carnegie Public Library

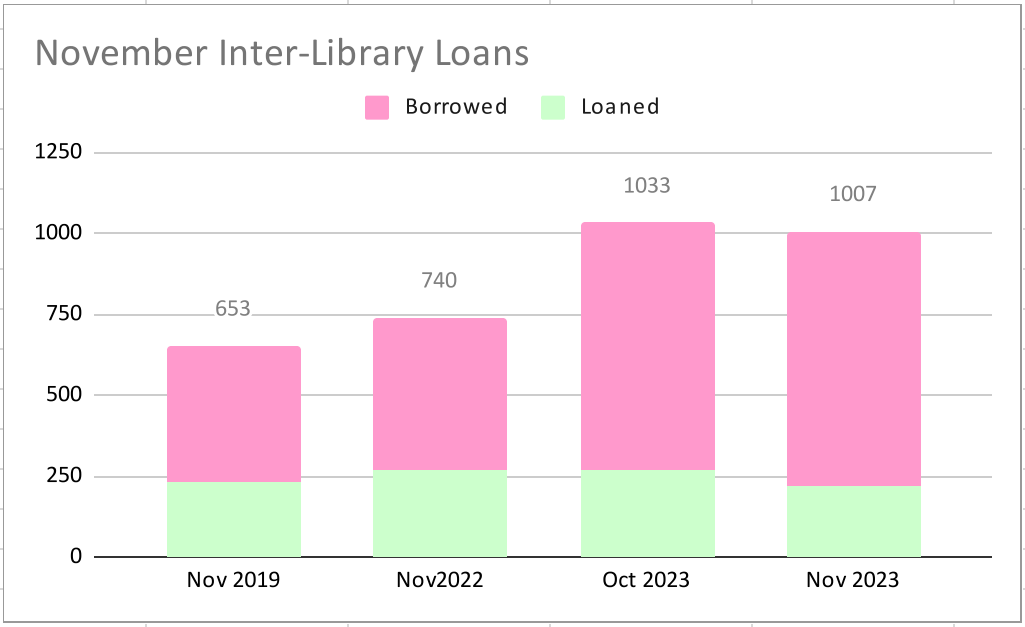
Monthly Report

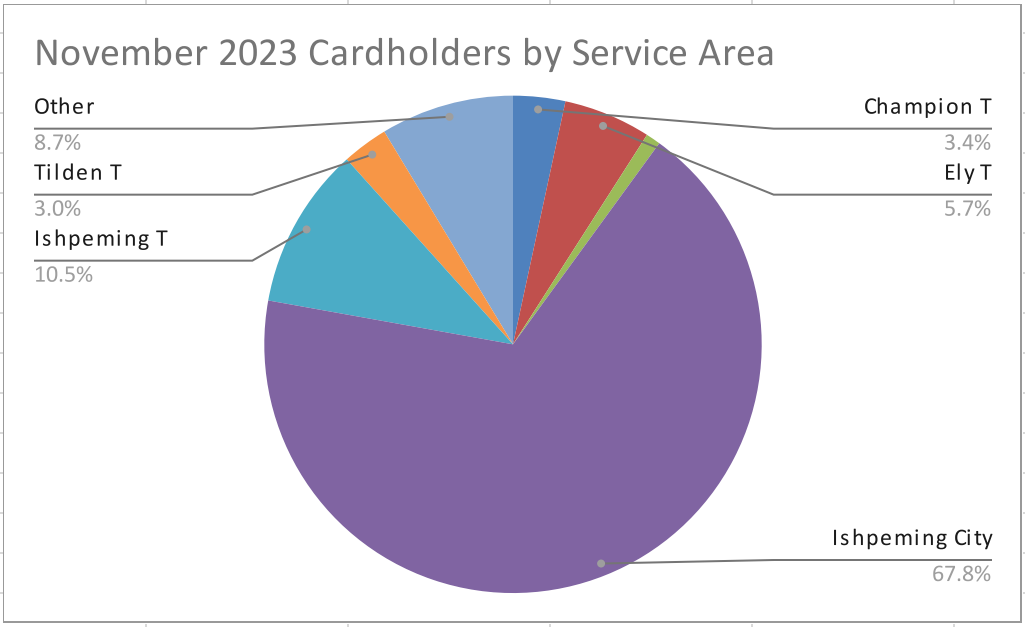
November 2023

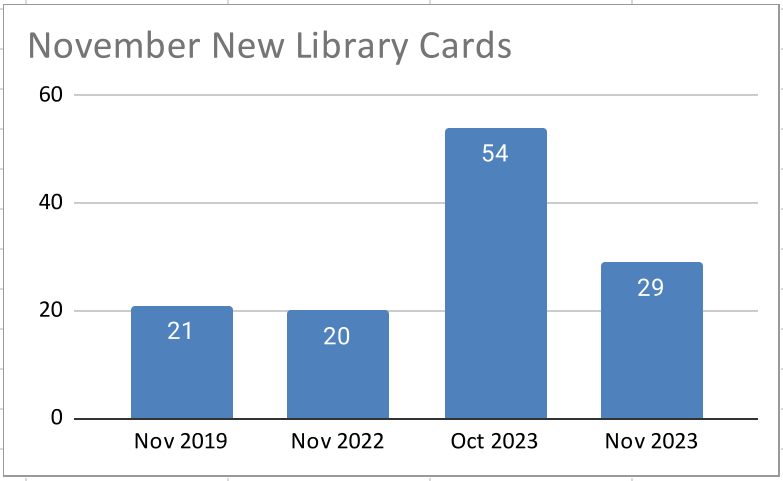





November PC Uses
Children's PCs
Main Floor PCs
400
300
200
100
0
362
186
Nov 2019
Nov 2022
Oct 2023
Nov 2023


November Inter-Library Loans
Borrowed
Loaned
1250
1000
750
500
250
0
653
740
1033
1007
Nov 2019
Nov2022
Oct 2023
Nov 2023

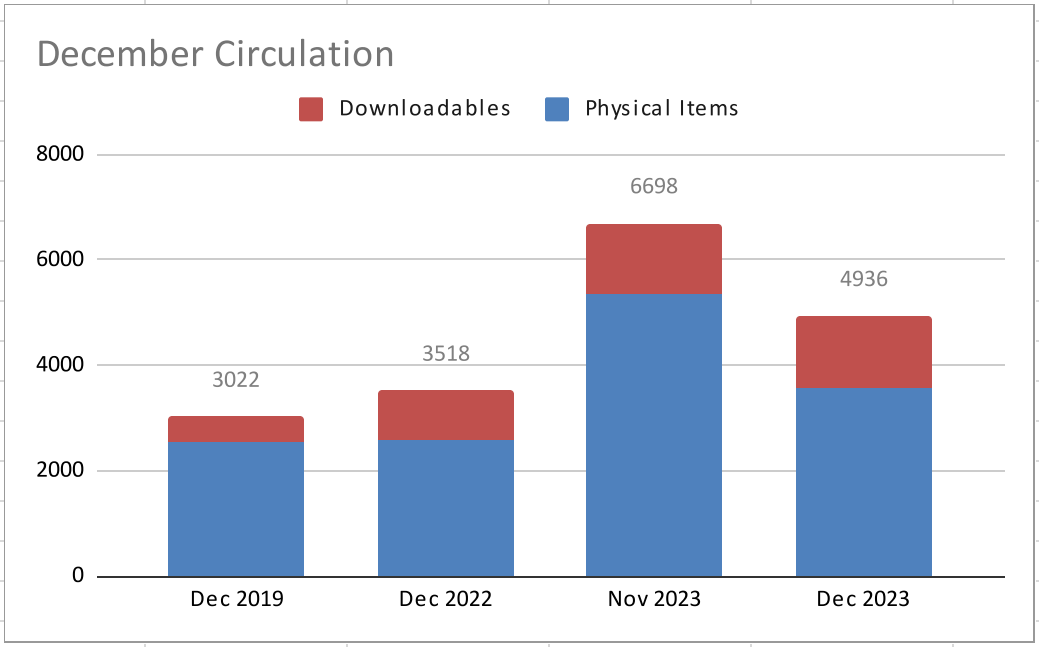

November 2023 Cardholders by Service Area
Other
8.7%
Tilden T
3.0%
Ishpeming T
10.5%
Champion T
3.4%
Ely T
5.7%
Ishpeming City
67.8%

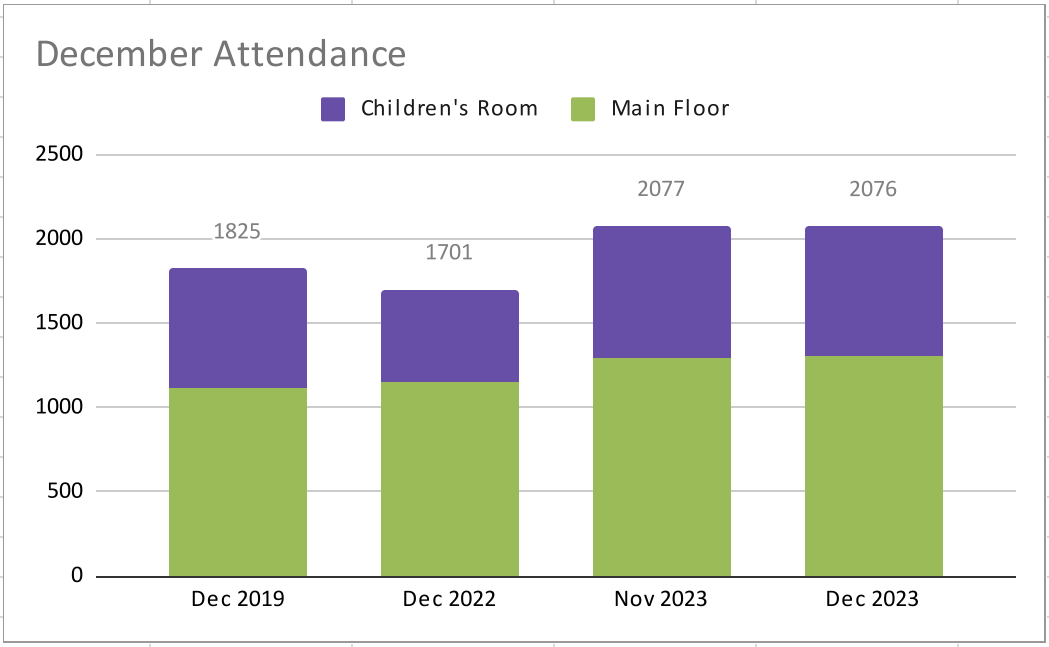

November New Library Cards
60
40
20
0
21
20
54
29
Nov 2019
Nov 2022
Oct 2023
Nov 2023

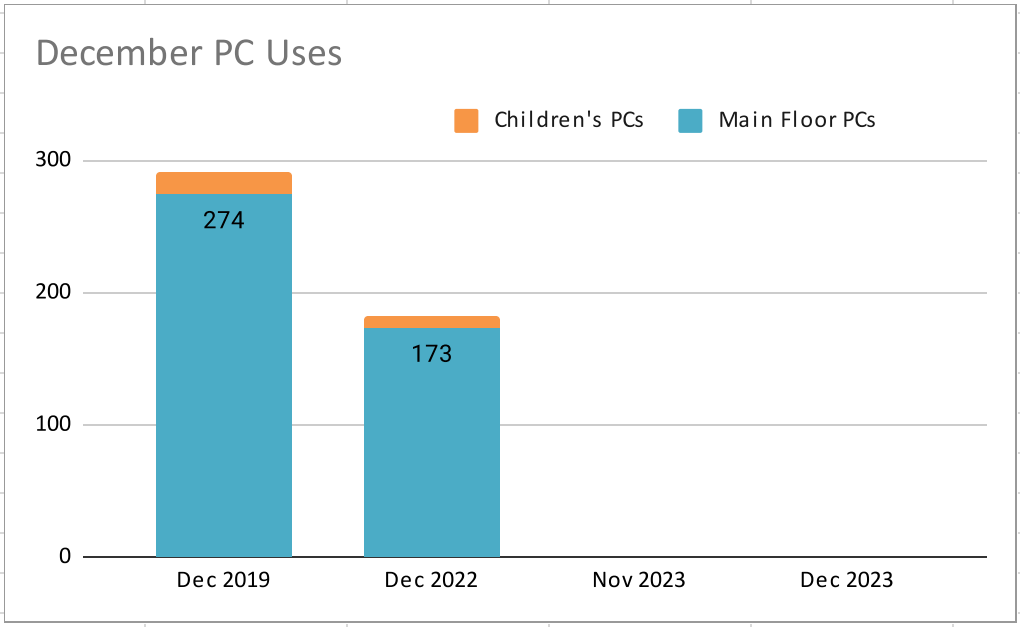
Ishpeming Carnegie Public Library

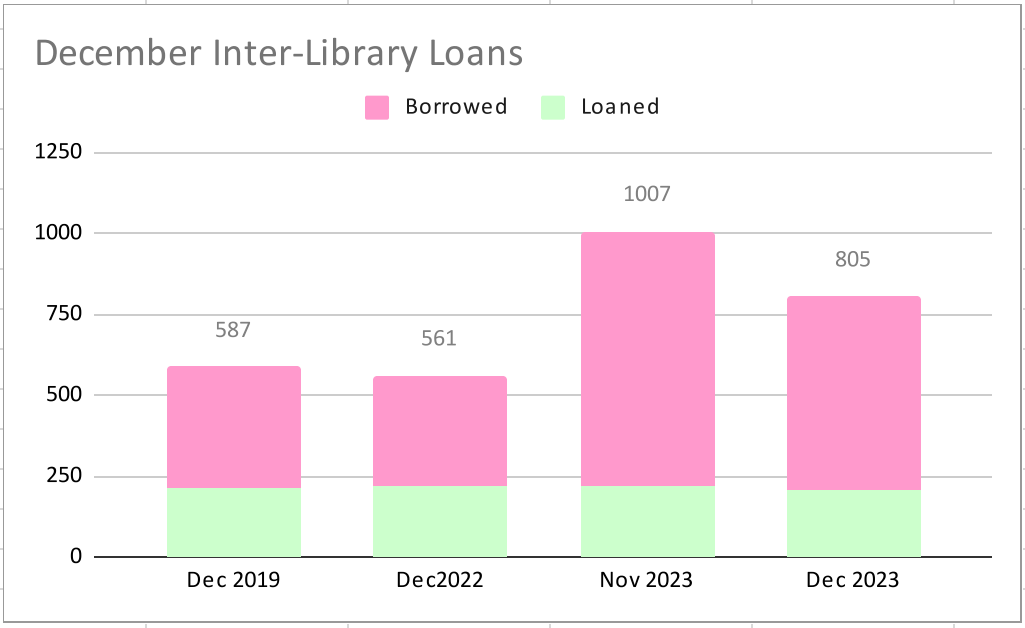
Monthly Report

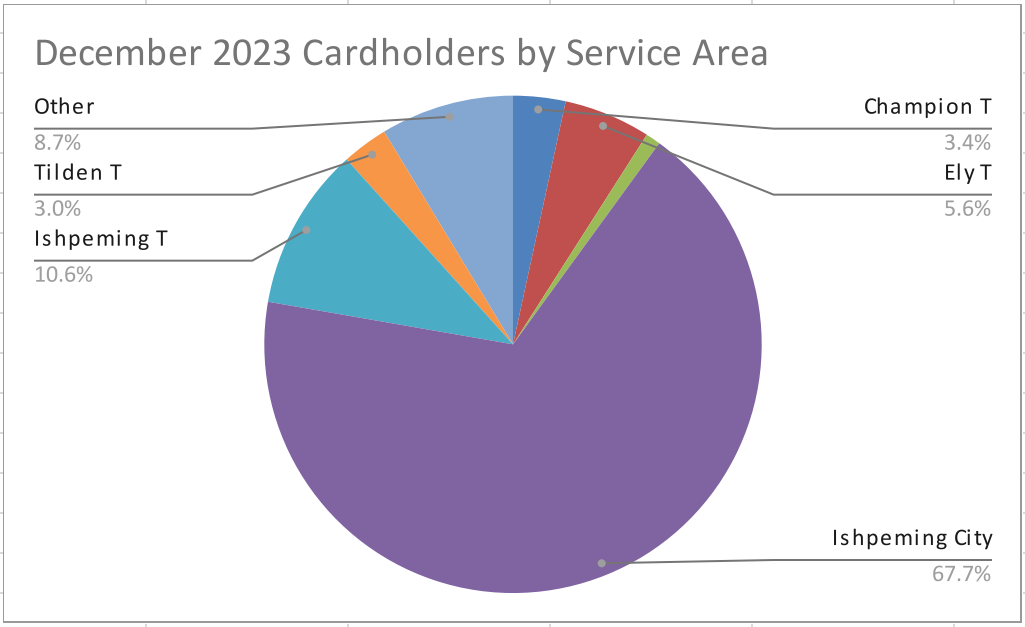
December 2023

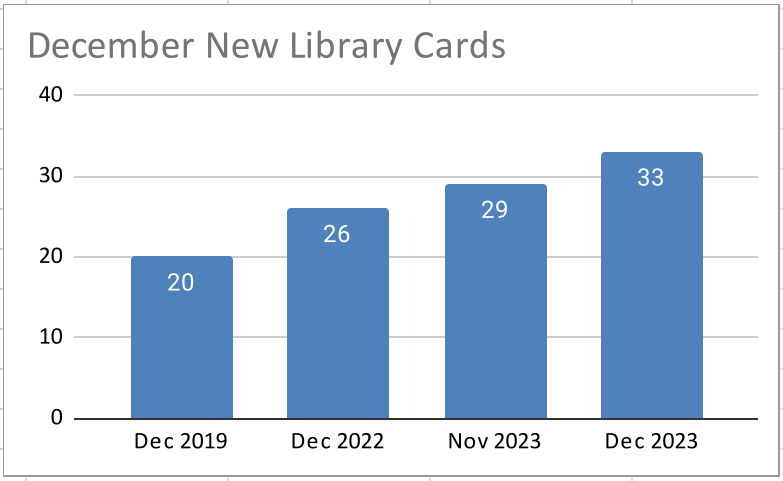


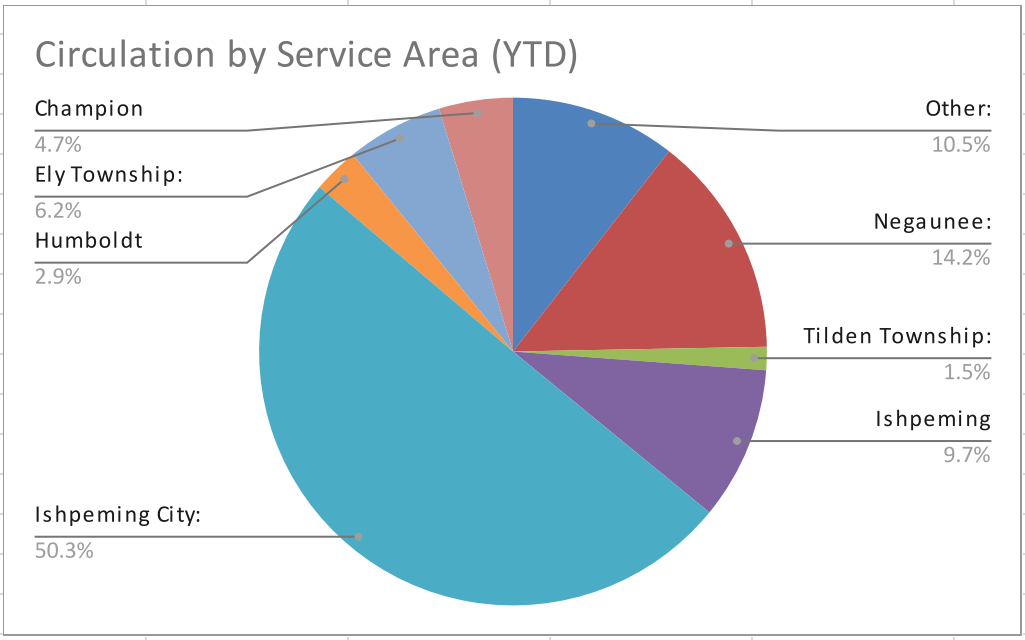



December PC Uses
Children's PCs
Main Floor PCs
300
200
100
0
274
173
Dec 2019
Dec 2022
Nov 2023
Dec 2023


December Inter-Library Loans
Borrowed
Loaned
1250
1000
750
500
250
0
587
561
1007
805
Dec 2019
Dec2022
Nov 2023
Dec 2023


December 2023 Cardholders by Service Area
Other
8.7%
Tilden T
3.0%
Ishpeming T
10.6%
Champion T
3.4%
Ely T
5.6%
Ishpeming City
67.7%


December New Library Cards
40
30
20
10
0
20
26
29
33
Dec 2019
Dec 2022
Nov 2023
Dec 2023


Circulation by Service Area (YTD)
Champion
4.7%
Ely Township:
6.2%
Humboldt
2.9%
Ishpeming City:
50.3%
Other:
10.5%
Negaunee:
14.2%
Tilden Township:
1.5%
Ishpeming
9.7%

November & December 2023 Statistical Report

We circulated 6,696 items (5,349 physical items; 1,347 ebooks and eaudiobooks) in the month of November (2,217 more items than November 2022!!!).

- We had 29 new people register for library cards in the month of November.
- 785 items were borrowed on interlibrary loan (311 more than November 2022)
- It was the highest circulating month on record for picture books with 748 checkouts (378 more than November 2022)
- Collections that have the highest percentage of circulation:
    - NEWJEASY - 115.63%
    - NEWFIC - 84.48%
    - NEWJAUDIO (VOX books) - 84.62%
    - NEWBRDBOOK - 71.70%
    - NEWJREADER - 69.01%
    - NEWJGRAPHIC - 60.83%
    - NEWJNF - 54.23%
    - NEWASCIFI - 54.10%
    - NEWJINTFIC - 52.38%

Here are the December Circ Stats:

We circulated 4,359 items (3,564 physical items; 795 ebooks and eaudiobooks, however I am still waiting on the numbers from our shared collections, which should add another ~500 to this total once that is reported) in the month of December (841 more items that December 2022).

- We had 33 new people register for library cards in the month of December.
- 601 items were borrowed on interlibrary loan (257 more than December 2022)
- Collections that have the highest percentage of circulation:
    - NEWJAUDIO (VOX books) - 76.54%
    - NEWFIC - 71.19%
    - NEWJEASY - 57.93%

Overall, December historically trends lower on circ stats for us because of the holidays, however, circ still increased significantly compared to December 2022!

Nicole Johnson

Librarian

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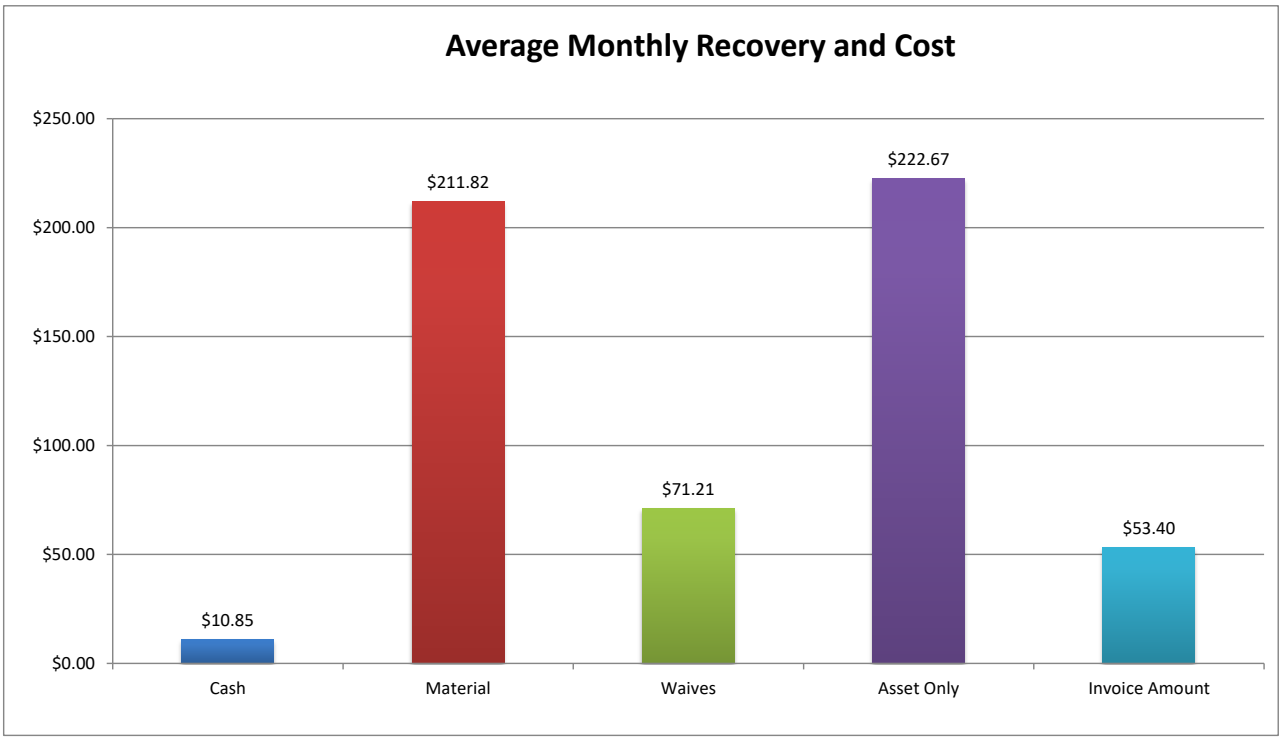
Monthly Recovery Statistics: Ishpeming Carnegie Public Library

12/2022 Through 11/2023

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
November-23	$19.40	$349.98	$88.20	$457.58	**$369.38**	$58.25
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
Total	$130.20	$2,541.83	$854.55	$3,526.58	**$2,672.03**	$640.75
Average	$10.85	$211.82	$71.21	$293.88	**$222.67**	$53.40
					Total ROI: $6:1	

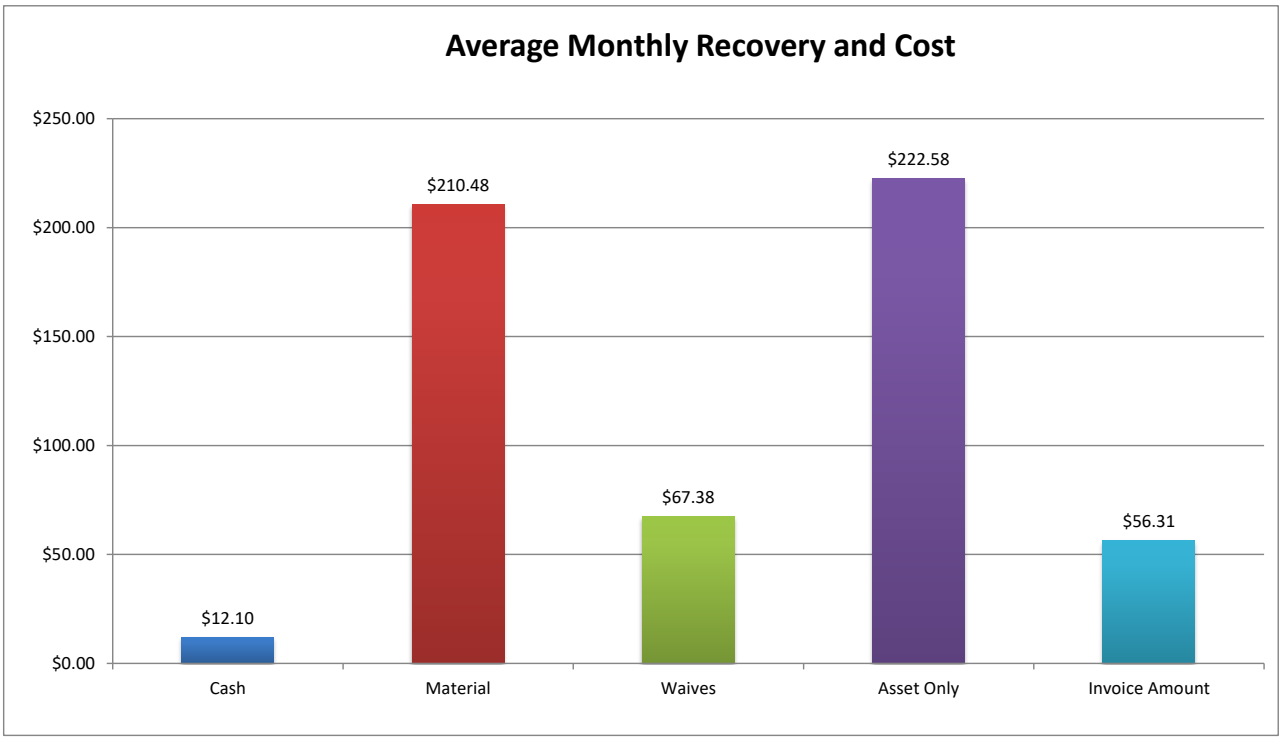


UNIQUE

Monthly Recovery Statistics: Ishpeming Carnegie Public Library

1/2023 Through 12/2023

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
December-23	$15.00	$123.91	$0.00	$138.91	**$138.91**	$81.55
November-23	$19.40	$349.98	$88.20	$457.58	**$369.38**	$58.25
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
Total	$145.20	$2,525.76	$808.55	$3,479.51	**$2,670.96**	$675.70
Average	$12.10	$210.48	$67.38	$289.96	**$222.58**	$56.31
					Total ROI: $5:1	



ISHPEMING CARNEGIE PUBLIC LIBRARY

JANUARY 2024 EVENTS

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

All events are free and open to the public!

TUES – 9AM – 5PM
WEDS – 9AM – 7PM
THURS – 9AM – 7PM
FRI – 9AM – 5PM
SAT – 10AM – 4PM
SUN & MON – CLOSED

Winter Reading Challenge

January 1st - January 31st

People of all ages are invited to participate by logging their reading and/or submitting book reviews. Individuals can use Beanstack to track their reading online by downloading the Beanstack app or visiting ishpeminglibrary.beanstack.org. Additionally, participants can submit book reviews either via Beanstack or by turning in paper review slips to the library. Participants who log reading or submit reviews during the Winter Reading Challenge in January will be entered to win gift cards kindly donated by Snowbound Books and Thomas Theater Group!

Tot Tuesday Preschool Storytime

Every Tuesday in January at 11am

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

Teen Book Fair

Tuesday, January 2 from 1pm - 5pm

Teens and YA book lovers are invited to visit the Ishpeming Carnegie Public Library to browse a selection of new young adult books and choose 2 free books to keep! This is a drop-in event from 1-5pm on January 2nd.

Crochet Club & Yarn Swap

Wednesday, January 3 at 5:30pm
Thursday, January 18 at 2pm

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! Our January meetings will feature a yarn swap! It is optional to bring along yarn to donate/swap at the event. Yarn should be clean and unused.

Book Club at the Ishpeming Senior Center

Thursday, January 4 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 Paris Daughter* by Kristin Harmel. Copies are available for checkout at the library. Newcomers are always welcome to attend.

Puzzle Swap Kickoff

Friday, January 5 from 9am - 5pm

In need of a new puzzle for the winter? Come to our puzzle swap. Bring a puzzle (with all its pieces and in its box please) to exchange for a different puzzle of your choice. Located in the Margaret Dundon Reading Room at the Library.

Vision Board Workshop for Adults

Saturday, January 6 at 11am - 2pm

Join Amy Turner from the Apiary Life Studio for a guided vision board workshop. Registration for this event is required. Please visit ishpeminglibrary.info/calendar/ for information on how to register or call the library at 906-486-4381.

Homeschool Hangout

Friday, January 12 from 10am -1 2pm
Friday, January 26 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.

Graphic Novel Book Club (Grades 4-8)

Saturday, January 13 at 11am

Join us for book club and snacks. Our January book club pick *Allergic* by Megan Wagner Lloyd. Copies of the book will be available for check out. Meetings are held at the Ishpeming Carnegie Public Library.

ICPL
ISHPEMING CARNEGIE PUBLIC LIBRARY

JANUARY 2024 EVENTS

TUES – 9AM – 5PM
WEDS – 9AM – 7PM
THURS – 9AM – 7PM
FRI – 9AM – 5PM
SAT – 10AM – 4PM
SUN & MON – CLOSED

Adult Fantasy Book Club

Saturday, January 13 at 2pm
Join us for adult book club! Copies of *Legends and Lattes* by Travis Baldree are available for check out. Meetings are held at the Ishpeming Carnegie Public Library.

Adult Book Club

Tuesday, January 16 at 2pm
Wednesday, January 17 at 6pm
Join us for adult book club! Copies of *Horse* by Geraldine Brooks are available for check out. Meetings are held at the Ishpeming Carnegie Public Library.

1000 Books Before Kindergarten Party

Wednesday, January 17 10am - 12pm
Stop in for activities, crafts, and snacks! Register for the 1000 Books program OR if you are already registered check-in and pick up any prizes you may have earned so far! Great Start will also be here with FREE BOOKS.

Libby Drop-In Help Session

Friday, January 19 at 1pm - 4pm
Have questions about the Libby reading app and how it works? Visit the library, and we can help! Libby is an app that gives you free access to ebooks and audiobooks with your library card!

Composting with Partridge Creek Farm

Saturday, January 20 at 2pm-4pm
Join us for presentation about composting with Partridge Creek Farm. Held downstairs in our Ray Leverton Community Room.

Adult Horror Book Club

Wednesday, January 24 at 6pm
Join us for adult book club! Copies of *Devolution* by Max Brooks are available for check out. Meetings are held at the Ishpeming Carnegie Public Library.

Young Adult Book Club

Saturday, January 27th at 3pm
Join us for young adult book club. Copies of *Together We Rot* by Skyla Arndt are available for check out at the circulation desk. Meetings will be held at the ICPL. "Together We Rot" is set in the U.P.!

SNOWBOUND BOOKS
118 N 3rd St Marquette MI 49855 906 228 4448

Thank you Snowbound Books and Thomas Theatre Group for the generous donation of gift cards and movie passes to our Winter Reading Challenge!

THOMAS THEATRE GROUP

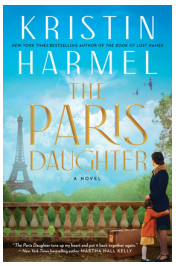
1000 Books Before Kindergarten

Visit the Ishpeming Carnegie Public Library anytime in the month of January to sign up and get started with the 1000 Books Before Kindergarten Challenge!

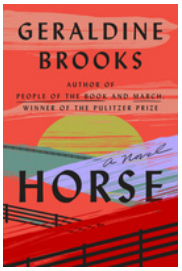
January Book Club Selections

Graphic Novel Book Club (Grades 4-8)

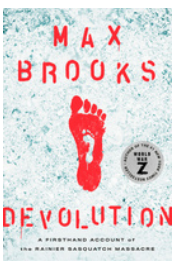
Young Adult Book Club



Senior Center Book Club



Adult Book Club



Adult Horror Book Club

Adult Fantasy Book Club

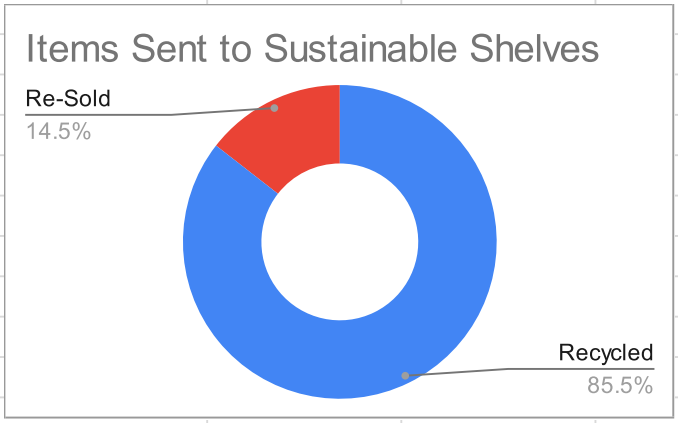
GL NUMBER	DESCRIPTION	2024 ADOPTED BUDGET
APPROPRIATIONS		
Dept 790 - LIBRARY		
101-790-702.000	SALARIES	157,600
101-790-707.000	PART-TIME SALARIES	34,500
101-790-708.000	UNEMPLOYMENT COMPENSATION	31
101-790-709.000	FICA	14,700
101-790-712.000	INSURANCE OPT-OUT	4,800
101-790-713.000	OVERTIME	1,200
101-790-714.000	LONGEVITY PAY	941
101-790-716.000	RETIREMENT- DEFINED BENEFIT	13,147
101-790-717.000	MERS - DC	3,773
101-790-718.000	HEALTH INSURANCE	0
101-790-719.000	POST EMPLOYMENT HEALTH PLAN	2,000
101-790-720.000	WORKERS COMP INSURANCE	0
101-790-721.000	CLOTHING ALLOWANCE	309
101-790-724.000	LIFE INSURANCE	0
101-790-726.000	ACCRUED LEAVE RESERVE	333
101-790-727.000	OFFICE SUPPLIES	3,000
101-790-727.001	OFFICE SUPPLIES-SPEC PROG	2,000
101-790-740.000	OPERATING SUPPLIES	1,300
101-790-775.000	REPAIR/MAINT. SUPPLIES	520
101-790-801.000	PROFESSIONAL SERVICES	3,500
101-790-850.000	COMMUNICATIONS	1,442
101-790-860.000	TRANSPORTATION & MEALS	0
101-790-920.000	UTILITIES - ELECTRICITY	6,900
101-790-921.000	UTILITIES - WATER/SEWER	1,000
101-790-922.000	UTILITIES - NATURAL GAS	6,800
101-790-930.000	REPAIRS & MAINTENANCE	4,120
101-790-945.000	VEHICLE RENTALS	400
101-790-956.000	MISCELLANEOUS	0
101-790-957.000	TRAINING	500
101-790-975.003	BUILDING IMPROVEMENTS	0
101-790-980.000	OFFICE EQUIPMENT	567
101-790-982.000	BOOKS	0
101-790-982.001	PERIODICALS	0
101-790-982.002	DVD'S	0
101-790-982.003	AUDIO BOOKS	0
Totals for dept 790 - LIBRARY		265,383
TOTAL APPROPRIATIONS		265,383
NET OF REVENUES/APPROPRIATIONS - FUND 101		(265,383)

GL NUMBER	DESCRIPTION	2024 ADOPTED BUDGET
APPROPRIATIONS		
Dept 790 - LIBRARY		
268-790-702.000	SALARIES	0
268-790-702.002	SALARIES - WORK AREA	0
268-790-708.000	UNEMPLOYMENT COMPENSATION	0
268-790-709.000	FICA	0
268-790-712.000	INSURANCE OPT-OUT	0
268-790-713.000	OVERTIME	0
268-790-714.000	LONGEVITY PAY	0
268-790-716.000	RETIREMENT- DEFINED BENEFIT	0
268-790-717.000	MERS - DC	0
268-790-718.000	HEALTH INSURANCE	0
268-790-719.000	POST EMPLOYMENT HEALTH PLAN	0
268-790-720.000	WORKERS COMP INSURANCE	0
268-790-721.000	CLOTHING ALLOWANCE	0
268-790-724.000	LIFE INSURANCE	0
268-790-725.000	FRINGE BENEFITS	0
268-790-726.000	ACCRUED LEAVE RESERVE	0
268-790-727.000	OFFICE SUPPLIES	2,700
268-790-740.002	SUPPLIES - WORK AREA	0
268-790-740.003	SUPPLIES - SINK/BATHROOM	0
268-790-801.000	PROFESSIONAL SERVICES	15,000
268-790-801.001	PROFESSIONAL SERV-PAINTING	0
268-790-801.004	PROFESSIONAL SERV-CARPETING	0
268-790-801.005	PROFESSIONAL SERV-ELECTRICAL	0
268-790-801.006	PROFESSIONAL SERV-WINDOWS	0
268-790-956.000	MISCELLANEOUS	0
268-790-956.001	MISC. - FURNITURE	0
268-790-980.000	EQUIPMENT	0
Totals for dept 790 - LIBRARY		17,700
TOTAL APPROPRIATIONS		17,700
NET OF REVENUES/APPROPRIATIONS - FUND 268		(17,700)

GL NUMBER	DESCRIPTION	2024 ADOPTED BUDGET
APPROPRIATIONS		
Dept 790 - LIBRARY		
271-790-965.000	LIBRARY SYSTEM	18,850
Totals for dept 790 - LIBRARY		18,850
TOTAL APPROPRIATIONS		18,850
NET OF REVENUES/APPROPRIATIONS - FUND 271		(18,850)

GL NUMBER	DESCRIPTION	2024 ADOPTED BUDGET
APPROPRIATIONS		
Dept 790 - LIBRARY		
401-790-975.000	BUILDING IMPROVEMENTS	0
401-790-975.001	ENGINEERING STUDY (ADA)	0
401-790-975.011	ADA - ENGINEERING STUDY	0
401-790-980.000	OFFICE EQUIPMENT	0
401-790-980.007	COMPUTER WORKSTATION	0
401-790-982.000	BOOKS	17,500
401-790-982.001	PERIODICALS	1,800
401-790-982.002	VIDEO CASSETTES	1,500
401-790-982.003	RECORDS/AUDIO CASSETTES	3,200
Totals for dept 790 - LIBRARY		24,000
TOTAL APPROPRIATIONS		24,000
NET OF REVENUES/APPROPRIATIONS - FUND 401		(24,000)
ESTIMATED REVENUES - ALL FUNDS		0
APPROPRIATIONS - ALL FUNDS		325,933
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(325,933)

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
11/14/2023	124		39	$8.71
12/8/2023	228		57	$11.81
TOTAL:	**4652**	**3350**	**567**	**$418.20**



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

Beanstack - January 2024

Beanstack Monthly Registration & Participation Totals

Month	New Accounts	New Readers	Completed Activities	Completed Activity Badges	Logged Books	Logged Minutes
December 2023	11	11	2	2	1,918	27,158
November 2023	0	0	9	3	2,271	24,621
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
TOTAL:	**195**	**195**	**449**	**307**	**25,838**	**533,757**

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	4	2,646	9,759	0
Champion Township	1	0	69	408	0
Ely Township	8	0	190	1,763	0
Humboldt Township	0	0	0	0	0
Ishpeming Township	8	0	642	3,956	0
Tilden Township	2	1	131	1,282	0
Negaunee	12	0	245	1,068	0
Other	1	0	2	10	0
No Local Area	0	0	0	0	0
TOTAL:	**59**	**5**	**3,925**	**18,246**	**0**

*This challenge only counted books read, not minutes.

November 2023: Read Grateful

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	12	8	4,408	0	15,334
Champion Township	0	0	0	0	0
Ely Township	4	4	851	0	5,508
Humboldt Township	0	0	0	0	0
Ishpeming Township	3	0	352	0	1,727
Tilden Township	0	0	0	0	0
Negaunee	0	0	0	0	0

Other	0	0		0	0	0
No Local Area	0	0		0	0	0
TOTAL:	**19**	**12**		**5,611**	**0**	**22,569**
*This challenge only counted minutes read, not books.						

December 2023: Reading Wrap-Up

Local Area	Total Readers Enrolled (Challenge)	Total Completions		Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	15	7		4,427	0	18,929
Champion Township	0	0		0	0	0
Ely Township	4	4		835	0	6,540
Humboldt Township	0	0		0	0	0
Ishpeming Township	3	0		352	0	15
Tilden Township	0	0		0	0	0
Negaunee	0	0		0	0	0
Other	0	0		0	0	0
No Local Area	0	0		0	0	0
TOTAL:	**22**	**11**		**5,614**	**0**	**25,484**
*This challenge only counted minutes read, not books.						

2023 (year-long): Adventure 365

Local Area	Total Readers Enrolled (Challenge)	Total Completions		Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	47	7		5,266	0	220,816
Champion Township	1	0		20	0	1,825
Ely Township	7	5		999	0	88,975
Humboldt Township	3	0		217	0	1,988
Ishpeming Township	10	1		493	0	22,999
Tilden Township	0	0		0	0	0
Negaunee	4	0		89	0	4,372
Other	0	0		0	0	0
No Local Area	0	0		0	0	0
TOTAL:	**72**	**13**		**7,084**	**0**	**340,975**
*This challenge only counted minutes read, not books.						

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Written Report for the January 18, 2024 Meeting

Jesse Shirtz, Library Director

2024 Adopted Budget

The 2024 adopted budget (attached) contains the following changes from 2023: a full-time Children's Librarian, $4,500 decreases to circulating materials budget, $2,700 decrease to programming budget.

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. Nicole and Heather attended Tilden Township's holiday gathering in December, which concluded 2023 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

The First Reading of the Ray Leverton Community Room Policy, as well as the RLCR Application, are on the agenda under New Business.

Library Repairs

DPW are investigating an area where the glass floor appears to be separating from the wall (no update). There is a leak in the ceiling of the Loft (graphic novel) area requiring repairs to flashing on the roof, to be performed by G&S Roofing. The roof must be dry for work to be performed. Prime removed and repaired the radiator in the office because it was leaking and could not be repaired onsite. I have written an RFP to replace the steam heating system for the library and am waiting for feedback/expertise from our DPW General Foreman before it goes before the City Manager for approval.

Upcoming Events

January 1-31: *Where We Come From*: a Winter Reading Challenge on Beanstack encourages patron book reviews in exchange for a chance to win donated gift cards from Snowbound Books and Thomas Theatres.
January 27: Yooper Paranormal will be filming an investigation in the library from 9:00 p.m.-12:00 a.m.

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.

We have distributed 517 test kits since mid-October.

Noteworthy News

The American Library Association will be announcing the Youth Media Awards (Newbery, Caldecott, Printz, etc.) on Monday, January 22 at 8:00 a.m.

The Great Lakes Great Books Award committee will meet at the library Monday, January 29 at 4:30 to select 40 nominees for next year's award. Jesse & Heather are co-chairs of the award and currently all staff members are members, as well as local and downstate librarians and teachers. The winners are elected by Michigan students through a popular vote.

State Aid Report

The library's 2022/23 state aid report (attached) has been submitted to the Library of Michigan. Without the completion of this report the library would be ineligible to receive state aid. This year's report data is for 2022. It is required that the report be provided to the Library Board.

2023 Annual Report

The library's 2023 Annual Report (attached) is presented for the Board's perusal and feedback prior to its adoption at the Annual Meeting in March, as required by the Library Board Bylaws.

Sustainable Shelves

It has been requested that we provide a more detailed breakdown of the changes in the Sustainable Shelves surplus books program. Please provide feedback and/or approve the attached memo to be provided to the City Council for direction at an upcoming meeting.

PART I: ADMINISTRATIVE ENTITY INFORMATION

1.Report Start Period	01/01/2022
2.Report End Period	12/31/2022
3.FSCS	MI0173
4.Federal Employer Identification Number (FEIN)	38-6004643
5.UEI Number	MCBCM3RDR859
6.Current Legal Name of Main Library	Ishpeming Carnegie Public Library
7.Legal Name of Main Library at Reporting Year End	Ishpeming Carnegie Public Library
8.Street Address	317 North Main Street
9.City	Ishpeming
10.Zip	49849
11.Mailing Address	317 N. Main St.
12.Mailing City	Ishpeming
13.Mailing ZIP Code	49849
14.County	Marquette
15.Township	City of Ishpeming
16.Cooperative	Superiorland Library Cooperative
17.Phone Number	9064864381
18.TDD Number	9064864381
19.Director's Name	Jessica Shirtz
20.Email Address of Library Director	jshirtz@ishpeminglibrary.info
21.Fax	
22.Web Address	https://ishpeminglibrary.info
23.Has Friends Group?	Yes
24.Library Class	Class 4: Serve 12,000-25,999
25.Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
26.Library Establishment Type	City Home Rule (City Dept.) 1909 PA 279
26b.ReEstablishDate	
27.ReEstablishStatute	
28.Local Governance	Municipal Government
29.Type	City

Public Library Definition

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that meets one or more of the listed criteria. Check all that apply based on the federal definition of a public library.

Library has organized collection of printed or other library materials	Yes
Library has paid staff	Yes
Library has an established schedule in which services of the staff are available to the public	Yes
Library facilities necessary to support collection, staff, and schedule	Yes
Library is supported in whole or part with public funds	Yes
Geographic Code	OTH
Was there a legal service area boundary change during the reporting period?	No

Library Fines

Does your library collect fines for overdue materials? This does not include replacement fees for damaged or lost materials.

As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	Yes
Currently Collecting overdue fines on non-print materials. (e.g. DVDs, Audiobooks, Library of things materials)	We collect overdue fines from all patrons .

PUBLIC LIBRARY SURVEY

PART II: OUTLETS

Outlet Name

Location		State assigned identification number	Library System ID	Outlet Name
Ishpeming Carnegie Public Library		MI0173-002		Ishpeming Carnegie Public Library

Outlet Address

Location		Physical Street Address	City	ZIP Code	County
Ishpeming Carnegie Public Library		317 North Main Street	Ishpeming	49849	Marquette

Outlet Phone & Codes

Location		Phone	Outlet Type Code	Metropolitan Status Code
Ishpeming Carnegie Public Library		9064864381	Central Library	

Outlet Counts

Location		Area in Square Feet of outlet	Number of Bookmobiles	Public Service Hours Per Year	Number of Weeks Open
Ishpeming Carnegie Public Library		11,500	0	2,184	52

Contact

Contact

Location		Fax	Email	URL
Ishpeming Carnegie Public Library			jshirtz@ishpeminglibrary.info	https://ishpeminglibrary.info

Contact Name

Location		Director Name	Title
Ishpeming Carnegie Public Library		Jessica Shirtz	Library Director

Current Library Schedule

Location		Open Time Monday	Closed Time Monday	Open Time Tuesday	Closed Time Tuesday	Open Time Wednesday	Closed Time Wednesday	Open Time Thursday	Closed Time Thursday	Open Time Friday	Closed Time Friday	Open Time Saturday	Closed Time Saturday	Open Time Sunday	Closed Time Sunday
Ishpeming Carnegie Public Library				9	5	9	7	9	7	9	5	10	4		

Alternate Dates

Location		Alternate Start Date	Alternate End Date
Ishpeming Carnegie Public Library			

Alternate Library Schedule

Location		Open Time Monday	Closed Time Monday	Open Time Tuesday	Closed Time Tuesday	Open Time Wednesday	Closed Time Wednesday	Open Time Thursday	Closed Time Thursday	Open Time Friday	Closed Time Friday	Open Time Saturday	Closed Time Saturday	Open Time Sunday	Closed Time Sunday
Ishpeming Carnegie Public Library															

PART III: OPEN HOURS AND SQUARE FOOTAGE SUMMARY

The information provided here is used to verify, for State Aid purposes, that the library (or the main library and its branches) met the minimum scheduled hours during the reporting year.

1.Number of Central Libraries	1
2.Average Hours per Week, Central(s)	42
3.Annual Scheduled Public Service Hours, Central(s)	2,184
4.Actual Annual Public Service Hours, Central(s)	2,184
5.Central Library(ies) Weeks Open	52
6.Number of Branch Libraries	0
7.Unduplicated Average Hours per Week, Branch(es)	
8.Annual Scheduled Public Service Hours, Branch(es)	
9.Actual Annual Public Service Hours, Branch(es)	
10.Branch(es) Weeks Open	
11.Number of Bookmobiles	0
12.Annual Scheduled Public Service Hours, Bookmobile(s)	
13.Actual Annual Public Service Hours, Bookmobile(s)	
14.Bookmobile(s) Weeks Open	
15.Total Number of Outlets	1
16.Total Unduplicated Average Hours per Week	42
17.Total Annual Scheduled Public Service Hours	2,184
18.Total Annual Public Service Hours	2,184
19.Total Outlet Weeks Open	52
20.Central Library(ies) Square Feet	11,500
21.Branch(es) Square Feet	
22.Total Square Feet	11,500

Legislative Districts

	District #	Name
MI Representative	109	Hill, Jenn
MI Senate	38	McBroom, Ed
US Representative	1	Bergman, Jack

PART IV: PAID STAFF

Report figures as of the last day of the reporting year. Include all employees paid with library funds to do library work or to maintain the library building for the main library, all branches, bookmobiles, and other service outlets. All employees, whether or not they are certified by the Library of Michigan, are included. This should not include volunteers, since these figures may be used to determine average staff expenditures. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment. The Full Time Equivalent (FTE) staff is automatically figured by adding the total number of hours worked by all employees in each category, then dividing the total staff hours by 40 and rounding to two decimal places.

1.Number of ALA-MLS Librarians	3
2.Total Hours per Week worked by ALA-MLS Librarians	87.00
3.ALA-MLS FTE (40 Hours/wk)	2.18
4.Number of Other Librarians	1
5.Total Hours per Week worked by Other Librarians	26.00
6.Other Librarians FTE (40 Hours/wk)	0.65
7.Number of Total Librarians	4
8.Total Hours per Week worked by Total Librarians	114.00
9.Total Librarians FTE (40 Hours/wk)	2.85
10.Number of All Other Paid Staff	1
11.Total Hours per Week worked by All Other Paid Staff	20.00
12.All Other Paid Staff FTE (40 Hours/wk)	0.50
13.Number of Total Paid Employees	5
14.Total Hours per Week worked by Total Paid Employees	134.00
15.Total Paid Employees FTE (40 Hours/wk)	3.35

PART V: OPERATING INCOME

Report income used for operating expenditures as defined below. DO NOT include capital income, contributions to endowments, income passed through to another agency, or funds unspent in the previous fiscal year. This section provides detail of local, state and federal income for your library's reporting year. Include federal, state, or other grants, except for grants for capital expenditures. It is important to keep accurate financial records for each reporting year and to be able to track local, state, and federal funds separately. Although there must be a realistic relationship between total operating income and total operating expenditures, the figures will probably not balance exactly. It is important to report accurately, since the library must be able to verify any financial information with audited figures. For purposes of this report, INCOME is defined as actual cash or a documented monetary transfer to the library fund. Do not include in-kind services, pledges and grants not received. Total Local Operating Income is used to meet the 3/10 mill match requirement for State Aid. If your library's total service area does not meet this state aid standard, revenues from the total legal service area and the individual contracted municipalities will be reviewed. For this reason, the Operating Income section provides entry for each municipality served by your library. When completing the form: - If your legal service area is comprised of more than one municipality (for example, a whole county, a school district of two or more municipalities), the legal area income can be reported with the first service area data. - If you cannot break down miscellaneous "other public local income" by municipality, report it all in the first Legal Service Area listed. - Only local income needs to be broken down by municipality.

A. Legal Service Area

Sum	1	$12,695		$277,934			$12,710		1	1	6,140	100.00%	1
	LSA Municipality	LSA Local Penal Fine Revenues	LSA Income from Voted Millage	LSA Appropriated Tax Income	LSA Other Local Government Income	LSA Total Local Government Income	LSA Fines, Fees, Donations	LSA Verified Info	LSA Municipality ID	LSA Municipality County	LSA Population Served	LSA Population Percent	LSA Service Area ID
	Ishpeming City	$12,695		$277,934			$12,710		858	Marquette	6,140	100.00%	680

Subtotals

1.Subtotal Legal Service Area Population Served	6,140
2.Subtotal Local Penal Fine Revenues	$12,695
3.Subtotal Income From Voted Millage	
4.Subtotal Appropriated Tax Income	$277,934
5.Subtotal Other Local Government Income	
6.Subtotal Total Local Government Income	$290,629
7.Subtotal Other Local Operating Income	$12,710

B. Contracted Municipality

Sum	5	$14,295			$8,435				5	5	6,915	479.40%	5
	Contracted Municipality	Contract Municipality Local Penal Fine Revenues	Contract Municipality Income From Voted Millage	Contract Municipality Appropriated Tax Income	Contract Municipality Contract Fee Income	Contract Municipality Total Local Government Income	Contract Municipality Other Local Operating Income	Contracted Verified Info	Contracted Municipality ID	Contracted Municipality County	Contract Municipality Population Served	Contract Population Percent	Service Area ID
	Champion Township	$516			$351				861	Marquette	250	100.00%	683
	Ely Township	$3,928			$2,358				860	Marquette	1,900	100.00%	682
	Humboldt Township	$678			$417				859	Marquette	328	79.40%	681
	Ishpeming Township	$2,060			$1,132				857	Marquette	1,995	100.00%	679

Subtotals

1.Contracted Municipality Population Served	6,915
2.CM Penal Fine Revenues	$14,295
3.CM Income From Voted Millage	
4.CM Appropriated Tax Income	
5.Contract Fee Income	$8,435
6.CM Total Local Government Income	$22,730
7.CM Other Local Operating Income	

C. Operating Income Summary

1.Total Local Government Income	$313,359
2.Total Other Local Operating Income	$12,710
3.Total Local Operating Income	$326,069
4.State Government Operating Income	$12,830
5.Federal Government Operating Income	$0
6.Total Operating Income	$338,899

PART VI: CAPITAL INCOME

1.Federal Capital Income	$0
2.State Capital Income	$0
3.Local Capital Income	$0
4.Private Capital Income	$3,155
5.Total Capital Income	$3,155
6.Total Population Served	13,055

PART VII: OPERATING EXPENDITURES

Operating expenditures are the costs necessary to support the provision of library services. List only expenditures paid from library operating budgets for the fiscal year.

A. Staff Expenditures

1.Salaries and Wages	$172,761
2.Employee Benefits [1]	$42,895
3.Total Staff Expenditures	$215,656

B. Collection Expenditures

4.Print Materials Expenditure	$24,261
5.Other Materials Expenditure	$5,348
6.Electronic Materials Expenditure	$3,198
7.Total Collection Expenditures	$32,807

C. Other Operating Expenditures

8.Other Operating Expenditures	$57,071

D. Total Operating Expenditures

9.Total Operating Expenditures	$305,534

PART VIII: CAPITAL OUTLAY

Include expenditures paid from your library capital budget for the acquisition of or additions to fixed assets such as building sites, new building additions, equipment, initial book stock, furnishings for new or expanded buildings, or vehicles, and other onetime, extraordinary projects. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

1.Capital Expenditures for Electronic Access	$0
2.Furnishings and Equipment Expenditures	$0
3.Building Expenditures [2]	$1,124
4.Other Capital Expenditures	$0
5.Total Capital Expenditures	$1,124

PART IX: LIBRARY COLLECTION

For each category, report the number of units (items) owned at the end of the reporting year. Items which are packaged together as a unit, e.g. two compact disks, two films, or two videocassettes, and which are generally checked out as a unit, should be counted as one physical unit. Subscriptions should be counted by number of subscriptions and not the number of issues.

1.Number of Print Materials	39,306
2.Audio (Physical Units)	1,680
3.Audio (Downloadable Units)	6,390
4.Video (Physical Units)	1,446
5.Video (Downloadable Units)	0
6.Subscriptions (Non-electronic)	14
7.Electronic Books (E-Books)	11,379
8.Other Circulating Physical Items	590
Total Collection (Physical / Electronic Units)	60,791

Databases

9.Local Electronic Collections	0
10.State Electronic Collections	0
11.Other Electronic Collections	0
12.Total Electronic Collections	0

PART X: LIBRARY SERVICES

If exact amount is unknown, enter an estimate. If an actual count of the data element is unavailable, determine an annual estimate by an actual count during a typical week in October and multiplying the count by 52. A "Typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open). This technique can be used to estimate library visits, circulation transactions, reference transactions, interlibrary loans and number of users of electronic resources.

A. Library Visits

1.Library Visits	24,544
Are physical visits counted or estimated?	Counted
2.Virtual Visits to the Library's Website	17,657
Are virtual visits counted or estimated?	Counted

B. Summer Reading Participation

1.Do You Offer a Structured Summer Education and Enrichment Program for Children?	Yes
2.How Many Children Signed Up For This Program	390
3.How Many Children Completed This Program	70
4.Do You Offer a Structured Summer Education and Enrichment Program for Teens?	Yes
5.How Many Teens Signed Up For This Program?	7
6.How Many Teens Completed This Program	6
Total Participation	397

C(a). Summer Reading Events

Count all summer reading programs targeted at audiences from 0-18, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

	Total	Onsite	Offsite	Virtual
Number of Summer Reading Events For Children Ages 0-5	8	8		
Attendance at (Live: In Person or Virtual) Summer Reading Events For Children Ages 0-5	335	335		
Number of (Live: In Person or Virtual) Summer Reading Events For Children Ages 6-11	11	11		
Attendance at (Live: In Person or Virtual) Summer Reading Events For Children Ages 6-11	521	521		
Number of (Live: In Person or Virtual) Summer Reading Events For Teens Ages 12-18	6	6		
Attendance at (Live: In Person or Virtual) Summer Reading Events For Teens Ages 12-18	32	32		

-C(b). Programming (non summer reading)

A program is any library planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.

Do not count Summer Reading Events again here.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

	Total	Onsite	Offsite	Virtual
Number of (Live: In Person or Virtual) Program Sessions For Children Ages 0-5	34	34		
Attendance at (Live: In Person or Virtual) Programs For Children Ages 0-5	1,165	1,165		
Number of (Live: In Person or Virtual) Program Sessions For Children Ages 6-11	17	11		6
Attendance at (Live: In Person or Virtual) Programs For Children Ages 6-11	185	148		37
Teen Programs (Live: In Person or Virtual) Ages 12-18	28	22		6
Teen Program Attendance (Live: In Person or Virtual) Ages 12-18	324	287		37
Adult Programs (Live: In Person or Virtual)	28	28		
Adult Program Attendance (Live: In Person or Virtual)	389	389		
General Programs (Live: In Person or Virtual)	2	2		
General Program Attendance (Live: In Person or Virtual)	150	150		

C(c). Alternate Activities and Early Literacy

The number of Library Created Virtual Recorded On Demand Content	0
Total Views of Recorded Library Created Virtual On Demand Content (within 30 days of release date)	0
The number of self directed activities (also known as passive programming) provided	31
The Total Usage of Self Directed Activity Opportunities	1,485
Do any of your programs focus on early literacy for ages 0-5?	Yes
How many of the Children's Programs reported in the sections above were focused on Early Literacy?	42
Report Total Early Literacy Program Attendance for the programs reported in the sections above.	1,500

Program Totals (All)

This section consists entirely of automatically calculated fields. If totals do not appear to be correct, refresh your report using CTRL + F5 or your browser's refresh button.

Total Number of In-Person Onsite Program Sessions (A total of the programs reported above that were held at the library)	122
Total Attendance at In-Person Onsite Programs	3,027
Total Number of In-Person Offsite Program Sessions (A total of the programs reported above that were held Offsite)	
Total Attendance at In-Person Offsite Programs	
Total Number of Live Virtual Program Sessions (A total of the programs reported above that were held Live virtually)	12
Attendance at Live Virtual Program Sessions	74
Total Number of Live Program Sessions For Children Ages 0-5	42
Attendance at Live Programs For Children Ages 0-5 [3]	1,500
Total Number of Live Program Sessions For Children Ages 6-11 [4]	28
Attendance at Live Programs For Children Ages 6-11 [5]	706
Total Children's Programs	70
Total Children's Program Attendance	2,206
Total Teen Programs	34
Total Teen Program Attendance	356
Total Number of Live Program Sessions	134
Total Attendance at Live (Virtual or In Person) Programs	3,101

D. Circulation Transactions

Does The Library Provide "Outside Services" for the Circulation of Physical Materials at any Outlet? [6]	Yes
Does your library circulate electronic devices capable of providing remote internet access (Hotspots, laptops with mobile broadband, etc)	No
Circulation of Internet Devices	
1.Circulation of Children's Materials	25,435
2.Circulation of Non-Children's Materials	22,846
3.Circulation of Other Physical Items [7]	0
4.Circulation of Electronic Materials	11,002
5.Electronic Collection (Dbase) Use	0
Total Physical Circulation	48,281
Total Circulation	59,283
Total Collection Use	59,283
Total Electronic Content Use	11,002

E. Reference Transactions

8.Reference Transactions [8]	9,620
Are Reference transactions Counted or Estimated?	Estimated

F. Interlibrary Loans

9.Number of items loaned to other libraries	2,961
10.Number of items borrowed from other libraries	5,684
Does your library participate in MeLCAT?	Yes
Does your library offer AV borrowing through MeLCat?	Yes
Does your library participate in MeL's Visiting Patrons services?	No

G. Uses (Sessions) of Public Internet Computers Per Year

11.Uses (Sessions) of Public Internet Computers Per Year	2,938
Reporting Method for Number of Uses of Public Internet Computers Per Year	Annual Count

H. Uses of Wireless Logins Per Year

12.Uses of Wireless Logins Per Year [9]	3,107
Reporting Method for Wireless Sessions	Annual Count
Does the Library Intentionally Provide WI-FI Internet Access to Users Outside The Building at One or More Outlet After Normal Operating Hours?	Yes

I. Number of active registered borrowers

13.Number of active registered borrowers	5,625

J. Internet Terminals

Click on Outlet's name to enter internet information for each outlet. Do not include service outlets that are not administered by the library system. Use a Speed Test (Ookla https://www.speedtest.net/ Google Fiber Speedtest http://speedtest.googlefiber.net/ etc...) to complete the connection speeds portion using current data.

Sum	1	1	1	1	16	5
	Library Name	Connection Download Speed	Connection Upload Speed	Connection Type	Public Terminals	Staff Terminals
	Ishpeming Carnegie Public Library	10.1-15 Mbps	10.1 – 30 Mbps	Fiber	16	5

Total

14.Total Staff Terminals	5
15.Total Public Terminals	16

PART XI: CERTIFICATION OF PUBLIC LIBRARY PERSONNEL

This section verifies that appropriate numbers and levels of staff worked at the library during the reporting year to meet the minimum standards for State Aid. Only staff that are CERTIFIED by the Library of Michigan and worked during the REPORTING YEAR need to be listed on this page. If a new CERTIFIED staff member was hired during the reporting year, please provide a hire date. If a certified staff member (including the director) left during the reporting year, please provide a departure date. For example, if the directorship changed during the reporting year, list the previous director with his or her departure date and the current director immediately below with his or her date of hire.

A. Director Certification Information

Please enter the information for your current director.

1.Director's Name	Jessica Shirtz
2.Title	Library Director
3.Director's SSN (last 4 digits)	5878
4.Director's Avg Hrs Worked/Week	40
5.Director's Certification Level (I, II, III, or IV)	I
6.Director's Hire Date	06/14/2014
7.Director's Departure Date	

B. Library Personnel Certification Information

Sum	4 Title	4 Name	4 Last 4 Digits Social Security Number	147 Avg. Hours Worked Per Week	4 Certification Level RECEIVED from Library of Michigan	1 Hire Date if New in Reporting Year	1 Departure Date in Reporting Year	4 Head of Entity	3 Verified Information?	3 Certification Expiration Date
	Library Director	Jessica Shirtz	5878	40	I			TRUE	TRUE	
	Assistant Librarian	Kelsey Boldt	2780	40	III		2022-12-30	FALSE	TRUE	
	Children's Librarian	Heather Lander	6234	27	II			FALSE	TRUE	
	Librarian	Nicole Johnson	0601	40	II	2023-01-23		FALSE		

PART XII: CURRENT NONRESIDENT FEES INFORMATION

1.Non-Resident Fee	No
2.NR Fee Annual or One Time	
3.Fee schedule or non-resident rate (Example: $35/family;$25/individual)	
4.Full Library Service for Contracted Municipalities	Yes

PART XIII: TECHNOLOGY

1.Total number of computers that the library provides for use by staff only	5
2.Total number of computers that the library provides for public use	16
3.Is your library circulation system automated?	Yes
4.Total income budgeted for the library's Integrated Library System	$6,367
5.Circulation System Vendor Name	SirsiDynix
6.Is your card catalog automated?	Yes
7.Card Catalog Vendor Name	SirsiDynix
8.Patron Initiated ILL	Yes
9.Do you offer a Remote Catalog?	Yes
10.Do you provide Self Checkout?	No
11.Is your Circulation System Shared?	Yes
12.Do you provide Wireless Internet Access to Patrons?	Yes

PART XIV: SALARY AND BENEFIT INFORMATION

Using the library's current pay scale for each position, indicate the average hours worked per week, the minimum and maximum salary range and the minimum and maximum hourly rate earned for one year for the classifications listed for the main library. Report salary information for filled and vacant positions. Position titles may not reflect exact titles used at your library; use the closest match.

MLS Librarians Salary Information

Please complete this section for all library employees under the categories listed if the staff members hold accredited masters degrees in library science

1.MLS Director Average Hrs/Wk [10]	40
2.MLS Director Minimum Salary	$58,605
3.MLS Director Maximum Salary	$63,294
4.MLS Director Minimum Hourly Wage	
5.MLS Director Maximum Hourly Wage	
6.MLS Assistant Director Average Hrs/Wk	
7.MLS Assistant Director Minimum Salary	
8.MLS Assistant Director Maximum Salary	
9.MLS Assistant Director Minimum Hourly Wage	
10.MLS Assistant Director Maximum Hourly Wage	
11.MLS Department/Branch Head Average Hrs/Wk [11]	40
12.MLS Department/Branch Head Minimum Salary	$38,001
13.MLS Department/Branch Head Maximum Salary	$40,372
14.MLS Department/Branch Head Minimum Hourly Wage	18.27
15.MLS Department/Branch Head Maximum Hourly Wage	19.41
16.MLS Senior Level Librarian Average Hrs/Wk [12]	27
17.MLS Senior Level Librarian Minimum Salary	$29,877
18.MLS Senior Level Librarian Maximum Salary	$31,365
19.MLS Senior Level Librarian Minimum Hourly Wage	21.28
20.MLS Senior Level Librarian Maximum Hourly Wage	22.34
21.MLS Mid Level Librarian Average Hrs/Wk	
22.MLS Mid Level Librarian Minimum Salary	
23.MLS Mid Level Librarian Maximum Salary	
24.MLS Mid Level Librarian Minimum Hourly Wage	
25.MLS Mid Level Librarian Maximum Hourly Wage	
26.MLS Entry Level Librarian Average Hrs/Wk	
27.MLS Entry Level Librarian Minimum Salary	
28.MLS Entry Level Librarian Maximum Salary	
29.MLS Entry Level Librarian Minimum Hourly Wage	
30.MLS Entry Level Librarian Maximum Hourly Wage	

Non MLS Librarians Salary Information

Please complete this section for all library employees under the categories listed if staff members DO NOT hold accredited masters degrees in library science

1.Non MLS Director Average Hrs/Wk	
2.Non MLS Director Minimum Salary	
3.Non MLS Director Maximum Salary	
4.Non MLS Director Minimum Hourly Wage	
5.Non MLS Director Maximum Hourly Wage	
6.Non MLS Assistant Director Average Hrs/Wk	
7.Non MLS Assistant Director Minimum Salary	
8.Non MLS Assistant Director Maximum Salary	
9.Non MLS Assistant Director Minimum Hourly Wage	
10.Non MLS Assistant Director Maximum Hourly Wage	
11.Non MLS Department/Branch Head Average Hrs/Wk [13]	
12.Non MLS Department/Branch Head Minimum Salary	
13.Non MLS Department/Branch Head Maximum Salary	
14.Non MLS Department/Branch Head Minimum Hourly Wage	
15.Non MLS Department/Branch Head Maximum Hourly Wage	
16.Non MLS Senior Level Librarian Average Hrs/Wk	
17.Non MLS Senior Level Librarian Minimum Salary	
18.Non MLS Senior Level Librarian Maximum Salary	
19.Non MLS Senior Level Librarian Minimum Hourly Wage	
20.Non MLS Senior Level Librarian Maximum Hourly Wage	
21.Non MLS Mid Level Librarian Average Hrs/Wk	
22.Non MLS Mid Level Librarian Minimum Salary	
23.Non MLS Mid Level Librarian Maximum Salary	
24.Non MLS Mid Level Librarian Minimum Hourly Wage	
25.Non MLS Mid Level Librarian Maximum Hourly Wage	
26.Non MLS Entry Level Librarian Average Hrs/Wk	
27.Non MLS Entry Level Librarian Minimum Salary	
28.Non MLS Entry Level Librarian Maximum Salary	
29.Non MLS Entry Level Librarian Minimum Hourly Wage	
30.Non MLS Entry Level Librarian Maximum Hourly Wage	

Library Support Staff Salary Information

Please complete this section for all library support staff not listed in the sections above regardless of MLS/Non MLS designation.

1Computer/Technology Specialist Average Hrs/Wk	
2.Computer/Technology Specialist Minimum Salary	
3.Computer/Technology Specialist Maximum Salary	
4.Computer/Technology Specialist Minimum Hourly Wage	
5.Computer/Technology Specialist Maximum Hourly Wage	
6.Library Clerk Average Hrs/Wk [14]	23
7.Library Clerk Minimum Salary	$16,744
8.Library Clerk Maximum Salary	$17,940
9.Library Clerk Minimum Hourly Wage	14.00
10.Library Clerk Maximum Hourly Wage	15.00
11.Library Page Average Hrs/Wk	
12.Library Page Minimum Salary	
13.Library Page Maximum Salary	
14.Library Page Minimum Hourly Wage	
15.Library Page Maximum Hourly Wage	

Director Benefit Information

22.Director Health Insurance	Yes
23.Director Dental Insurance	Yes
24.Director Life Insurance	Yes
25.Director Pension	Yes
26.Director Vision Insurance	Yes
27.Director Paid Sick Leave	Yes
28.Director Paid Vacation	Yes
29.Director Paid Holidays	Yes
30.Director Deferred Compensation	Yes
31.Director Disability	No
32.Director Paid Personal Days	Yes
33.Director Longevity	Yes
34.Director Other Benefits	clothing allowance

Full Time Employee Benefits

35.FT Health Insurance	Yes
36.FT Dental Insurance	Yes
37.FT Life Insurance	Yes
38.FT Pension	Yes
39.FT Vision Insurance	Yes
40.FT Paid Sick Leave	Yes
41.FT Paid Vacation	Yes
42.FT Paid Holidays	Yes
43.FT Deferred Compensation	Yes
44.FT Disability	No
45.FT Paid Personal Days	Yes
46.FT Longevity	Yes
47.FT Other Benefits	clothing allowance

Part Time Employee Benefits

48.PT Health Insurance	No
49.PT Dental Insurance	No
50.PT Life Insurance	No
51.PT Pension	No
52.PT Vision Insurance	No
53.PT Paid Sick Leave [15]	No
54.PT Paid Vacation	Yes
55.PT Paid Holidays	Yes
56.PT Deferred Compensation	No
57.PT Disability	No
58.PT Paid Personal Days	Yes
59.PT Longevity	No
60.PT Other Benefits	

PART XV: CURRENT MILLAGE INFORMATION

Provide current millage information as of the date you are filing out the survey rather than by fiscal year reporting period.

1.Millage Rate	
2.Millage Authorization Date	
3.Millage Rate Levied	
4.Millage Expiration Date	
5.Millage Voted in Perpetuity	No
6.Millage is for Operating, Debt, or Both?	
7.Millage Rate (2)	
8.Millage Authorization Date (2)	
9.Millage Rate Levied (2)	
10.Millage Expiration Date (2)	
11.Millage Voted in Perpetuity (2)	No
12.Millage is for Operating, Debt, or Both? (2)	
13.Millage Rate (3)	
14.Millage Authorization Date (3)	
15.Millage Rate Levied (3)	
16.Millage Expiration Date (3)	
17.Millage Voted in Perpetuity (3)	No
18.Millage is for Operating, Debt, or Both? (3)	

PART XVI: TRUSTEES REPORT

List the names of the Trustees who are serving at the time this report is filed. Be sure to complete the "Term Expires" column. DO NOT LIST TRUSTEES WHOSE TERMS HAVE EXPIRED AT THE TIME OF FILING THIS REPORT. Library Staff Members may not be voting members of the Board of Trustees. School District Libraries organized under Public Act 451, 1976, must report both their legal School Board and their Library Advisory Board. If a Board position is vacant at the time of filing, make an entry for the vacant position to verify that your Board will have the appropriate number of Trustees. When the position is filled, contact Joseph Hamlin to report the new Board member and term at hamlinj2@michigan.gov or (517) 335-1501.

Sum	5 Trustee Title	5 Trustee Name	5 Trustee Email	5 Trustee Voting Member?	5 Trustee Address 1	5 Trustee Address 2	5 Trustee City	5 Trustee State	5 Trustee Zip Code	5 Trustee Phone	5 Trustee Term Expires	5 Trustee Verified Info
	President	Paul Olson	paulolson906@gmail.com	YES	623 E. Michigan Street		Ishpeming	MI	49849	9063621491	05/01/2027	TRUE
	Vice-President	Elyse Bertucci	ebertucci3@charter.net	YES	529 N. Lake Street		Ishpeming	MI	49849	9064856443	05/01/2028	TRUE
	Trustee	Darren Boldt	darrenb@mrmqt.com	YES	820 N. First Street		Ishpeming	MI	49849	9064856381	05/01/2025	TRUE
	Trustee	Kaylee Reno	kayleereno@gmail.com	YES	219 S. Main Street, #201		Ishpeming	MI	49849	2602429055	05/01/2024	TRUE
	Secretary	Brooke Routhier	brooke.routhier@lundinmining.com	YES	752 Mather Avenue		Ishpeming	MI	49849	9064864036	05/01/2026	TRUE

Select the option which describes how your library Board members are designated

The Library Trustees are:	Appointed
Is this a governing or advisory library board?	Advisory

PART XVII: CERTIFICATION OF INFORMATION

Please complete the fields below

1.Authorized Official Name	Jessica Shirtz
2.Authorized Official Title	Library Director
3.Authorized Official Phone Number	9064864381
4.Authorized Official Email	jshirtz@ishpeminglibrary.info
5.Authorized Official Sign Date	2024-01-08
6.Contact Person Name	Jessica Shirtz
7.Contact Person Title	Library Director
8.Contact Person Phone Number	9064864381
9.Contact Person Email	jshirtz@ishpeminglibrary.info
10.Contact Person Sign Date	2024-01-08
11.Director Name	Jessica Shirtz
12.Director Phone Number	9064864381
13.Director Email	jshirtz@ishpeminglibrary.info
14.Director Sign Date	2024-01-08
I certify that the information provided on this application truly represents the library's activities, that the financial information can be verified by audit and the reported information is made available to the library board.	Yes
I certify that state aid funds were used for expenses that are consistent with at LEAST ONE of the purposes AND ONE of the priorities of the Library Services & Technology Act (20 USC Chapter 72 Subchapter II). Click on this text to see the full list	Yes

[1], 2. This is the Benefits + Accrued Leave Reserve (from City Finance Director). The City bonded out the MERS pensions in 2022, resulting in a much lower line item for benefits than seen previously.(*0-2024-01-08*)

[2], 3. Door counters(*0-2023-12-06*)

[3], We were still not holding in-person programs for at least half of 2021, which resulted in a huge increase for 2022.(*0-2023-12-06*)

[4], We divided our programming more specifically along age lines. We offered fewer programs only for the elementary age and increased programs for early lit and teens.(*0-2023-12-06*)

[5], As the number of programs for the elementary crew decreased, so did the attendance at those programs.(*0-2023-12-06*)

[6], Curbside remains an option, though only 3 individuals took advantage in 2022.(*0-2023-12-06*)

[7], 3. Board games are catalogued as juvenile items and so are included in children's circulation.(*0-2023-10-05*)

[8], 8. Tallied all reference questions the week of October 2, 2023 and multiplied by 52 weeks.(*0-2023-12-06*)

[9], 12. Data is only available from January to September 2022.(*0-2023-10-05*)

[10], 1. Library Director(*0-2024-01-03*)

[11], 11. Librarian(*0-2024-01-03*)

[12], 16. Children's Librarian(*0-2024-01-02*)

[13], 11. Our former Librarian did not have her MLS degree, but our current Librarian does, therefore I have moved this position to the MLS Department/Branch Head line.(*0-2024-01-03*)

[14], 6. Our Library Assistant earns $15/hour and works 26 hours per week. Our Library Clerk earns $14/hour and works 20 hours per week.(*0-2023-12-06*)

[15], 53. Sick leave is only earned if PT staff member works more than 25 hours per week on average. Our Library Assistant currently works 26 hours per week and so earns a very tiny amount of paid sick leave every pay period.(*0-2023-12-06*)

The Ishpeming Carnegie Public Library
Ray Leverton Community Room Policy

Approved:_____

The Ishpeming Carnegie Public Library Ray Leverton Community Room Policy establishes the guidelines and procedures for the use of the facility. The use of the RLCR by an individual or organization signifies their acceptance of the Ray Leverton Community Room Policy.

Exceptions to the Policy may be made, as circumstances warrant, by the Library Director and/or Library Board of the Ishpeming Carnegie Public Library.

Located on the lower level and adjacent to the Children's Room; this room will accommodate 45 people in theater seating. Capacity has been established with the assistance of the Ishpeming City Fire Department to assure safety, therefore standing room and seating arranged outside of the meeting room is prohibited.

- **Groups using the RLCR must vacate the room at least 15 minutes before closing.**
- **Smoking on Library grounds and in Library facilities is prohibited.**
- **Serving of alcoholic beverages is prohibited.**
- **Open flames of any kind (candles, food warmers, etc.) are prohibited.**
- **Groups that do not comply with the RLCR Policy may be restricted from further use of the RLCR.**

Reservations and Application Procedure

- A written application form must be submitted by the individual and/or organization wishing to reserve the RLCR prior to scheduling an event to be held in the Library. This application form is available online or at the Front Desk.
- The RLCR is reserved on a first-come first-served basis. Reservations can be made six months in advance.
- The RLCR is available during regular Library business hours subject to availability with Library programs taking precedence over all other events.
- If a meeting is canceled or rescheduled, the individual or organization reserving space must contact the Library as soon as possible.
- An individual or organization that fails to show for a scheduled event will forfeit use of the facility 30 minutes after the scheduled start time of the event.

DRAFT

- If an individual or organization fails to show for two or more scheduled events, the Library may suspend the individual/organization's facility use privileges for six months.
- Individuals or organizations may not schedule the RLCR on behalf of other individuals or organizations, nor may they transfer their reservation for a scheduled event to another.

Care and Use of the RLCR

- The RLCR will be set up by ICPL staff according to the directions provided by the individual or organization reserving the space on the ICPL application.
- It is the responsibility of the individual or organization to deliver and set-up any equipment needed during the event, as well as to remove it immediately after the conclusion of the event.
- Public entrances are to be used for entrance and exit from the building and for all deliveries. Emergency exits are to be used in case of emergency only.
- RLCR users may bring in their own refreshments (or contact a caterer of their choice) to be consumed during their reserved time in the RLCR only. There are no kitchen facilities available on-site.
- The individual and/or organization reserving the RLCR is responsible for compliance with the ICPL Ray Leverton Community Room Policy, the safe use of the facilities and the payment to replace lost or damaged furnishings or equipment. The Library reserves the right to suspend RLCR use by an individual or organization until all damage fees have been paid.
- The individual and/or organization reserving the RLCR agrees to accept the building in "as is" condition and to accept all building faults.

DRAFT

Application for Ray Leverton Community Room Use

Date & Time of Event: _____

Room Set-Up:

____Theatre	____Circle
____Classroom	____Dinner
____Conference	____Open
____None	____Special Request (please describe):

Expected Attendance: _____ Is there a fee to attend this event? ___No ___Yes

Event Name: _____

Organization Name: _____

Name of person completing application: _____

Mailing Address of Organization: _____

Phone: _____

Equipment Available in the RLCR (Must be requested at least one day in advance)

Overhead Projector	☐
Projection Screen	☐
White Board	☐
Podium	☐
Laptop	☐
Chairs	☐
Training Tables (8)	☐
White Folding Tables (4)	☐

COVENANT TO INDEMNIFY, DEFEND AND HOLD HARMLESS: The undersigned agree(s) to defend, indemnify and hold harmless the Ishpeming Carnegie Public Library and City of Ishpeming, from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from the undersigned by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the Ishpeming Carnegie Public Library or City of Ishpeming or by third parties, or by the agents, servants, employees or factors of any of them.

_____ _____

Signature Date

++

Confirmed & Scheduled By: _____ Date: _____

DRAFT

ISHPEMING CARNEGIE PUBLIC LIBRARY

MEMO
To: City Council
From: Ishpeming Carnegie Public Library Board
Date: 1/18/2024
Re: Surplus library items/Sustainable Shelves changes

In order to keep our collection relevant and useful to the community the library adds and removes items on a continuous basis, according to our selection and weeding policies. Because weeded items (items removed from the collection) are considered surplus property by the City we then must follow certain steps that other public libraries do not: we provide a list of at least 100 titles to Council to be declared surplus and place them on bid (or an equivalent process). Following the final step the items are disposed of responsibly.

In the past, weeded items were placed on bid for up to 7 days. To do so we had to store the items until we amassed enough to justify a bid (usually at least 500), display them in a space for up to 7 days while collecting bids, locate the bid-on items, contact the winners, hold the items for up to another 7 days to be collected, and recycle the remainder. The last in-person bid we held saw six items sold for $1.50 total. It cost us much more in space and staff time to coordinate the entire bid process.

Luckily, beginning in April 2021 the City Council approved the library's participation in the Sustainable Shelves program as an equivalent to a bid. The Sustainable Shelves program determines if an item has value and can be re-sold or does not have value and can be recycled. They would indicate which items from a submitted list fell into which category, staff would separate the items and ship them to Sustainable Shelves to be resold or recycled. It is free to participate and the library receives credit from our book vendor, Baker & Taylor, towards purchases of new books for any items re-sold. Since April 2021 we have received $392.47 for the sale of 455 books and they have recycled 3,350 on our behalf.

We have recently been notified that the Sustainable Shelves program will no longer recycle books for participating libraries. Because this is a change to what was formerly considered an equivalent of a bid, the Library Board would like to confirm our ability to continue participating in the Sustainable Shelves program for books removed from the collection.

It is the Library Board's recommendation that in lieu of shipping the recyclable books (as we have in the past), we instead provide them to the Marquette County Solid Waste Management Authority for recycling. An email confirming MCSWMA will accept the materials is attached. All other processes would remain, only a change in recycle location would occur by Council Action.

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