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

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes from February 20, 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
   a. Executive Committee

7. Communications

8. Unfinished Business
   a. Adopt 2024 Annual Report*
   b. Approve Ray Leverton Community Room Policy*

9. New Business

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

11. Date of next meeting: Thursday, April 17, 2025 at 7:00 pm in the Margaret Dundon Reading Room

12. Adjournment

*Requires a vote

Ishpeming Carnegie Public Library

Board Minutes February 20, 2025

Present: Darren Boldt, Elyse Bertucci, Paul Olson, Kaylee Reno and Brooke Routhier. Jesse Shirtz, Library Director and Council liaison Jason Chapman were present. Absent, None; Public: none.

Meeting called to order at 7:02 PM.

Motion by Elyse Bertucci and seconded by Darren Boldt to approve the January 16, 2025 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 January 2025. There were multiple children's, tweens and adult programs that were well attended. Unique Management continues to provide significant value and returns many items back to the library. Covid test distribution program has resumed.

- Circulation: Attendance in January was higher than December and just under January of 2024 with roughly 11.5% of the library material in circulation. Inter-library loans were up compared to the previous January and December of 2024.
- Calendar of events for March was provided.
- Budget report: The budget report will be provided next month.
- Book bills: Book invoices were reviewed and signed by the library board.
- Friends of the Library: Association of Friends of the Ishpeming Carnegie Public Library (FOL) has not met since the last meeting.
- Sustainable Shelves: no items to update this month. Expect an update next month.
- Beanstack: Information on accounts and activities was provided by age group.

Presentations: None.

Committee Reports:

- The Finance Committee met in January to discuss and review library cost distribution information. The Committee is recommending a Committee name modification.
- A motion was made by Kaylee Reno and seconded by Brooke Routhier to create a Sustainability Committee. Motion carried. Committee members are Elyse Bertucci and Brooke Routhier. Future topics may include room rental options.

Communications: Jason Chapman provided some information on the new City Manager and the proposed West End Youth Center Steering Committee.

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:

DRAFT

- Heating system replacement – Walk through's for the Request For Proposals (RFP) for design of a heating system to replace the steam boiler are on going.

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 the

New Business:

- The draft 2024 annual report was provided for review and discussion.
- First reading of the Ray Leverton Community Room policy was held.

Public Participation: None

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

A motion was made by Brooke Routhier and seconded by Kaylee Reno at 8:33 PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

Brooke Routhier

DRAFT

FEBRUARY 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

14 # Kids Programs	**448** Attendance at Kids Programs
3 # Teen Programs	**26** Attendance at Teen Programs
16 # Adult Programs	**174** Attendance at Adult Programs

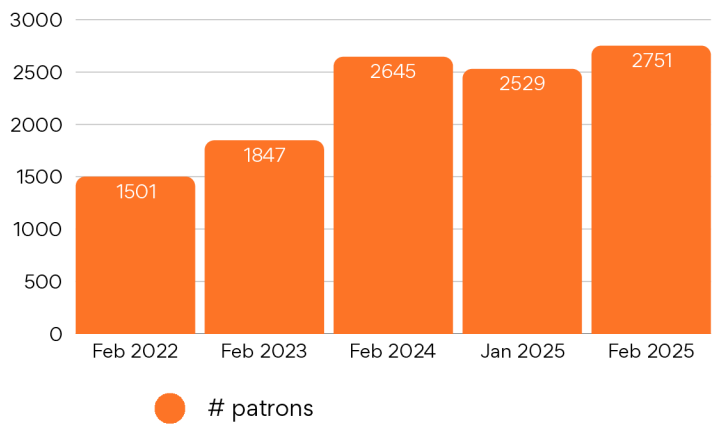
Highest Circulating Collections

Patrons checked out this percentage of the section this month

- **100%** New Vox Books *110%
- **85%** New Adult Fiction
- **76%** New Adult Westerns
- **71%** Vox Books

Visits to the Library

Visits to the library compared to last month and previous years

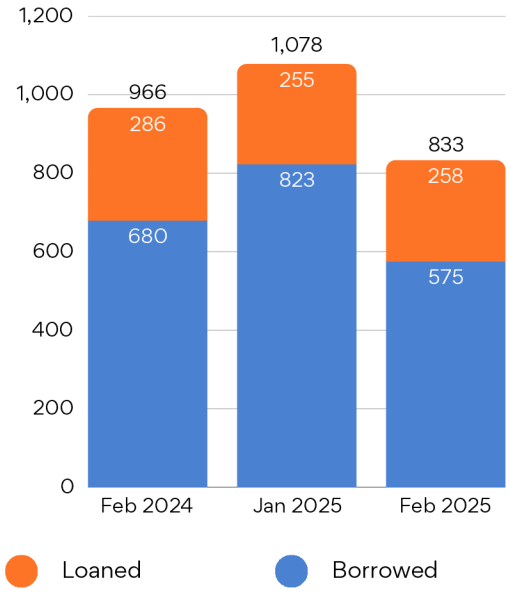


Most Popular Books

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

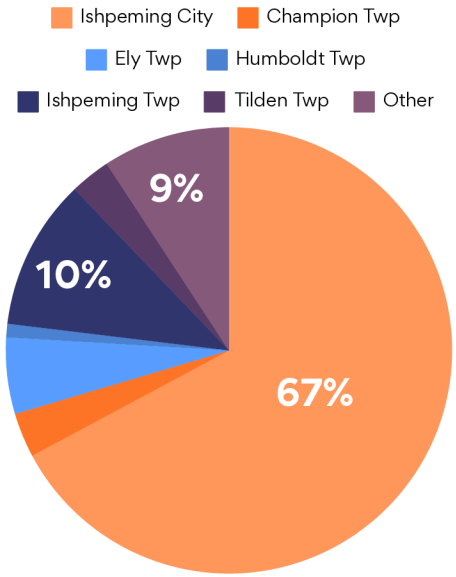
Inter-Library Loan

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

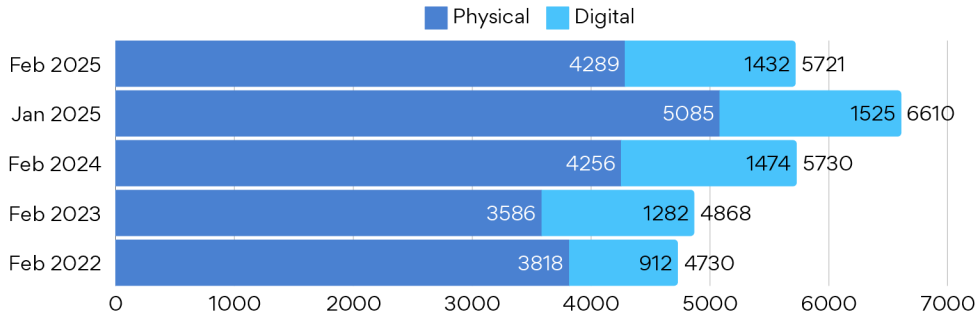


Library Cardholders

Percentage of cardholders by service area



Items Checked Out



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

Percentage of total physical collection circulated:

9.66%

Upcoming Programs

MAR **29**

APR **3**

APR **3**

APR **10**

APR **16**

February 2025 Statistical Report

February Circulation Stats

We circulated 5,721 items (4,289 physical items; 1,432 ebooks and eaudiobooks) in the month of February.

- We had 37 new people register for library cards in the month of February.
- 575 items were borrowed on interlibrary loan.
- Collections that have the highest percentage of circulation:
    - NEWJADUO (Vox books) - 110%
    - NEWFIC (new adult fiction) - 85%
    - NEWAWEST (new adult westerns) - 76%
    - JAUDIO (Vox books) - 71%
    - NEWJEASY (new picture books) - 65%
    - NEWJGRAPH (new children's graphic novels) - 61%

February Programming Stats

33 programs were offered throughout the month of February with 648 attendees.

- 14 programs for kids with 448 attendees
    - Tot Tuesday on February 11 had 74 attendees
    - Homeschool Hangout on February 28 had 43 attendees.
- 16 programs for adults with 174 attendees
    - Senior Center Book Club had 13 attendees
    - 65 people stopped by Nicole's booth at the UPHP Resource Fair.
- 3 programs for teens with 26 attendees

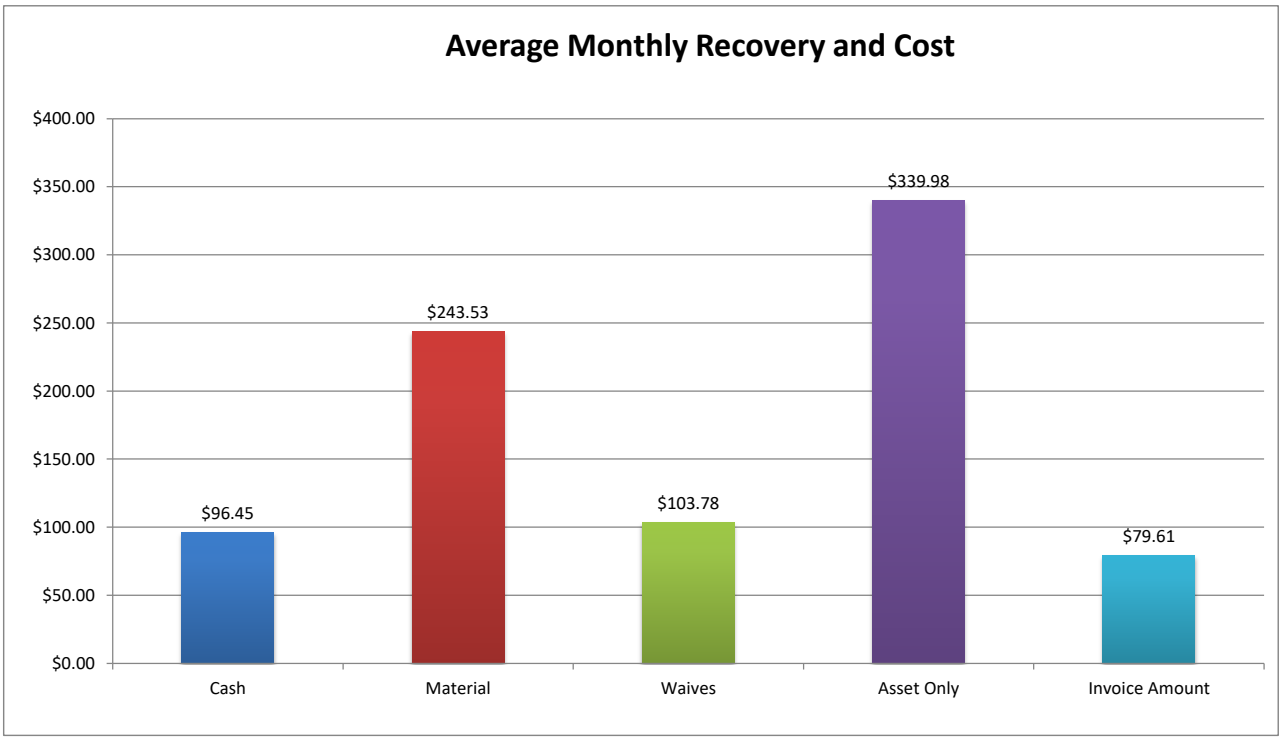
Nicole Johnson
Librarian

UNIQUE

Monthly Recovery Statistics: Ishpeming Carnegie Public Library

3/2024 Through 2/2025

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
February-25	$56.70	$337.91	$148.79	$543.40	**$394.61**	$93.20
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
Total	$1,157.38	$2,922.34	$1,245.41	$5,325.13	**$4,079.72**	$955.30
Average	$96.45	$243.53	$103.78	$443.76	**$339.98**	$79.61
					Total ROI: $6:1	



ISHPEMING CARNEGIE PUBLIC LIBRARY

APRIL 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

Anthropology Kids Day w/NMU

Saturday, March 29 at 11am - 1pm

Join us at the Ishpeming Carnegie Public Library for a Kids Day Event with NMU'S Center for Forensic Science, NMU'S Anthropology Club, and NMU'S Criminal Justice Association! We will be exploring the exciting worlds of Anthropology, Forensic Science, and Criminal Justice with fun activities like fingerprinting, coloring, mug shots and more!

Tot Tuesday Preschool Storytime

Tuesday, April 1 at 11am
Tuesday, April 8 at 11am
Tuesday, April 15 at 11am
Tuesday, April 22 at 11am
Tuesday, April 29 at 11am

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

Yooper Planners

Wednesday, April 2 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, April 3 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 *You Are Here* by David Nicholls. Copies are available for checkout at the library. Newcomers are always welcome to attend.

Drop-In & Draw Club

Thursday, April 3 @ 1pm - 3pm

Join us on the first Thursday of each month from 1pm-3pm for a time to gather together and draw with others. This is a casual group where you will bring your own supplies and project to work on. During certain club days, there will be special instructors--stay tuned for more info on that. For teens and adults. Located in the Ray Leverton Community Room

Project Linus: Fiber Artists Meetup

Thursday, April 3 at 3pm - 5pm

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.

Garden Planning Workshop Series (2 of 4)

Thursday, April 3 at 5:30pm

Join us for our second workshop with Partridge Creek Farm! This workshop will detail garden planning for our growing zone, focusing on sustainable, budget-friendly, and DIY methods of gardening.

Connected at Home: Book Club

Monday, April 7 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 April is *You Are Here* by David Nicholls. Call the Ishpeming Senior Center to sign up for this program 906-485-5527.

Afternoon Movie

Friday, April 4th at 1pm – Ron's Gone Wrong (2021, PG)
Friday, April 11th at 1pm – Spirit Untamed (2021, PG)

Children and families are invited to join us for free popcorn and a movie! Afternoon children's movies are shown on the half days and PD days for the local public schools.

REVENUE AND EXPENDITURE REPORT FOR CITY OF ISHPEMING

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Dept 790 - LIBRARY						
101-790-702.000	SALARIES	0.00	24,018.54	12,983.02	(24,018.54)	100.00
101-790-707.000	PART-TIME SALARIES	0.00	4,250.43	2,171.26	(4,250.43)	100.00
101-790-708.000	UNEMPLOYMENT COMPENSATION	0.00	16.24	8.01	(16.24)	100.00
101-790-709.000	FICA	0.00	2,211.87	1,173.83	(2,211.87)	100.00
101-790-712.000	INSURANCE OPT-OUT	0.00	679.99	400.00	(679.99)	100.00
101-790-716.000	RETIREMENT- DEFINED BENEFIT	0.00	3,418.65	2,128.54	(3,418.65)	100.00
101-790-717.000	MERS - DC	0.00	784.28	423.94	(784.28)	100.00
101-790-719.000	POST EMPLOYMENT HEALTH PLAN	0.00	388.49	210.00	(388.49)	100.00
101-790-721.000	CLOTHING ALLOWANCE	0.00	327.00	0.00	(327.00)	100.00
101-790-726.000	ACCRUED LEAVE RESERVE	0.00	25.85	0.00	(25.85)	100.00
101-790-727.000	OFFICE SUPPLIES	0.00	971.80	329.59	(971.80)	100.00
101-790-727.001	OFFICE SUPPLIES-SPEC PROG	0.00	259.19	98.00	(259.19)	100.00
101-790-740.000	OPERATING SUPPLIES	0.00	1,610.54	1,424.04	(1,610.54)	100.00
101-790-775.000	REPAIR/MAINT. SUPPLIES	0.00	50.02	25.01	(50.02)	100.00
101-790-801.000	PROFESSIONAL SERVICES	0.00	601.95	543.70	(601.95)	100.00
101-790-920.000	UTILITIES - ELECTRICITY	0.00	1,474.65	1,474.65	(1,474.65)	100.00
101-790-921.000	UTILITIES - WATER/SEWER	0.00	286.59	95.53	(286.59)	100.00
101-790-922.000	UTILITIES - NATURAL GAS	0.00	1,504.11	1,504.11	(1,504.11)	100.00
101-790-930.000	REPAIRS & MAINTENANCE	0.00	378.55	85.00	(378.55)	100.00
101-790-982.000	BOOKS	0.00	9.00	51.94	(9.00)	100.00
Net - Dept 790 - LIBRARY		0.00	(43,267.74)	(25,130.17)	43,267.74	
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	43,267.74	25,130.17	(43,267.74)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(43,267.74)	(25,130.17)	43,267.74	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF ISHPEMING

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 271 - LIBRARY STATE AID						
Dept 790 - LIBRARY						
271-790-965.000	LIBRARY SYSTEM	0.00	3,299.12	1,368.75	(3,299.12)	100.00
Net - Dept 790 - LIBRARY		0.00	(3,299.12)	(1,368.75)	3,299.12	
Fund 271 - LIBRARY STATE AID:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	3,299.12	1,368.75	(3,299.12)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(3,299.12)	(1,368.75)	3,299.12	100.00

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 401 - PUBLIC IMPROVEMENT FUND						
Dept 790 - LIBRARY						
401-790-982.000	BOOKS	0.00	2,719.54	2,235.26	(2,719.54)	100.00
401-790-982.001	PERIODICALS	0.00	279.00	0.00	(279.00)	100.00
401-790-982.002	VIDEO CASSETTES	0.00	253.40	168.57	(253.40)	100.00
401-790-982.003	RECORDS/AUDIO CASSETTES	0.00	108.74	36.76	(108.74)	100.00
Net - Dept 790 - LIBRARY		0.00	(3,360.68)	(2,440.59)	3,360.68	
Fund 401 - PUBLIC IMPROVEMENT FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	3,360.68	2,440.59	(3,360.68)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(3,360.68)	(2,440.59)	3,360.68	100.00
TOTAL REVENUES - ALL FUNDS		0.00	0.00	0.00	0.00	100.00
TOTAL EXPENDITURES - ALL FUNDS		0.00	49,927.54	28,939.51	(49,927.54)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(49,927.54)	(28,939.51)	49,927.54	100.00

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
2/24/2025	154		12	11.78
TOTAL:	**5743**	**3350**	**646**	**$495.42**

Beanstack - February 2025

Beanstack Monthly Registration & Participation Totals

Month	New Accounts	New Readers	Completed Activities	Completed Activity Badges	Logged Books	Logged Minutes
February 2025	4	4	29	16	860	37,338
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
TOTAL:	**172**	**172**	**1,220**	**1,256**	**17,581**	**765,710**

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	4,561	16,164	0
Champion Township	1	0	102	526	0
Ely Township	9	0	274	2,486	0
Humboldt Township	0	0	0	0	0
Ishpeming Township	13	2	1,126	5,294	0
Tilden Township	7	2	241	2,011	0
Negaunee	18	2	781	3,823	0
Other	4	0	52	146	0
No Local Area	0	0	0	0	0
TOTAL:	**97**	**12**	**7,137**	**30,450**	**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	13	2	6,764	0	41,863
Champion Township	0	0	0	0	0
Ely Township	3	0	1,084	0	10,130
Humboldt Township	0	0	0	0	0
Ishpeming Township	2	1	231	0	11,248
Tilden Township	0	0	0	0	0

Negaunee	3	1		295	0	17,116
Other	3	0		386	0	8,338
No Local Area	0	0		0	0	0
TOTAL:	**24**	**4**		**8,760**	**0**	**88,695**

*This challenge only counted minutes read, not books.

February 2025: Black History Month

Local Area	Total Readers Enrolled (Challenge)	Total Completions		Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	3	2		1,879	0	5,818
Champion Township	0	0		0	0	0
Ely Township	1	1		227	0	3,780
Humboldt Township	0	0		0	0	0
Ishpeming Township	1	0		94	0	0
Tilden Township	0	0		0	0	0
Negaunee	1	1		134	0	5,555
Other	2	2		347	0	1,360
No Local Area	0	0		0	0	0
TOTAL:	**8**	**6**		**2,681**	**0**	**16,513**

*This challenge only counted minutes read, not books.

February 2025: For the Love of Reading

Local Area	Total Readers Enrolled (Challenge)	Total Completions		Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	11	7		6,581	0	10,623
Champion Township	0	0		0	0	0
Ely Township	2	1		540	0	4,045
Humboldt Township	0	0		0	0	0
Ishpeming Township	2	1		178	0	3,860
Tilden Township	0	0		0	0	0
Negaunee	2	1		137	0	5,555
Other	2	2		347	0	1,360
No Local Area	0	0		0	0	0
TOTAL:	**19**	**12**		**7,783**	**0**	**25,443**

*This challenge only counted minutes read, not books.

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Written Report for the March 20, 2025 Meeting

Jesse Shirtz, Library Director

Outreach

Heather visited the Negaunee Public School's second grade classes for a storytime with assistance from McKenzie Buher, programming librarian at Negaunee Public Library. Heather will be returning to Mini Miners and Hematykes in March for storytimes. The Ishpeming Life Skills class will be visiting the library for a field trip later this month. The Senior Center Book Club continues to meet at the Ishpeming Multi-Purpose Senior Center once per month, with the Connected At Home phone-based book club also meeting once per month for the same book. Silent Book Club meets once per month at Velodrome in Ishpeming for a relaxed reading and socializing hour. Heather also led a Girl Scouts Book Tasting program in February.

April is National Poetry Month

To celebrate National Poetry Month we will be featuring poetry readings with several local poets: U.P. Poet Laureate Beverly Matherne & Troy Graham will be here Wednesday, April 16 at 5:30, and Kathleen Heideman will be here Thursday, April 17 at 5:30.

Summer Reading 2025

Planning for summer reading is underway. This year's theme is *Color Our World.* The program will run from June 10 through August 9.

Michigan Notable Books Tour

We are excited to announce that we have been chosen as a stop on the Michigan Notable Books Tour this year! UP author Tim Schulz will be at the library Wednesday, June 18 at 5:30 to share his book *A Cast Away in Montana.* "This compelling narrative resonates with fly-fishing enthusiasts and those seeking a meaningful connection to nature as it weaves together engaging tales of adventure, friendship, regional history, and reflection."

Policy Manual

The Ray Leverton Community Room Policy adoption is scheduled for the March 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 were due March 5, 2025.

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 free. We have distributed 1,081 test kits (2,162 tests) since October 2023.

ISHPEMING CARNEGIE PUBLIC LIBRARY

Ray Leverton Community 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

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

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.

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.

Cancellations/Rescheduling and No-Shows

- 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.
- 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.

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.