

**THE PETER WHITE PUBLIC LIBRARY
TOWNSHIP ADVISORY COUNCIL AGENDA**

March 1, 2023, 5:00 p.m.

Shiras Room, PWPL

Zoom access: <https://us02web.zoom.us/j/81227990348?pwd=VkdFRDVSZjBDdUdjVIZ2d1hQdzh5Zz09>

Call to Order Introductions

Approval of the Agenda*

Approval the Minutes of the Previous Meeting*

December 14, 2023

Public Participation

Financial Reports

Library Director's Report

- a) Staffing Updates
- b) Minimum Wage

Old Business

- a) Review of Library Board of Trustees Action Items: December 2022 – February 2023

New Business

- b) Strategic Plan – activity plan subcommittee
- c) TAC Board Reports
- d) Board Meeting Representatives
 - a. March 21, 2023
 - b. April 18, 2023
 - c. May 16, 2023

Council Member's Comments

Public Participation

Adjournment* – Township Advisory Council

****These items (bold/italics) require a vote by the Township Advisory Council***

Upcoming TAC meeting:

June 7, 2023 at 5:00 pm (in-person)

Zoom access: <https://us02web.zoom.us/j/83301171215?pwd=bktvclpaT2h6NW0zcchiMDBiRWw0Zz09>

Upcoming Library Board of Trustees meetings:

March 21, 2023 at 5:00 pm (in-person)

Zoom access: <https://us02web.zoom.us/j/87007735427?pwd=azk4T1BhbWZvT2RjZzBDdTNiWld2dz09>

Peter White Public Library Township Advisory Council

Shiras Room, PWPL

Minutes: December 14, 2022

Call to Order at 5:02 pm.

Present: Kerrie Heikes, Andrea Ingmire (Library Director). Via Zoom: Jan Raskin (President), Natasha Lantz (Vice-President), Suzanne Standerford, Paul Marin, Tom Bronken, Peggy Jensen, Judy White, Beth Linna (Secretary).

Absent: Anna Sanford.

Approval of the Agenda: Moved by Judy White, seconded by Natasha Lantz and unanimously approved.

Approval of the Minutes of the September 7, 2022 Meeting: Moved by Judy White, seconded by Suzanne Standerford and unanimously approved.

Election of Officers: A motion to elect Suzanne Standerford President, Natasha Lantz Vice-President and Beth Linna Secretary was made by Tom Bronken, seconded by Judy White and passed unanimously. (Readers will note that Natasha Lantz and Beth Linna were previously elected to their posts at the September 7, 2022 meeting.)

Public Participation: None

Financial Reports: Andrea Ingmire discussed one issue that may impact the PWPL budget. Michigan's minimum wage is set to increase On January 1, 2023 from \$9.87 per hour to \$10.10 per the Improved Workforce Opportunity Act of 2018. This is, however, being challenged in court given that the petition initiative organized by One Fair Wage, which would have allowed voters to decide on raising the minimum raise to \$12.00 by 2022, was adopted by the Michigan Legislature before the election and amended in 2018 with lower dollar amounts. July 2022, the Court of Claims upheld the challenge and voided the amended version as unconstitutional. That ruling is being appealed. If the appeal is unsuccessful, the minimum wage will be \$13.03 in 2023. As for the PWPL budget, if the minimum wage stays at \$10.10, the Library budget will be unaffected as the lowest paid employees make \$10.51 per hour. If it goes up to \$13.03, the Library will be able to absorb the increase for the 6 employees making less than \$13.03 because of staff turnover. The problem will be that the increase would bring the lowest paid employee's wage close to that of positions with more responsibility. Given the tight budget, this will take some finesse to resolve fairly. Natasha Lantz asked if any issues stood out compared to last year's budget. The sizeable increases in utility costs have had an impact.

Library Director's Report:

Staff Updates: Arlette Dubord, the most senior employee, having started at PWPL in 1989, is retiring at the end of January. Jeni Kilpela has accepted a position with the NTN, leaving at the end of December. Ellen Moore is moving to the Superiorland Library Cooperative. She will work until January 5. Arlette's position will be posted as part-time because of budget and changes in the work load. The Cataloging/Acquisitions position will be posted December 19 and the Communications and Cataloging/Acquisitions Department head as soon as

possible. This is a more difficult position to fill as it requires a detail-oriented person with a specific skill set. If these positions are filled internally they could make for a lot of transition.

Minimum Wage: This item was discussed under Financial Reports.

Old Business:

Board Meeting Action Items September to November 2022: The Board of Trustees approved the Meeting Room policy (LIB-3). The Board reviewed and approved the Board By-Laws policy (GOV-6).

The Board made some year-end budget transfers in September prior to the end of FY 21/22. They also amended the current budget in October to reflect a significant savings that came with a change in insurance carriers.

The Board approved the 2022-2025 AFSCME contract. A summary of the changes was presented to the TAC. As customary, the Board approved the same wage increases for the Admin and page staff. Though the Board considered adding an infant at work policy, it was decided that the remote work policy could be employed to accommodate these employees. Natasha Lantz applauded the Library's supportive position towards families. Judy White questioned the selection of paid holidays included in the contract.

In approving the Carroll Paul Trust Fund Budget for FY22/23, it was discovered that there are two policies covering the use of these funds. The Board Finance Committee will create a policy revision to resolve this as well as setting a policy for the General Trust. These policies will be taken to the Board in March or April of 2023.

The Board of Trustees also approved the Holiday schedule for 2023. In addition to the 14 Holidays, the Library will be closed for the Donor Party on Friday, May 5th and the Staff Training Day on November 17. In addition, Board meeting dates were approved with some adjustments to the schedule.

The Board voted to make the Food for Fines a perpetual program...as long as the Library still collects fines!

Strategic Planning Update: Andrea Ingmire pointed out that this is a first draft of the strategic plan and input was desired and welcomed. She added that the goals section had already been revised from four to three combining the service and engagement goals. Natasha Lantz questioned the presentation of the strategic plan, hoping it would be more warm, more visually appealing, suggesting poster style displays in the Library that would present the goals in a fun and artistic way. Tom Bronken suggested showing patrons using the Library. Jan Raskin questioned how it would be disseminated? A version will be posted on the website. It was suggested that a printed one-page version be produced for Township, City or other meetings and inclusion in the newsletter.

New Business:

TAC Board Reports: Peggy Jensen attended the Board's October meeting. Sarah from the Youth Department gave an enlightening presentation on all that the Youth Services Department does. Beth Linna attended the November meeting. John Povey the Facilities Manager gave an interesting report on what he and his three part-time employees do, including maintenance, room set-ups, heating and cooling and everything in

between. The Board also held an interesting discussion of “public comment sections,” how many to have and where to place them on the agenda.

Board Meeting TAC Representatives:

January 17, 2023: Suzanne Standerford

February 21, 2023: Tom Bronken

Council Member’s Comments: Natasha Lantz commented on the strategic plan, the role of TAC, how TAC can best engage the Township Boards, possibly through a workshop or some kind of a definition of roles/goals. A wide-ranging discussion ensued. From the Township Board member’s perspective: do Township Board members care? As long as things are going well, what problem are we trying to solve? Is it actually the public we are trying to engage? One approach may not work everywhere. Andrea Ingmire volunteered to share the TAC “job description” to consider. The TAC representative’s names are published in the PWPL newsletter, but maybe there should be a way for the public to contact them with questions and concerns. Could this issue of TAC’s engagement, with their Boards and the public, be added to future agendas? Ideas and discussion around strategic planning goals can be ongoing.

Jan Raskin commented favorably on the most recent newsletter. The staff is attempting to provide more “content” in the newsletter, rather than just a collection of postings about upcoming events and programs. Could TAC contribute to the newsletter, attempting some of that engagement with the public? In addition, Jan Raskin commented on the bookmarks created for new patrons detailing services the Library offers. Could a book mark be included in the newsletter? Paul Marin was echoed when he thanked Jan Raskin for her service as President of TAC. Thanks were expressed to Suzanne Standerford for stepping up to take on the President’s position.

Public Participation: None

Adjournment: It was moved by Natasha Lantz, seconded by Beth Linna and unanimously approved to adjourn at 6:12 pm.

Next TAC Meeting: March 1, 2023 at 5:00 pm.

Next Board of Trustees Meeting: January 17, 2023 at 5:00 pm.

Respectfully Submitted,

Beth Linna

PWPL Board of Trustees Meeting Minutes

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
January 18, 2022**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, January 18, 2022 in the Community Room. The meeting was called to order by President Anne Donohue at 5:05pm.

Members Present: Anne Donohue, President; Patrick Myron, Secretary; Steve Schmunk, Member; Carol Steinhaus, Member; Lori Nelson, Member.

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Jamie Goodwin, Finance Director; Samantha Ashby, Adult Services Department Head; Ann Richmond Garrett, Administrative Assistant.

TAC Representatives Present: None

The Agenda was approved on a motion by Steinhaus and seconded by Schmunk. The motion is approved 4-0.

The Minutes of the November 16, 2021 Board Meeting were approved on a motion by Steinhaus and seconded by Schmunk. The motion is approved 4-0.

Special Presentation: None

Public Comment: No comment was given at this time.

TAC Report: Andrea Ingmire on behalf of Suzanne Standerford, Sands Township. The new station for recycling and disposal of large items is now located next to the Township office on 553. In January, the recycling expanded hours to times Thursday daytime, to supplement the hours on Wednesday evening and Saturday morning. The Township is looking for anyone who would be interested in being a truck driver or backup truck driver, for the Tuesday & Wednesday collection days; a CDL is required. Job openings in Sands Township include EMS personnel, with training for this position beginning January 22nd, which lasts for 10.5 weeks. There are two new marijuana provisioning stores at the Crossroads: Cannabis Lupus and Glow.

Financial Reports and Approval of Bills: Goodwin addressed questions and comments related to the bills and financial reports. Some costs have increased due to inflation. Northern Disposal saw a 5% increase, from \$150 to \$158. Collections services went up by 30%, from \$8.95 to \$11.65; currently, patrons are responsible for an additional \$10 fee when turned over to collections. The possibility of replacing the \$10 fee with the entire Collections fee was discussed. Goodwin noted she will be watching for any other cost increases so PWPL can stay within budget. All financial records eligible for disposal were recently collected and destroyed. A motion was brought by Steinhaus and seconded by Schmunk to approve the bills for November & December 2021 in the amount of \$369,781.32. The motion is approved 5-0.

Board Action Items:

- a) **Holiday Closings – 2022:** On a motion by Myron and seconded by Nelson, **the Board of the Peter White Public Library moves to approve Holiday Closings, 2022.** The motion is approved 5-0.
- b) **Carroll Paul Trust Budget:** Board discussed at length how the exact percentage taken from the fund is determined, and what it is used for. On a motion by Steinhaus and seconded by Nelson **the Board of the Peter White Public Library moves to approve the Carroll Paul Trust budget.** The motion is approved 5-0.
- c) **Gift Donation:** Ingmire presented several pieces of artwork offered as a gift by a patron. On a motion by Nelson and seconded by Steinhaus **the Board of the Peter White Public Library moves to approve the donation of Lundmark artwork.** The motion is approved 5-0.
- d) **Foster Swift Fees:** The Board discussed at length the increase of rates, and which legal entities the PWPL consults for specific types of legal advice. On a motion by Myron and seconded by Steinhaus, **the Board of the Peter White Public Library moves to approve the fee structure revision as presented by Foster/Swift.** The motion is approved 5-0.
- e) **PRG – 4 Public Bulletin Board Posting Policy (first reading):** No action necessary at this time.
- f) **PRG – 2 Tour Policy (first reading):** No action necessary at this time.

Public Comment: No comment was given at this time.

Old Business: PWPL has a strategic plan committee made up of the following members: Anne Donohue, Natasha Lantz, Paul Marin, Samantha Ashby, Steve Schmunk, and Andrea Ingmire. They will be meeting on January 27, 4-5pm. The committee will be tasked with making a few basic decisions on how we will proceed with strategic planning for this next period.

New Business/Board Member Comment:

- a) **Trustee Manual – 2021 Edition, Chapter 10 Review**
https://www.michigan.gov/documents/libraryofmichigan/LM_TrusteeManual_2020_703765_7.pdf. Steinhaus commented on the high quality of communication the Board of Trustees always receives from the PWPL Director.

Standing Reports: Thanks to John Povey's organization and communication, snow removal has been going very well. Nelson inquired about how larger snow removal costs are determined; the outside snow removal service charges per removal.

Steinhaus made motion to adjourn, seconded by Nelson. The meeting adjourned at 5:55pm.

Respectfully submitted,



Patrick Myron
Secretary

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, February 21, 2023**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, February 21, 2023 in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Anne Donohue at 5:03 PM.

Members Present: Anne Donohue, President; Steve Schmunk, Secretary; Carol Steinhaus, Member; Lori Nelson, Member.

Members Absent: Suzanne Williams, Member.

Library Staff Present: Andrea Ingmire, Library Director, Heather Steltenpohl, Development Director; Sarah Rehborg, Youth Services Department Head;

TAC Representatives Present: Tom Bronken, Marquette Township

Others present (online): Anna Sanford, Skandia Township; Natasha Lantz, West Branch Township; Peggy Jensen, West Branch Township

The Agenda was approved on a motion by Steinhaus and seconded by Nelson. Donohue noted that the Special Presentation was cancelled. The motion is approved 4-0.

The Minutes of the January 17, 2023 Board Meeting were approved on a motion by Schmunk and seconded by Nelson. The motion is approved 3-0 with Steinhaus abstaining.

Special Presentation – None.

TAC Report: Tom Bronken of Marquette Township delivered a report on the recent activities in the Township. Bronken inquired about the microscopes in the Library of Things on behalf of a resident.

Financial Reports – including Approval of the Bills: Ingmire reviewed the financial reports in place of Finance Director Goodwin (absent). A motion was brought by Nelson and seconded by Steinhaus to approve the bills for January 2023 in the amount of \$160,139.19. The motion is approved 4-0.

Public Comment: Steltenpohl noted that Lantz stated in the zoom chat that the video view is good.

Board Action Items:

- a) **LIB – 6 Memory Lab Policy- Second Reading.** No further discussion. On a motion by Steinhaus and seconded by Schmunk, the Board of Trustees of the Peter White Public Library move to approve the updated policy, LIB – 6 Memory Lab Policy. This amendment allows all visitors of the Peter White Public Library to utilize the Memory Lab equipment. **The motion is approved 4-0**

- b) **LIB – 2.2 Drug, Alcohol, and Tobacco Free Property** – Ingmire reviewed proposed changes to the policy. This policy bans drug, alcohol, and tobacco use anywhere on PWPL property including the building, parking lot and grounds. On a motion by Steinhaus and seconded by Nelson the Board of Trustees of the Peter White Public Library move to approve the LIB – 2.2 Drug, Alcohol, and Tobacco Free Property Policy. **The motion is approved 4-0** Schmunk moved and Nelson supported banning the filling of smoking equipment with tobacco on PWPL property. **On a motion is approved 4-0.**
- c) **LIB – 2 Code of Conduct** – Ingmire reviewed proposed minor changes in the Code of Conduct to reflect policy changes. On a motion by Nelson and seconded Steinhaus the Board of Trustees of the Peter White Public Library move to approve the LIB – 2 Code of Conduct revision. **The motion is approved 4-0**

Other Business:

- a) **Strategic Planning** – Ingmire provided an update on the Strategic Planning process.

Board Member Comment:

- a) **Friends of PWPL March Book Sale** – The Friends will hold their sale March 16-18, 2023. Volunteers are needed for set up, sale work and take down.
- b) **Trustee Manual:** Review of Chapter 6 -- Budget.
- c) **2022 Financial Audit** – Ingmire provided an update on the audit process. She will request the auditor to present the final audit to the Board of Trustees for a brief review.

Standing Reports:

Standing Reports were reviewed. Ingmire provided an update on staffing changes and new hires. Schmunk noted Steltenpohl’s fundraising progress for PWPL.

Adjournment: Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 4-0. The meeting adjourned at 5:46 pm.

Respectfully submitted,

Steve Schmunk
Secretary

Upcoming meetings: March 21, 2023
Upcoming TAC meeting: March 1, 2023

Finance Director Reports

Library Director Reports

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Based on my comparison of the detailed expense and revenue transactions from the City of Marquette Accounting System, to the detail input documents provided by Peter White Public Library, it is my opinion that the 01/10/23 Financial Statements are a close estimate of the Library's financial position.

Highlights of General Fund Balance Sheet

Cash Position	As of 10-31-22	As of 12-31-22	Change
Cash- Checking	\$865,461.12	\$658,603.41	(\$206,857.71)

Notes:

1. Cash receipts for November & December were \$ 172,490.86
2. Cash-Checking \$168,850.17 and Checking-Bankcard \$3,640.69

<u>General Fund Trust</u>	As of 10-31-22	As of 12-31-22	Change
Cash/Investment Position	\$391,655.05	\$395,842.65	\$4,187.50

Notes:

1. Interest and Dividend payments of \$2,524.18 were reinvested in additional shares of the Mutual Funds.

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As 10-31-22	As of 12-31-22	Change
	\$825,031.71	\$ 834,240.88	\$9,209.17

Notes:

1. Interest and Dividend payments of \$5,394.04 were reinvested in additional shares of the Mutual Funds.

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Based on my comparison of the detailed expense and revenue transactions from the City of Marquette Accounting System, to the detail input documents provided by Peter White Public Library, it is my opinion that the 02/14/23 Financial Statements are a close estimate of the Library's financial position.

Highlights of General Fund Balance Sheet

Cash Position	As of 12-31-22	As of 01-31-23	Change
Cash- Checking	\$658,603.41	\$586,828.10	(\$71,775.31)

Notes:

1. Cash receipts for January were \$ 89,312.76
2. Cash-Checking \$80,401.16 and Checking-Bankcard \$8,911.60

<u>General Fund Trust</u>	As of 12-31-22	As of 01-31-23	Change
Cash/Investment Position	\$395,842.65	\$415,589.47	\$19,746.82

Notes:

1. Interest and Dividend payments of \$1,003.53 were reinvested in additional shares of the Mutual Funds.

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As 12-31-22	As of 01-31-23	Change
	\$834,240.88	\$ 867,810.00	\$33,569.12

Notes:

1. Interest and Dividend payments of \$2,136.09 were reinvested in additional shares of the Mutual Funds.

**** Please note at the time of this report the City had not posted the monthly journal entries to record the increases in account balances. ****

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Highlights of Revenue & Expenditure Report
{Numbers taken from City Reports 01/15/23}

Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 78,160.80	\$ 1,046,981.61
Total Expenses	<u>\$ (151,432.76)</u>	<u>\$ (723,364.05)</u>
Net of Revenue & Expense	<u>\$ (73,271.96)</u>	<u>\$ 323,617.56</u>

Comments

Cash Balance			
Month Ending Current Year		Month Ending Prior Year	
\$ 586,828.10	vs	\$ 578,212.83	= \$ 8,615.27

Notes:

- January 2023 was a two pay period month. Total wages paid were \$94,368.58
- Actual expenses are at just over 34% of budget with approximately 33% of the FY year completed
 - Included you will find
 - Summary of Utility Increases
 - Raymond James January Statements
 - Balance Sheet and Revenue and Expenditure Reports for the Library's Fund
 - Balance Sheet Report for the Carrol Paul Memorial Fund
 - Revenue & Expenditure Report for the Library Improvement Debt Fund

Respectfully Submitted ~ *Jamie Goodwin*

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Highlights of Revenue & Expenditure Report
{Numbers taken from City Reports 01/10/23}

Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 131,819.94	\$ 967,448.16
Total Expenses	<u>\$ (218,259.50)</u>	<u>\$ (571,914.28)</u>
Net of Revenue & Expense	<u>\$ (86,439.56)</u>	<u>\$ 395,533.88</u>

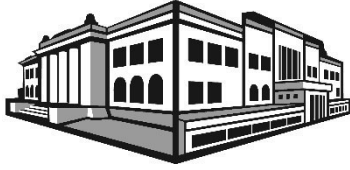
Comments

Cash Balance			
Month Ending Current Year	vs	Month Ending Prior Year	
\$ 658,603.41		\$ 639,233.34	= \$ 19,370.07

Notes:

- November 2022 was a two pay period month. Total wages paid were \$88,519.19
- December 2022 was a three pay period month. Total wages paid were \$159,503.55
- Actual expenses are at just over 27% of budget with approximately 25% of the FY year completed
 - Included you will find
 - Raymond James November & December Statements
 - Balance Sheet and Revenue and Expenditure Reports for the Library's Fund
 - Balance Sheet Report for the Carrol Paul Memorial Fund
 - Revenue & Expenditure Report for the Library Improvement Debt Fund

Respectfully Submitted ~ *Jamie Goodwin*



January 17, 2023

**Library Director's Report
Andrea Ingmire, Library Director**

Art Galleries

Tiina Harris, Amelia Pruiett, and I met to talk about the future of Public Gallery Exhibits at PWPL. Over the course of 2022 we hosted many artist receptions in partnership with the Marquette Arts and Culture Center. This worked out really well, we were able to cross promote for the artists and I believe we had a bigger draw from the community for those events. We're planning to expand this over the next year. For 2024 exhibits we will have a joint call to artists. This will go out in February – March. We will be looking for exhibits to fill the Huron Mountain Club Gallery and the Deo Gallery. We will discontinue the Lower Level Gallery as a part of this process. There are lots of reasons for this, but the primary reasons are as follows: it's not a great gallery space, we often need/want display space for library programming. We still may have public art on that wall, but it won't be part of the art gallery application process in the same manner as the other two galleries. More will be coming soon about these transitions, but I'm very excited by this change. I think it will be less confusing for the public and more respectful of everyone's time.

eNewsletters

At the Michigan Library Association Annual Conference in October, we had a keynote presentation by Angela Hursh, <https://superlibrarymarketing.com/aboutangelahursh/> Angela spoke a lot about focusing on content that we have control over. Since October, we've been working on how to roll out more focused eNewsletter content and speak directly to our patrons on topics that they are interested in. If you haven't already done so, please sign up for our eNewsletter content. It's a great way to get updates about what's happening at PWPL! More information can be found here: <https://pwpl.info/library-insider-emails/>

Staff Turnover

The past two months have been an absolute whirlwind. In addition to Arlette's upcoming retirement on January 27th, we had two key staff members submit their resignations (on the same day). Jeni Kilpela accepted a position with the Noquemonon Trail Network and Ellen Moore accepted a position with Superiorland Library Cooperative. We've been in state of flux since then. So far all positions have filled internally.

Here's the changeover (so far):

Cataloging and Acquisitions Department Head – Stephanie Garn
Communication Coordinator – Andrea Marsh
Cataloging and Acquisitions Assistant – Ben Sargent

In addition to changes in staffing, I am taking this opportunity to make some changes to the positions themselves both from a workload perspective AND from a budget perspective.

The changes are primarily in the Cataloging and Acquisitions Department: The Department Head

was posted as Masters of Library Science (MLS) preferred as opposed to required. The Assistant was posted as part-time.

Stephanie leaving the Adult Services Department opened another opportunity for restructuring. We will be posting an Assistant Department Head position in Adult Services with a leveled up pay rate. I've been wanting to create room for growth within the departments for years now, and Department Head's will all tell you they could use the help. I anticipate this position will be filled internally. We will then backfill the department with part-time positions.

I'm still waiting to hear back from JT our AFSCME rep regarding dates to schedule our reorganization meetings. I'm hoping to get those going by the end of the month.

Website

Since Jeni left, I've been working with Marie Peasley on our website. We've made some good improvements and I think we will continue to keep Marie at a slightly higher retainer going forward. She's very fast, and can create about anything we need for the web. As I have time, I've been working on making edits and getting content up on the site. As Andrea M is in her position longer, I'm sure she will also start to work on content. But, for now I'm the primary editor for the web.

Mqt Museum Director Lunch Meetings

Nheena used to convene a monthly lunch meeting of Marquette museum directors. Once covid hit, these stopped, and then Nheena retired! I decided in October that I wanted to try and revive this. We met in November, December and again in January. It's a great way to share what's happening with other area organization and discuss collaborations.

Director Chat – 1/3/2023

This month's prompt was the eNewsletters. It was a very busy day at PWPL, so I had the opportunity to talk with a lot of folks.

- Talked to a patron whose daughter has applied to work at PWPL several times. She was wondering how to get in the door 😊 We talked about options.
- A patron stopped to tell me how much they appreciated the collection being weeded. It's so much easier to find materials.
- Talked to 4 patrons about the new year, the blizzard etc.
- A man who just retired told me that he is now a regular, and couldn't be happier about it.
- A man asked if we could have a large dictionary close to the computer stations for ease of word lookup.
- Answered a question about the trees (winter wonderland walk).
- Patron who doesn't use email wondered if the eNewsletters could be available on our website. (the answer is, it's complicated...and perhaps costs money, but I'm looking into it)
- A woman stopped to ask about the senior tech help. She was thrilled to get signed up and also to try out some of our digital resources.
- A patron reported the doors weren't working, but when I tested them, they were.
- A woman asked me how I would change the world. Wow, that was a fun chat.
- A man was looking for a great book, not a good book. I offered *Lincoln Highway* by Amor Toles. I think it's one of the best I've ever read.

A.M. – 14 conversations

- Talked to a fellow book club member.
- Met (in person, finally) Deb Smith who is running the meditation program at PWPL. They are very happy to be here, and are picking up new attendees all the time.
- Talked to a woman about the newsletters.
- Met a meditation attendee and former PWPL employee's son.
- Talked to a couple more patrons about tech help for seniors. This program is getting great feedback!

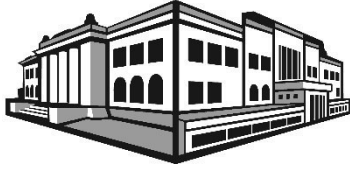
P.M. – 6 conversations

20 conversations total

**Library Director Professional Development/Outreach and Volunteer Activities
November - December 2022**

November 1	Director Chat
November 2	SOD meeting
November 3	LSCP Leadership Academy – Community Day
November 4	Staff Budget Training
November 8	MLA Planning Committee meeting
November 9	Publicity Committee Meeting
November 9	Pathways meeting – Club House
November 11	Mqt Museum Directors Lunch
November 11	TV6 Interview
November 15	Tasty Reads
November 15	PWPL Board Meeting
November 16	SLC Roundtable
November 16	PEO Presentation
November 17	City Manager Meeting
November 17	Department Head Meeting
November 17	AAUW meeting
November 21	Meeting with Room at the Inn
November 22	Planning Team – Strategic Plan
November 29	Radio Spot with Jim Koski
December 1	Finance Committee Meeting
December 2	Mqt Museum Directors Holiday meet up
December 6	MLA Workgroup
December 6	Tasty Reads
December 7	Think Space Travel
December 8-9	Think Space in Grand Rapids
December 14	Marquette Reading Club Presentation
December 14	TAC meeting
December 15	Department Head meeting

December 15	Meeting with David Votta about millages
December 16	Yule Ball (not a disaster!)
December 21	Personnel Committee Meeting
December 28	Jeni and Ellen party
December 29	Interviews
December 30	Website meeting



February 21, 2023

**Library Director's Report
Andrea Ingmire, Library Director**

Art Galleries

The Public Gallery Program is up and running! Artists can apply now to exhibit in 2024. Applications and information is hosted at the Marquette Compass: <https://www.mqtcompass.com/public-gallery-program/> and can be accessed from our website. The Lower Level Reception Gallery will be held outside of the Public Gallery Application process. We need a spot for pop-up opportunities, community event promotion (Blueberry Fest poster contest ect), Library programming, and young artist space. This wall will be much more fluid and flexible and I'm hoping that we can continue to exhibit student work in this space as well.

Our artist reception on February 9 was outstanding. We had approximately 70 attend and there was activity on both floors.

eNewsletters

The new eNewsletters are going remarkably well! Our targeted newsletters are getting an over 70% open rate as opposed to the 40% open rate when we were sending all the content to all subscribers. I am very pleased about the outcomes that we're seeing.

Staff Turnover

New Staff:

Circulation Aide - Emily Coutts (started 2/15/23)

Circulation Adie - Mary Bowerman (starting 2/22/23)

Jobs Posted:

Adult Services Assistant (part-time) - 2 openings

Due to wild schedules, our first reorganization meeting will be held on March 16, 2023.

MLA Annual Conference

I am serving on the MLA Annual Conference Planning committee again for 2023. Our conference theme is something along the lines of 'connecting the dots' we are currently working to finalize theme, graphics, and keynote speakers. A call for presentations will go out in the spring. This conference will be held in Kalamazoo. We're all excited to have the conference in a location where there is easy walking to dining and local attractions (such as the Kalamazoo Public Library!) Port Huron was an interesting spot, but local dining/attractions were difficult as our conference center was driving distance from downtown.

Director Chat - 2/7/2023

This month's prompt was Library of Things. This wasn't a busy day at the library, so there weren't as many chatters.

- Got some breakfast advice from a patron.
- A couple stopped to say how much they like the Library of Things, and also pointed out how great circulation staff are.
- A man wanted to say how much he likes the movies sorted by genre.
- Chatted with a Friend
- Took a request to order a book.
- Dropped off a box of seeds to a friend.
- Had a patron request for another run of 'the book was better' shirts.
- Chatted with 4 staff members.

A.M. – 12 conversations

- Helped a patron troubleshoot tech in the community room
- Patron requested a change in the number of art prints that can be checked out.
- Chatted with an applicant.
- Talked with a patron about the art galleries and future plans.
- Talked to a patron about the availability of programming in streaming format. Explained our limitations of staff, copyright, and presenter preferences.

P.M. – 5 conversations

17 conversations total

**Library Director Professional Development/Outreach and Volunteer Activities
January 2023**

January 3	Director Chat
January 10	Tasty Reads (19 attendees!)
January 11	Meeting with donor
January 11	Mqt Museum Director Lunch
January 12	Public Gallery Program – planning session
January 13	Library of Michigan Director Meeting
January 17	All Booked Up
January 17	PWPL Board of Directors Meeting
January 24	MLA Conference Planning
January 30 – Feb 3	Out with COVID

Background Information



Peter White Public Library

217 N. Front Street | Marquette, MI 49855 | 906/228-9510 | www.pwp.info

TO: Township Advisory Council
FROM: Andrea Ingmire
DATE: March 1, 2023
RE: Library Director Report

A. Staff Updates

New staff since September 2022:

- Emily Coutts – Circulation Aide, February
- Mary Bowerman – Circulation Aide, February

Staff leaving/or have left PWPL

- None

Staff in transition

- Stephanie Garn – New Cataloging and Acquisitions Department Head
- Ben Sargent – New Cataloging and Acquisitions Assistant
- Andrea Marsh – New Communications Coordinator

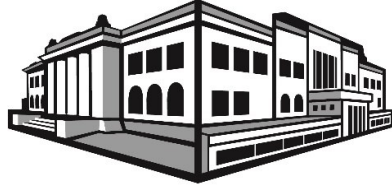
Open positions

- Adult Services Assistant – 2 openings

B. Minimum Wage

At this point the discussion surrounding Minimum Wage has ended. There is still the potential for further litigation, but it is no longer hanging over our heads.

We have time to look at staffing as a whole and make careful changes, rather than taking drastic steps.



Peter White Public Library

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TO: Township Advisory Council
FROM: Andrea Ingmire
DATE: March 1, 2023
RE: Old Business

A. Board Meeting Updates

Policy Manual and Policy Review

Policies that have been reviewed/approved since January 2023 (no December Board meeting).

Title of Policy	Reviewed/Approved?
LIB – 6 Memory Lab Policy	Reviewed: 1/17/2023 Approved: 2/21/2023
LIB – 2.2 Drug, Alcohol, and Tobacco Free Policy	Reviewed/Approved: 2/21/2023
LIB – 2 Code of Conduct Policy	Reviewed/Approved: 2/21/2023

All approved policies are now available on the Library’s website! <https://pwpl.info/policies/>. Policies that have been reviewed are all available in the board packets. All policy revisions and new policies met with board support.

Authorized Signer Listing

As a result of Department Head staff transitions updates to the Authorized Signers listing were needed. These were approved at the January meeting.

Page Paid Sick Leave

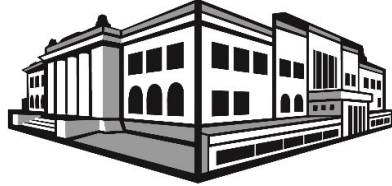
The board approved offering library pages a small amount of sick leave. This time started accumulating Feb 13. This leave will not be the same as other staff PTO, as it will be dedicated sick leave.

Pandemic Policies

The board discussed the need for continued utilization of the pandemic policies: GOV – 8, GOV – 9, GOV – 10, GOV – 11. We will discuss these at the March meeting with April as the target for final approval of changes.

Strategic Plan

The board officially adopted our new Strategic Plan. You’ll be seeing more about this in upcoming months.



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Drug, Alcohol, and Tobacco Free Policy/Code of Conduct

This new policy makes one major change at PWPL, tobacco in all forms is no longer permitted on library property. Previously, we had been routing smokers to a designated smoking area. This has proved to be problematic for staff as well as other patrons. It's a constant fight to get folks to observe the designated smoking area. Therefore, we decided it would be easier to talk about this if there weren't any designated areas, and folks couldn't use tobacco on library property. This includes rolling cigarettes or filling smoking devices in the building.

Drugs and Alcohol have always been prohibited, we've been finding more and more evidence of use on site (empty bottles, cannabis packaging). Our Supervisory Staff will be cracking down on all of this behavior under this new policy. The Board of Trustees were very clear that they didn't want us giving folks multiple chances outside the structure provided in our Code of Conduct. As always staff is very grateful for the support of the Library Board of Trustees.

Superior Connections

The day that board meeting packets needed to be sent, I received a phone call from Superior Connections requesting additional service from the Library on behalf of their homeless clients. I did not have time to call board members about this before the packets went out, so I put Superior Connections on the agenda. When the packets went out, I included a summary of the ideas that Superior Connections had presented along with my concerns on this matter. I then requested Department Head staff to send me any other thoughts. Those comments were passed along to the board. It was clear to me, based on the responses of Library Board Members and Township Advisory Council members (thank you for your input as well) that the ideas proposed by Superior Connections would not be supported by the Library Board of Trustees. I discussed this with Superior Connections, and they decided to not attend our meeting.

We will continue to provide library services to anyone who walks in the door. If our Code of Conduct is being followed, visitors are allowed to be in our building during operating hours. When Code of Conduct violations take place, visitors may lose their ability to use the library.

Board Meeting and Packet General Information and reminders

Just a reminder that full board packets are available on the library's website! I know how cluttered email accounts can get, so please feel free to use the packets on the website to refer to past board meeting information.

<https://pwpl.info/board-of-trustees-of-the-peter-white-public-library/>



Peter White Public Library

217 N. Front Street | Marquette, MI 49855 | 906/228-9510 | www.pwp.info

TO: Township Advisory Council
FROM: Andrea Ingmire
DATE: March 1, 2023
RE: New Business

A. Strategic Plan – activity plan subcommittee

As you probably noticed, there is a goal in our new Strategic Plan directly focused on the TAC and township relations. Activity plans are generally developed by library staff, as we're the ones responsible for carrying out the goals and objectives. However, in this instance I believe having TAC input would be extremely beneficial.

I think it might be a good idea to have a small subcommittee maybe 3-4 TAC members who can serve as idea generators and help to keep us on track with the activity plan related to this goal. I think it's too big of a topic for the entire TAC to be directly involved, also these conversations would be best served at a separate meeting where this is the focus.

It is totally possible that this subcommittee should be a permanent one... helping to track progress over time and ensure we are meeting objectives. Making the strategic plan committee a standing committee, would ensure that all TAC members would have an opportunity to participate over time.

I'd like your feedback on this suggestion.

B. TAC Member Board Reports

C. Board Meeting TAC Representatives

We ask that each TAC member try to attend one board meeting a year. At each TAC meeting we take volunteers for the upcoming three meetings.

See agenda.

Statistics

A. Library Visits

	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Total
Library Visits (Door Count)	12,562	11,791	11,644	11,777									47,774
Hours Open	243	239	229	236									947

2022/2023		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Attendance	# Days Open
OCTOBER	Attendance	0	1,948	2,357	2,204	2,269	1,859	1,925	12,562	25
	Average Daily		487	590	551	568	465	385	502	
NOVEMBER	Attendance	0	2,261	2,512	2,706	1,774	928	1,610	11,791	24
	Average Daily		565	503	541	591	309	402	491	
DECEMBER	Attendance	0	1,826	2,133	2,093	2,270	1,754	1,568	11,644	23
	Average Daily		609	533	523	454	439	523	506	
JANUARY	Attendance	0	1,680	3,071	2,258	1,596	1,608	1,564	11,777	24
	Average Daily		560	614	565	400	402	392	491	
FEBRUARY	Attendance	0								
	Average Daily									
MARCH	Attendance	0								
	Average Daily									
APRIL	Attendance	0								
	Average Daily									
MAY	Attendance	0								
	Average Daily									
JUNE	Attendance	0								
	Average Daily									
JULY	Attendance	0								
	Average Daily									
AUGUST	Attendance	0								
	Average Daily									
SEPTEMBER	Attendance	0								
	Average Daily									
Total		0	7,715	10,073	9,261	7,909	6,149	6,667	47,774	96
Average YTD/Day		0	555	560	545	503	404	426	498	

Andrea adult programs

	Date	Attended	In person	Virtual	Offsite
Director Chat	1/3/2023	20	x		
Meditate Marquette	1/3/2023	8	x		
Tasty Reads	1/10/2023	19	x		
Meditate Marquette	1/10/2023	11	x		
Meditate Marquette	1/17/2023	15	x		
Meditate Marquette	1/24/2023	11	x		
Meditate Marquette	1/31/2023	11	x		

New Adult CD Books	51	53	64	58								
New Adult CD Music	0	0	0	2								
New Adult Fiction	614	642	604	651								
New Adult Graphic Novels	28	24	25	32								
New Adult Mysteries	239	221	207	195								
New Adult Non-Fiction	565	580	517	648								
New Adult Paperbacks	5	9	3	7								
New Adult Science Fiction	56	77	63	67								
New Adult Western Fiction	0	0	0	0								
New Blu-Ray DVDs	10	8	4	3								
New DVDs	228	205	213	173								
New DVDs Non-Fiction	5	18	23	17								
New Juvenile Easy Picture Books	327	381	231	343								
New Juvenile Fiction	320	245	275	363								
New Juvenile Non-Fiction	105	128	79	149								
New Teen Books	52	44	74	64								
New Teen Graphic Novels	25	19	40	28								
Sister City Fiction	2	1	1	2								
Sister City Non-Fiction	5	7	3	2								
Teen Fiction	310	227	238	271								
Teen Graphic Novels	300	280	406	308								
Teen Non-Fiction	0	9	13	29								
Teen Periodicals	0	0	0	0								
Teen CD Books	20	4	3	6								

2022-23 Book Drop Statistics by Township

	No of Pickups	No of Items
Marquette		
October	4	84
November	5	116
December	4	104
January	3	58
February		
March		
April		
May		
June		
July		
August		
September		
Total Year to Date	16	362

Chocoy		
October	4	54
November	5	103
December	4	109
January	4	74
February		
March		
April		
May		
June		
July		
August		
September		
Total Year to Date	17	340

Sands		
October	4	48
November	5	47
December	4	6
January	4	44
February		
March		
April		
May		
June		
July		
August		
September		
Total Year to Date	17	145

Skandia		
October	4	28
November	5	21
December	4	40
January	4	13
February		
March		
April		
May		
June		
July		
August		
September		
Total Year to Date	17	102

West Branch		
October	4	0
November	5	6
December	4	4
January	4	0
February		
March		
April		
May		
June		
July		
August		
September		
Total Year to Date	17	10

Total Year to Date ALL Locations: 84 959