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, February 20, 2025
7:00pm-8:00pm (ET)
Margaret Dundon Reading Room

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes from January 16, 2025 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. Provide feedback on 2024 Annual Report
   b. First Reading Ray Leverton Community Room Policy

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

11. Date of next meeting: Thursday, March 20, 2025 at 7:00 pm in the Margaret Dundon Reading Room

12. Adjournment

*Requires a vote

Ishpeming Carnegie Public Library

Board Minutes January 16, 2025

Present: Darren Boldt, Elyse Bertucci, and Brooke Routhier. Jesse Shirtz, Library Director was present. Absent, Paul Olson and Kaylee Reno; Public: none. New Council liaison for the Library board is Jason Chapman.

Meeting called to order at 7:03 PM.

Motion by Darren Boldt and seconded by Brooke Routhier to approve the November 21, 2024 meeting minutes as presented. Motion passed.

Public Participation: none.

Librarian's Report:

Jesse Shirtz, Library Director, presented a monthly visual graphic report as well as the written monthly library report for November and December 2025. There were multiple children's and adult programs in both months that were well attended. The annual report is being developed. The 2023 State Aid Report has been submitted. Unique Management continues to provide significant value and returns many items back to the library. A new app is being developed by our library co-op that will be available soon and should help people manage their library loans.

- Circulation: Attendance in November and December were both higher than the previous years and are back to pre-Covid numbers with roughly 11% of the library material in circulation.
- Calendar of events for January was provided. A winter reading challenge is underway. Weekly tweens "Open book" has been consistently popular.
- Budget report: The budget information was provided. The library budget in the general fund was over for 2024 due to the unbudgeted roof leak repairs and a higher than budgeted benefit rate. The material purchase budget was fully spent.
- Book bills: Book invoices were reviewed and signed by the library board.
- Friends of the Library: Association of Friends of the Ishpeming Carnegie Public Library (FOL) hosted a Holiday book sale on December 6 and 7th. The FOL is also working with the library on a matching grant.
- Sustainable Shelves: no items to update this month.
- Beanstack: Information on accounts and activities was provided by age group.

Presentations: None.

Committee Reports: None.

Communications: None.

Unfinished Business:

- Tousignant donation: A list of potential projects was provided but is still being 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.
- Capital Improvement items submitted for consideration to the City:
    - Heating system replacement - A Request For Proposals (RFP) for design of a heating system to replace the steam boiler has been approved for issuing out.

  No update on Capital Items below

    - Children's room renovation

    - Front steps/pillar deterioration repair
    - Computer replacement
    - Tile and glass floor repairs and carpeting replacement
    - Roof replacement fund allocation in preparation for full replacement in 2034 to 2039. The repairs completed this year should provide 10-15 more years of service.
- Policy manual review, revision and updating is ongoing. Upcoming policy review will include revisiting patron conduct policy and Ray Leverton room use policy. Updates are in progress.
- Library cost distribution review by Finance Committee – no update.

New Business: None.

Public Participation: None

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

A motion was made by Brooke Routhier and seconded by Darren Boldt at 8:20 PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

Brooke Routhier

JANUARY 2025

ISHPEMING CARNEGIE PUBLIC LIBRARY

Monthly Progress Report

VISIT HTTPS://ISHPEMINGLIBRARY.INFO FOR PAST ANNUAL STATISTICAL REPORTS & UPCOMING PROGRAMS

Programming

Number of, and attendance at, programs for adults & youth

15 # Kids Programs	**316** Attendance at Kids Programs
3 # Teen Programs	**24** Attendance at Teen Programs
12 # Adult Programs	**137** Attendance at Adult Programs

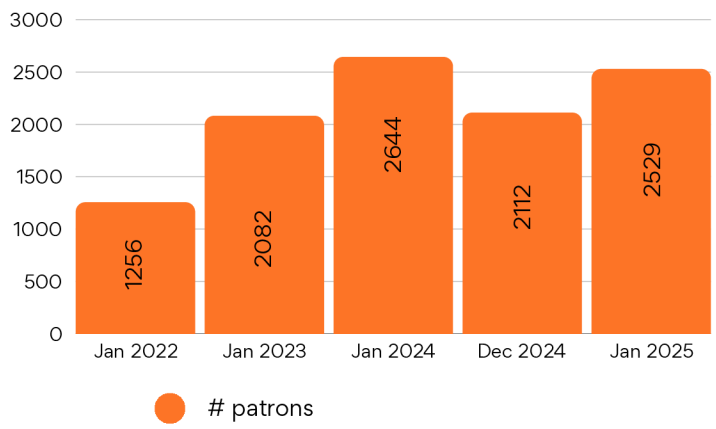
Highest Circulating Collections

Patrons checked out this percentage of the section this month

- **100%** New Vox Books *153%
- **97%** New Adult Fiction
- **90%** Vox Books
- **83%** New Children's Graphic Novels

Visits to the Library

Visits to the library compared to last month and previous years

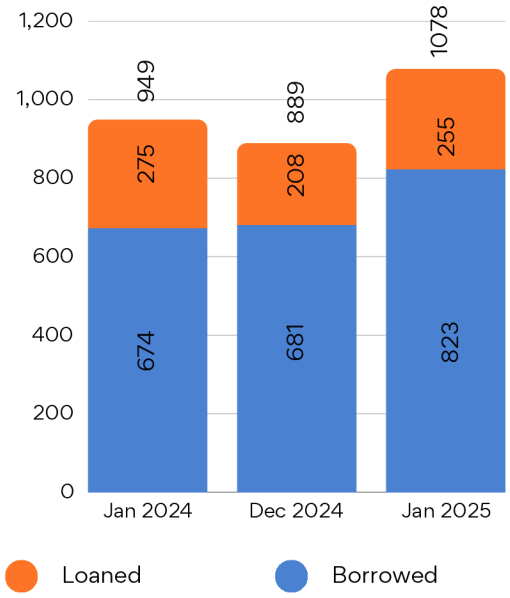


Most Popular Books

The most checked-out books for Adult Fiction & Non-Fiction, YA, and Kids

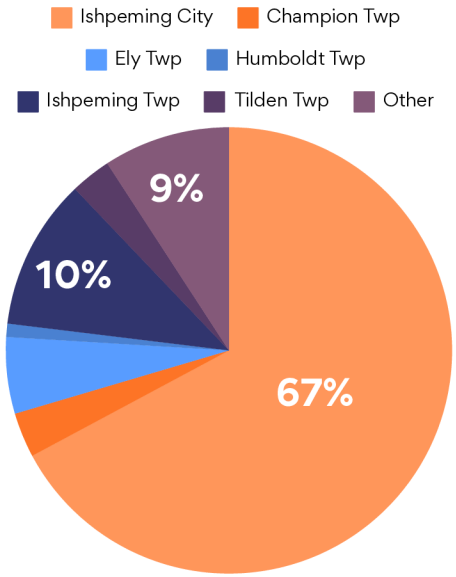
Inter-Library Loan

The number of physical items loaned to and borrowed from other libraries

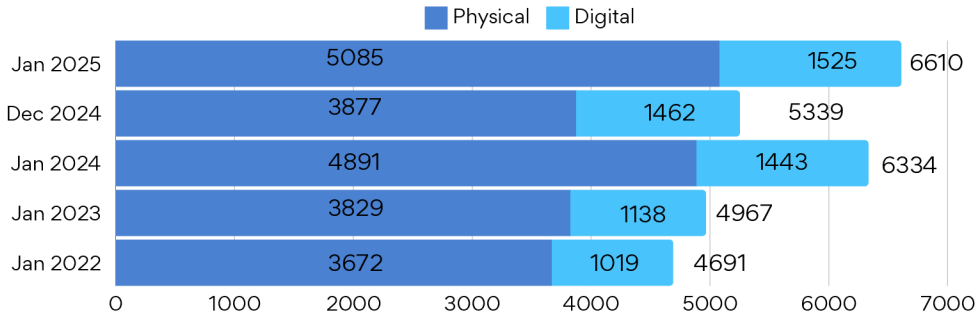


Library Cardholders

Percentage of cardholders by service area



Items Checked Out



The number of physical and digital items checked out by our patrons

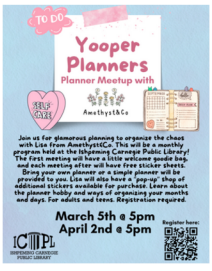
Percentage of total collection circulated:

11.5%

Upcoming Programs

FEB **22**

MAR **5**



MAR **5**

MAR **15**

MAR **19**

January 2025 Statistical Report

January Circulation Stats

It's been a busy month! We circulated 6,610 items (5,085 physical items; 1,525 ebooks and eaudiobooks) in the month of January (276 more items than January 2024 and almost as many checkouts as our highest circulating month of 2024!!).

- We had 43 new people register for library cards in the month of January.
- 823 items were borrowed on interlibrary loan.
- Collections that have the highest percentage of circulation:
    - NEWJADUO (Vox books) - 153%
    - NEWFIC (new adult fiction) - 97%
    - JAUDIO (Vox books) - 90%
    - NEWJGRAPH (new children's graphic novels) - 83%
    - NEWJEASY (new picture books) - 76%
    - NEWAWEST (new adult westerns) - 69%

January Programming Stats

30 programs were offered throughout the month of January with 522 attendees.

- 15 programs for kids with 361 attendees
- 12 programs for adults with 137 attendees
- 3 programs for teens with 24 attendees

Thanks everyone for everything you do!

Nicole Johnson

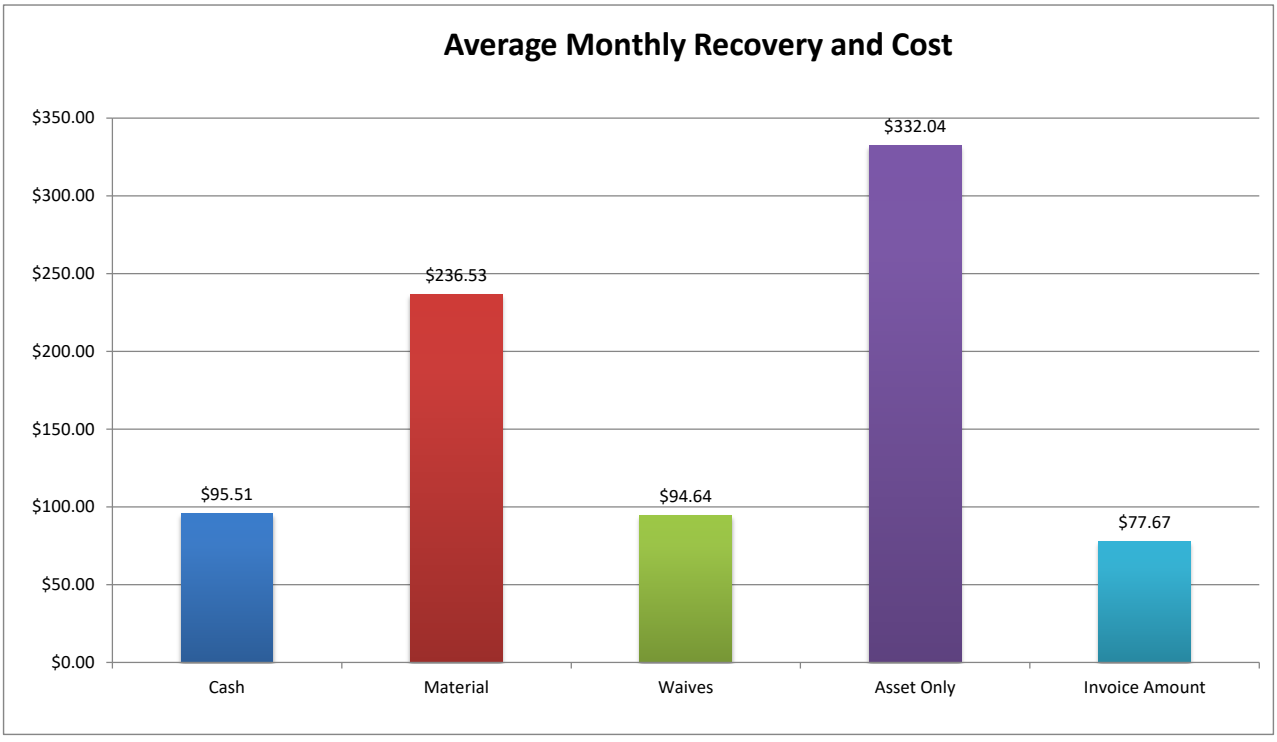
Librarian

UNIQUE

Monthly Recovery Statistics: Ishpeming Carnegie Public Library

2/2024 Through 1/2025

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
January-25	$136.53	$420.96	$253.01	$810.50	**$557.49**	$116.50
December-24	$67.00	$262.99	$0.00	$329.99	**$329.99**	$58.25
November-24	$86.20	$204.99	$10.00	$301.19	**$291.19**	$104.85
October-24	$331.80	$253.94	$53.10	$638.84	**$585.74**	$69.90
September-24	$34.00	$337.87	$99.94	$471.81	**$371.87**	$58.25
August-24	$62.45	$262.90	$63.30	$388.65	**$325.35**	$93.20
July-24	$74.80	$269.89	$111.40	$456.09	**$344.69**	$186.40
June-24	$0.00	$208.95	$121.00	$329.95	**$208.95**	$93.20
May-24	$100.00	$0.00	$72.50	$172.50	**$100.00**	$23.30
April-24	$60.00	$287.95	$122.10	$470.05	**$347.95**	$0.00
March-24	$147.90	$73.99	$190.27	$412.16	**$221.89**	$58.25
February-24	$45.40	$253.92	$39.00	$338.32	**$299.32**	$69.90
Total	$1,146.08	$2,838.35	$1,135.62	$5,120.05	**$3,984.43**	$932.00
Average	$95.51	$236.53	$94.64	$426.67	**$332.04**	$77.67
					Total ROI: $5:1	



ISHPEMING CARNEGIE PUBLIC LIBRARY

MARCH 2025 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

Life Drawing with Paul Olson

Saturday, March 1 at 11am - 1pm
Saturday, March 8 at 11am - 1pm
Saturday, March 15 at 11am - 1pm

Life drawing is the practice of drawing people and objects from observation. Basic drawing materials are provided, but students are welcome to bring their own. This is a "drop in" class–there is no registration. No experience is necessary. All models for the class will be volunteers from the community. Intended for ages 12+.

Connected at Home: Book Club

Monday, March 3 at 11am
Phone-based

The Ishpeming Carnegie Public Library is working in collaboration with the Ishpeming Senior Center to bring a book club to people who want to participate from the comfort of their home via phone. The book selection for March is *Drawn Testimony* by Jane Rosenberg. Call the Ishpeming Senior Center to sign up for this program 906-485-5527.

Tot Tuesday Preschool Storytime

Tuesday, March 4 at 11am
Tuesday, March 11 at 11am
Tuesday, March 18 at 11am

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

Project Linus: Fiber Artists Meetup

Tuesday, March 4 at 2pm - 4pm

Calling all fibers artists including knitters, crocheters, quilters, and other fiber crafters! Gather together to work on blankets for Project Linus, an organization that donates homemade blankets to children in need. Bring your own project to work on for the cause. Also, yarn will be provided to make blankets to donate.

Popcorn and a Movie for Adults

Wednesday, March 5 at 2pm

Adults are invited to join us for free popcorn and a movie! We will be showing the 2024 release, "Arthur the King" (PG-13) in our community room.

Yooper Planners

Wednesday, March 5 at 5pm

Join us for glamorous planning to organize the chaos with Lisa from Amethyst&Co. This will be a monthly program held at the Ishpeming Carnegie Public Library! The first meeting will have a little welcome goodie bag, and each meeting after will have free sticker sheets. Bring your own planner or a simple planner will be provided to you. Lisa will also have a "pop-up" shop of additional stickers available for purchase. Learn about the planner hobby and ways of organizing your months and days. For adults and teens. Registration required. Call the library at 906-486-4381 to register.

Book Club at the Ishpeming Senior Center

Thursday, March 6 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 *Drawn Testimony* by Jane Rosenberg.. Copies are available for checkout at the library. Newcomers are always welcome to attend.

Garden Planning Workshop Series (1 of 4)

Thursday, March 6 at 5:30pm

Join us for a 4 part series on gardening from Partridge Creek Farm! Session one will include information on seed starting as well as a Free seed swap & giveaway! Held at the Ishpeming Carnegie Public Library.

Crochet Club

Wednesday, March 12 at 5pm
Thursday, March 27 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 if you'd like to learn how to crochet! This event is for kids, teens, and adults.

ISHPEMING CARNEGIE PUBLIC LIBRARY

MARCH 2025 EVENTS

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

Cardboard Mask Workshop

Thursday, March 13 at 5:30pm
Learn how to make a cardboard mask with local artist, Amber Dohrenwend. In this workshop you will bend cardboard strips and use a stapler to build an armature of a favorite animal or imagined creature that you can wear as a mask or a headpiece. Intended for ages 6+ with a caregiver. Call the library at 906-486-4381 to register.

Homeschool Hangout

Friday, March 14 from 10am-12pm -
March is Reading Month Library Lesson and Tour
Friday, March 28 from 10am-12pm
- Spring Break/Free Choice Stations
Special guest speakers/events will begin at 10:30am
Homeschooling families are invited to visit the library and hangout with both old and new homeschooling friends.

Afternoon Movie

Friday, March 14 at 1pm
Schools out, come join us for a movie (½ days for NICE and Ishpeming). We will be showing Paw Patrol: The Mighty Movie (2023, PG) at 1pm. Popcorn is provided.

Adult Book Club

Tuesday, March 18 at 2pm
Wednesday, March 19 at 6pm
Join us for adult book club! Copies of *The Chocolate Chip Cookie Murder* by Joanna Fluke are available for check out. Meetings are held at the Ishpeming Carnegie Public Library.

Italian Lessons: Casual Conversation

Wednesday, March 19 at 4pm
Wednesday, March 26 at 4pm
Marilena Corradino will be at the library to teach Italian in a casual conversation format. This class is perfect for beginners or those who want to practice speaking Italian with others.

Graphic Novel Book Club (Grades 4-7)

Thursday, March 20 at 4pm - "Swing" by Audrey Meeker
Join us to discuss the book and have snacks. Copies of each book club title are available to checkout at the library. Newcomers are always welcome to attend.

Bookworms (Grades 4-8)

Thursday, March 20 at 5pm
Our tween book club will meet on March 20, 2025 for *Invisible* by Christina Diaz Gonzalez & Gabriela Epstein. Bookworms will read children's and middle grade books published for grades 4-8. Members will choose upcoming books at each meeting and copies will be available for checkout at the library. We hope to see you there!

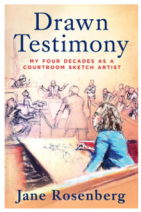
Adult Horror Book Club

Wednesday, March 26 at 6pm
Join us for adult horror book club! Copies of *House of Leaves* by Mark Danielewski are available for check out. Meetings are held at the Ishpeming Carnegie Public Library.

Silent Book Club at Velodrome Coffee in Ishpeming

Saturday, March 29 at Noon
Velodrome Coffee, 105 S. Main St. Ishpeming
Join us for silent book club at Velodrome Coffee in Ishpeming hosted by the Ishpeming Carnegie Public Library! Bring your own book of choice to read silently for 1 hour with fellow bookworms, followed by time to socialize and talk about books!

March Book Club Selections



Senior Center Book Club/ Connected at Home

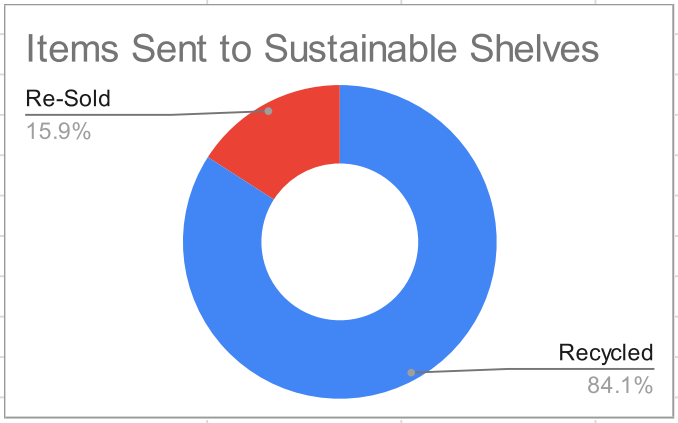
Adult Book Club

Adult Horror Book Club

Bookworms (Grades 4-8)

Graphic Novel Book Club (Grades 4-7)

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
1/15/2024	203		31	$8.84
6/6/2024	201		7	13.66
8/10/2024	190		10	15.1
10/10/2024	343		19	27.84
TOTAL:	**5589**	**3350**	**634**	**$483.64**



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

Beanstack - January 2025

Beanstack Monthly Registration & Participation Totals

Month	New Accounts	New Readers	Completed Activities	Completed Activity Badges	Logged Books	Logged Minutes
January 2025	6	6	51	19	1,000	67,084
December 2024	10	10	15	7	1,098	22,713
November 2024	5	5	1	1	1,028	16,831
October 2024	22	22	5	5	1,171	21,307
September 2024	1	1	6	5	1,198	18,663
August 2024	35	35	386	359	1,184	241,055
July 2024	20	20	401	572	1,500	125,272
June 2024	56	56	280	246	1,638	85,246
May 2024	6	6	8	8	1,227	26,802
April 2024	0	0	0	0	1,524	25,690
March 2024	2	2	24	9	1,971	29,096
February 2024	5	5	14	9	2,182	48,613
January 2024	23	23	39	22	2,215	60,663
TOTAL:	**191**	**191**	**1,230**	**1,262**	**18,936**	**789,035**

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	45	6	4,514	15,914	0
Champion Township	1	0	102	526	0
Ely Township	9	0	272	2,464	0
Humboldt Township	0	0	0	0	0
Ishpeming Township	13	2	1,121	5,242	0
Tilden Township	7	2	241	2,011	0
Negaunee	18	1	774	3,772	0
Other	4	0	52	146	0
No Local Area	0	0	0	0	0
TOTAL:	**97**	**11**	**7,076**	**30,075**	**0**

*This challenge only counted books read, not minutes.

2025 (year-long): Your Next Chapter

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	12	1	6,508	0	31,886
Champion Township	0	0	0	0	0
Ely Township	2	0	846	0	3,800
Humboldt Township	0	0	0	0	0
Ishpeming Township	2	1	226	0	7,753
Tilden Township	0	0	0	0	0

Negaunee	3	1		282	0	15,319
Other	3	0		371	0	6,838
No Local Area	0	0		0	0	0
TOTAL:	**22**	**3**		**8,233**	**0**	**65,596**
*This challenge only counted minutes read, not books.						

January 2025: Winter Reading/Be a Reading Machine

Local Area	Total Readers Enrolled (Challenge)	Total Completions		Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	14	11		6,512	0	27,309
Champion Township	0	0		0	0	0
Ely Township	5	3		913	0	4,650
Humboldt Township	1	1		124	0	600
Ishpeming Township	6	4		372	0	6,980
Tilden Township	0	0		0	0	0
Negaunee	4	1		312	0	10,921
Other	3	3		371	0	6,135
No Local Area	0	0		0	0	0
TOTAL:	**33**	**23**		**8,604**	**0**	**56,595**
*This challenge only counted minutes read, not books.						

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Written Report for the February 20, 2025 Meeting

Jesse Shirtz, Library Director

Outreach

Nicole will represent the library at the February 18 Beat the Winter Blues Resource Fair put on by the Upper Peninsula Health Plan, Upper Peninsula Health Group, Great Lakes Recovery Centers, and NICE School District to connect residents of the west end of Marquette County to resources to "help find ways physically, mentally, and emotionally get through the winter months". Heather visited the Mini Miners Learning Center and Hema-Tyke Childcare and Education Center in February for Valentine's Day-themed storytimes. The library is now a drop-off and meet-up location for Project Linus of Marquette County. Project Linus provides handmade blankets to children 0-18 in the United States who are in need.

Policy Manual

The Ray Leverton Community Room Policy First Reading scheduled for the February 20, 2025 meeting. The Patron Code of Conduct is on deck.

Library Repairs

A walkthrough for the RFP for the library heating system replacement took place Monday, February 10. Submissions are due March 5, 2025 by 4:00 p.m. Bill Anderson (DPW Director) replaced valves on several radiators to better balance our current heating situation on 2/14/2025.

Upcoming Events

Please see attached draft March Calendar of Events.

MDHHS Library OTC COVID-19 Test Distribution Program

This voluntary program aims to increase access to at-home COVID-19 test kits for free. We distributed 1,057 test kits (2,114 tests) between October 2023 and January 2025.

ISHPEMING CARNEGIE PUBLIC LIBRARY

Meeting Room Policy

Approved by the Ishpeming Carnegie Public Library Board on XXXXX

Policy Statement

Ishpeming Carnegie Public Library (ICPL) provides the Ray Leverton Community Room (RLCR) to support community programming. Community members, groups, organizations, and businesses are able to use the RLCR for non-commercial use during regular operating hours.

The RLCR is open to all members of the community under the following manner, place, and time restrictions. Failure to comply with this policy may result in fees being assessed or loss of room use privilege.

How can the Ray Leverton Community Room be used, and by whom?

RLCR can be used by members of our community. Events taking place at ICPL are limited to civic, cultural, and educational purposes only.

Permitted in RLCR:

- Board, committee, and organizational meetings.
- Staff training events held by area businesses or organizations.
- Events sponsored by area groups or organizations.
- Informal meetings such as book groups and sewing circles.
- Modest admission fees can be charged to participants attending an event held in the RLCR. Fees can be used to cover the costs of food, supplies, or presenter fees. Admission fees must not be charged to raise funds or to make a profit. Organizers of the event are welcome to put out a donation box for their organization.
- RLCR is available to elected officials and other local governmental employees if the use directly represents/serves the constituents in ICPL's service area. Examples include: political forums, town hall meetings, meet the candidates and/or debates are allowed provided all interested parties and candidates are invited to attend and the event is sponsored by a non-partisan group.

Prohibited from taking place in library rooms:

- Events with a stated or implied purpose of selling a product/service, soliciting new customers, promoting commercial ventures, or other commercial use.
- Religious services.
- All fundraising events (except for the Friends of ICPL).
- Social ceremonies/events, including but is not limited to: weddings, funerals, baby showers, bridal showers, birthday parties, or any other event that is being held for family

DRAFT

and friends and is not an event open to the public.

• Use by elected officials or candidates as office space, campaigning/rallies, or to announce candidacy. Political signage is prohibited at all events and on library grounds.

Guidelines for Use

• Ishpeming Carnegie Public Library programs take precedence over all other events. All other applications for use are accepted on a first-come, first-served basis.

• RLCR is available during regular Library business hours only and is not available on days when the Library is closed.

• Groups using the rooms must leave the building by closing time. Any group staying 15 minutes past closing may lose room reservation privilege.

• RLCR users may furnish their own refreshments (no alcohol or open flames allowed).

• Rooms should be cleaned before vacated. This includes throwing away trash and wiping down conference tables, and any surfaces that are soiled. A cleaning kit will be available for use.

• Groups wishing to show films or use other copyrighted materials are responsible for all necessary licensing. The Library's film licensing contracts do not cover outside groups using RLCR.

• Patrons using RLCR are expected to observe all Library policies and behavior guidelines. See Patron Code of Conduct for more information.

• A group must not use the library's name for any purpose other than to indicate the meeting location. The library's logo should not be used in publicity nor should the library be used for a group's contact for registration or information.

• Furniture and equipment from the Library may not be moved to or from the RLCR.

• Equipment, supplies, etc. cannot be stored in the Library meeting rooms before or after use for a scheduled meeting. It is the responsibility of the individual/organization to remove such items immediately after the scheduled event. Items left behind will be placed in lost/found and will be handled accordingly.

• Exits from the RLCR and building must remain clear and unlocked. Room arrangements must ensure that open aisles and clear access to the exits are always maintained.

• The library reserves the right for staff members to enter a room at any time.

Drop-in Use

Drop-in use is permitted when there are no reservations.

• Those interested in using a room without reservations must verify availability with staff at the front desk.

• Users must ask before changing the room setup when using it as a drop-in.

• Drop-in users may be asked to leave a room if staff need to set up for an event taking place later in the day, or if there is a last-minute change to schedule.

Rooms available and reservation limits

The Ray Leverton Community Room is located on the lower level of the library. Use by reservation or drop-in. Limited setup options are available to those making reservations. If any

DRAFT

furniture is moved, it should be returned to the initial setup before the room is vacated.
Limit of one (1) reservation a week.

No other library space may be reserved by outside organizations including: the lobby, display cases, parking areas, reading rooms, Children's Room, and grounds.

Integrated Technology

- Wi-Fi is available throughout the library, including in the RLCR.
- There is also integrated technology that is available for use in RLCR.
  - Overhead projector (HDMI & serial port hookup; Lightning converter)
  - Pull-down screen
  - Windows Laptop
  - Blu-ray player
  - Surround sound speakers
- Staff are not able to provide onsite technical support during your event. Those reserving rooms who plan to use personal equipment with the library's integrated technology during their event are required to test out the equipment prior to the event.
- The library has equipment that works well with our integrated technology. This equipment must be reserved ahead of time. Patrons who are unsure of their technical skills are encouraged to use library equipment rather than bringing in their own.

****INCLUDE ONLY IF WE CHARGE FOR FOR-PROFIT USE**Fees for Room Use (see fee schedule for exact charges)**

The RLCR may be reserved by approved for-profit and business entities, both of which will be charged an hourly fee that must be paid when the reservation is made. Legal depositions, meetings with established clients, and training of staff fall under approved for-profit and business use. Usage with stated or implied purpose of selling a product/service, soliciting new customers, promoting commercial ventures, or other commercial use is not permitted.

Reservations

- Reservations are required to hold the room.
- Reservations must be made at least **two business days** prior to the start of an event.
- Reservations may be made up to two months in advance.
- Individuals or organizations may not schedule on behalf of other individuals or organizations, nor may they transfer their reservation for a scheduled event to another.
- Reservations may be made in person at the library or by calling the front desk at 906-486-4381.
- Room reservations are not confirmed until all associated fees are paid.**see above**

Cancellations/Rescheduling and No-Shows

DRAFT

• Groups who need to cancel or reschedule a reservation and do so two business days before the event, may have the opportunity to reschedule date/time.
• 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. Any fees paid will be forfeited as well.
• If the Library experiences an unforeseen closure due to inclement weather, building safety issue, utility outage, or other unplanned closures, room reservations will be rescheduled and/or fees will be refunded.

Room Setup and Equipment Rental

Room setup and equipment requests must be made at least two business days before the event. Last-minute changes cannot be guaranteed.

Penalties

The facility and library-provided equipment must be left in the same condition they were prior to the meeting. The applicant accepts all responsibility for the cost to repair, replace, or clean any soiled or damaged facilities or equipment.

Failure to comply with this policy may result in forfeiture of meeting room privileges as determined by the Library Director. A group or applicant whose meeting room privileges have been suspended may have the decision reviewed by the Library Board.

ICPL Disclaimer

Permission to use the Ray Leverton Community Room does not mean the library endorses the policies or viewpoints that may be expressed, or advertised, by a person, group, or entity.

DRAFT