

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

June 7, 2023, 5:00 p.m.

Shiras Room, PWPL

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

Call to Order Introductions

Approval of the Agenda*

Approval the Minutes of the Previous Meeting*

March 1, 2023

Public Participation

Financial Reports

Library Director's Report

- a) Staffing Updates
- b) Staff Reorganization Committee

Old Business

- a) Review of Library Board of Trustees Action Items: March 2023 – May 2023

New Business

- b) Intellectual Freedom
- c) TAC Board Reports
- d) Board Meeting Representatives (no July meeting)
 - a. June 2, 2023
 - b. August 8, 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:

September 6, 2023 at 5:00 pm (in-person)

Zoom access: <https://us02web.zoom.us/j/82054170958?pwd=d1R1RFVyUHE4dW1weWI4ZFRJMOxLUT09>

Upcoming Library Board of Trustees meetings:

June 20, 2023 at 5:00 pm (in-person)

Zoom access: <https://us02web.zoom.us/j/85677540585?pwd=LzdieDN3NktXK1d5R20xWExIWGFKZz09>

Peter White Public Library Township Advisory Council

Shiras Room, PWPL

Minutes: March 1, 2023

Call to Order at 5:00 pm.

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

Absent: Tom Bronken, Jan Raskin.

Approval of the Agenda: Moved by Judy White, seconded by Beth Linna and unanimously approved.

Approval of the Minutes of the December 14, 2022 Meeting: Moved by Judy White, seconded by Paul Marin and unanimously approved.

Public Participation: None

Financial Reports: Andrea Ingmire said that though the Library remains “in the black”, the budget remains a challenge. Issues such as the dark store tax tribunal decisions are still a concern. Nothing has happened at the state level with legislation to address the taxation of big box stores as if they were dark, empty buildings. Currently, the Walmart in Houghton is attempting to have their property taxes reduced. These actions have a negative effect on local government budgets. In Marquette Township alone losses to the local government, schools and the library are in the millions. Library property tax revenue has remained fairly stable. Slight losses in the City of Marquette have been made up by increases in the Townships. Penal fines have continued to decline. Stagnant or declining revenue has made the uptick in costs, like that of natural gas, more painful.

Library Director’s Report:

Staff Updates: Emily Coutts and Mary Bowerman were hired in February as Circulation Aides. Staff in transition include Stephanie Garn; she is the new Cataloging and Acquisitions Department Head. Further, Ben Sargent is the new Cataloging and Acquisitions Assistant and Andrea Marsh is the new Communications Coordinator. Two Adult Services Assistant positions are currently open.

Minimum Wage: Though there is the potential for further litigation, at this point the courts have not upheld the challenge to the Minimum Wage schedule. This gives the Library some breathing room to increase wages more thoughtfully. A reorganization process will get underway in March. Administration and staff will work together to examine issues such as cross training, identify the busiest times at the Library and find ways to save money and pay people more. PWPL is competing with higher wages offered at private businesses.

Old Business:

Board Meeting Action Items December 2022 to February 2023: The Board of Trustees reviewed and approved the following Policies: Memory Lab (LIB 6), Drug, Alcohol and Tobacco Free (LIB 2.2) and Code of Conduct (LIB 2). A change to the Memory Lab Policy will allow patrons who aren’t card holders to use the

equipment. The Drug, Alcohol and Tobacco Policy was altered to make PWPL entirely tobacco free. Smoking, vaping, rolling cigarettes or filling smoking devices will not be allowed on any part of the Library grounds.

The Board approved changes to the Authorized Signer listing. These changes were made in response to changes in Department Head staff.

The Board approved paid sick leave for library pages to begin accumulating February 13. This is dedicated sick leave, different from the PTO earned by other staff.

The Board has discussed the continued need for Pandemic Policies GOV 8, GOV 9, GOV 10 and GOV 11. The Policies will be on the agenda for March, with April 2023 as the target for final approval. The Policies are tied together. The Board will decide what changes should be made, likely keeping a Policy in place so there is some structure in the event of any further outbreak.

The Board officially adopted the new Strategic Plan.

Superior Connections (formerly Superior Housing Solutions) requested additional services on behalf of their homeless clients. With input from Department Heads, Board of Trustees and TAC Members it was clear that the additional services would not be supported by the Board. The PWPL will continue to provide services to all who walk in the door providing the Code of Conduct is being observed. Trespass orders may be issued to those who don't. Judy White suggested contacting the Department of Health and Human Services for troublesome issues. Andrea Ingmire lamented the seeming inability of agencies to work together to solve these issues, citing an unsuccessful pre-pandemic meeting of relevant agencies.

New Business:

Strategic Plan: Activity Plan Subcommittee: Given that one goal of the Strategic Plan focuses on the TAC and Township relations a subcommittee of TAC has been proposed which would help develop an activity plan to achieve this goal. Natasha Lantz and Paul Marin commented on the positives of the strategic planning process and the good investment it is for the Library. Further discussion of the proposed subcommittee took place. Natasha Lantz indicated that TAC members, suggesting the issues and questions, should work with Library staff who would know what the Library can provide. Beth Linna reported that the Skandia Township Board seemed busy with many Township issues, satisfied with the PWPL and therefore, not interested in participating in the process. Discussion turned to the Township residents themselves. Several Townships have newsletters that could be used to communicate with residents. When considering offering programs at Township locations, Suzanne Standerford questioned whether those programs aren't more successful when held at the Library itself. Kerri Heikes suggested that residents need to learn of all the services that are available at PWPL. Andrea Ingmire suggested a mass mailing to Township residents detailing services available at the Library. Natasha Lantz seconded that adding it could be a "Did you Know?" type campaign both mailed to residents and placed in Township Halls and local businesses. She also asked if we would need a subcommittee if such a campaign was instituted. Staff could develop the campaign with TAC's input. A subcommittee could be established in the future depending on the results. Suzanne Standerford attended a Board meeting where a presentation of the Strategic Plan by the Fast Forward Libraries consultant was presented. She wondered whether that could be shared with TAC. The presentation will be presented at the June TAC meeting.

TAC Board Reports: Suzanne Standeford reported on the January Board meeting and the aforementioned Strategic Plan presentation as well as one by Eric Frobeg of Raymond James on the Library's investment program. She commented also on Board member Steve Schmunk's comments about the Arts and Culture Center contract expiring in 2025. Andrea Ingmire expanded on the issue, discussing their desire to become an independent department within the City, their interest in possibly moving from PWPL to the former LSCP building and on the successful collaborations that have taken place between PWPL and Arts and Culture. Tom Bronken was kind enough to email his report from the February meeting. The scheduled special presentation was cancelled. The Drug, Alcohol and Tobacco Free Policy was discussed and he reported on the Friends of the Library Book Sale March 16-18.

Board Meeting TAC Representatives:

March 21, 2023: Paul Marin

April 18, 2023: Beth Linna

May 16, 2023: Peggy Jensen

Council Member's Comments: Judy White shared that she and Jan Raskin will be preparing a presentation for the Chocolay Township Board as well as an article for their newsletter.

Public Participation: None

Adjournment: It was moved by Paul Marin, seconded by Natasha Lantz and unanimously approved to adjourn at 6:07 pm.

Next TAC Meeting: June 7, 2023 at 5:00 pm.

Next Board of Trustees Meeting: March 21, 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
Tuesday, March 21, 2023

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, March 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 5:01 PM.

Members Present: Anne Donohue, President; Steve Schmunk, Secretary; Suzanne Williams, Member; Lori Nelson, Member.

Members Absent: Carol Steinhaus, Member

Library Staff Present: Andrea Ingmire, Library Director, Bruce MacDonald, Assistant Director, Heather Steltenpohl, Development Director; Jamie Goodwin, Finance Director

TAC Representatives Present: Paul Marin, Marquette Township

Others present (online): None.

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

The Minutes of the February 21, 2023 Board Meeting were approved on a motion by Nelson and seconded by Schmunk. The motion is approved 3-0 with Williams abstaining.

Special Presentation – None.

TAC Report: Paul Marin provided a TAC update. The TAC met last month and Marin reviewed the discussions at their meeting.

Financial Reports – including Approval of the Bills: Goodwin reviewed the financial reports and bills. Nelson moved and Williams supported the approval of the February 2023 bills in the amount of \$151,028.59. The motion is approved 4-0.

Public Comment: None.

Board Action Items

a. *Budget Adjustments.* Goodwin reviewed proposed budget adjustments to balance the operating budget based on actual activity. Schmunk moved and Nelson supported to approve the FY22-23 Budget Adjustments as presented. **The motion is approved 4-0.**

b. *Animal Policy – Rescind.* Ingmire reviewed the current PWPL Animal Policy and reasons to rescind the policy. On a motion by Williams and support by Schmunk,

the Board of Trustees of the Peter White Public Library rescinds the LIB – 1 Animal Policy. **The motion is approved 4-0**

c. Code of Conduct Updates – First Reading. Ingmire reviewed proposed Code of Conduct updates. Changes were suggested in the first paragraph. No action—first reading.

d. Pandemic Policies

A. Pandemic Policy

B. Pandemic Operating Plan- Exhibit A

C. Pandemic Emergency Leave – Exhibit C

On a motion by Nelson and support by Williams, the Board of Trustees of the Peter White Public Library move to suspend the Pandemic Policy, Pandemic Operating Plan – Exhibit A, and the Pandemic Emergency Leave Policy – Exhibit C effective May 1, 2023. **The motion is approved 4-0**

e. Emergency Response Policy. Ingmire reviewed the proposed Emergency Response Policy. Changes were suggested to the first paragraph describing criteria activating the response plan. No action—first reading.

f. Remote Work Policy – Ingmire reviewed proposed changes to the Remote Work Policy. No action—first reading

Other Business

Board Member Comment:

a. Trustee Manual: Review of Chapter 7, Advocacy and Public Relations.

Standing Reports:

Standing Reports were reviewed. Steltenpohl noted the Friends of PWPL raised over \$4,900 at the recent used book sale. The Friends have now raised over \$250,000 since 2010 through used book sales and their store. Ingmire provided an update on the organization committee.

Adjournment: Nelson made motion to adjourn, seconded by Williams. The motion was approved 4-0. The meeting adjourned at 6:01 pm.

Respectfully submitted,

Steve Schmunk
Secretary

Upcoming meetings: April 18, 2023
Upcoming TAC meeting: June 7, 2023

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, April 18, 2023**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **April 18, 2023** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Anne Donohue at 5:00PM.

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

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Ann Richmond Garrett, Administrative Assistant; Jamie Goodwin, Finance Director; Sarah Rehborg, Youth Services Department Head; Amy Salminen, Adult Services Department Head; Melissa Alan, Circulation Department Head.

TAC Representatives Present: Tom Bronken, Marquette Township; Beth Linna, Skandia Township.

Others present (online): Natasha Lantz

The Agenda was approved on a motion by Steinhaus and seconded by Schmunk. The motion is approved 5-0.

The Minutes of the March 21, 2023 Board Meeting were approved on a motion by Nelson and seconded by Schmunk. The motion is approved 5-0.

Special Presentation – Melissa Alan, Circulation Department Head.

Melissa introduced herself, and presented library statistics in relation to the Circulation Department. She also gave a summary of the other responsibilities of the Circulation Desk staff, including programs and day to day activities. Melissa introduced new additions to staff, additions to the Library of Things, and spoke about long term goals for the department.

TAC Report: Beth Linna, Skandia Township.

Physical updates to the Town Hall are in process. The new playground will be installed by this summer. Preparations for the next election continue.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. Expenses are coming in at 50% of Budget for this point in the fiscal year. A motion was brought by Steinhaus and seconded by Nelson to approve the bills for March 2023, in the amount of \$203,866.57. The motion is approved 5-0.

Public Comment: Natasha Lantz thanked Melissa for her presentation on Circulation, saying she learned several pieces of new information about the services they provide.

Board Action Items:

- a.) **LIB 2-Code of Conduct Policy.** The intention of the attire portion of this policy was clarified. On a motion by Schmunk and seconded by Steinhaus, **The Board of Trustees of the Peter White Public Library moves to approve the LIB 2 – Code of Conduct Policy as presented with an effective date of April 18, 2023. The motion is approved 5-0.**
- b.) **Gov 8 – Emergency Response Policy.** It was decided to revisit this in April, due to several changes. No action at this time.
- c.) **LIB 2.2 – Drug, Alcohol, and Tobacco Free Policy –** The terms of this policy are now included in LIB 2-Code of Conduct Policy. On a motion by Steinhaus and seconded by Schmunk, **The Board of Trustees of the Peter White Public Library moves to rescind the LIB 2.2 – Drug, Alcohol, and Tobacco Free Policy as this content is now covered by the LIB 2 – Code of Conduct Policy. The motion is approved 5-0.**

Other Business: None

Board Member Comment:

- a.) Anne Donohue shared information about a talk by Len Niehoff regarding censorship.
- b.) **Trustee Manual:** Review of Chapter 8, Facilities and Technology, 2022 Edition. The context for the Internet of Things, as referenced in the Manual, was discussed.

Standing Reports: Heather Steltenpohl gave an update on the Art Sale fundraiser. Bruce MacDonald gave an update and answered questions about the ongoing Digitization of the Mining Journal.

Adjournment: Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 5-0. The meeting adjourned at 5:56PM.

Respectfully submitted,

Steve Schmunk
Secretary

Upcoming meetings: May 23, 2023
Upcoming TAC meeting: June 7, 2023

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, May 23, 2023**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, May 23, 2023 in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Anne Donohue at 5:02PM.

Members Present: Anne Donohue, President; Suzanne Williams, Member; Carol Steinhuas, Member; Lori Nelson, Member. Excused: Steve Schmunk, Secretary.

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

TAC Representatives Present: Peggy Jensen, West Branch Township.

Others present (online): Members of the public.

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

The Minutes of the April 18, 2023 Board Meeting were approved on a motion by Steinhaus and seconded by Williams. The motion is approved 4-0.

Election of Officers: Anne Donohue presented a slate of Board Members, Steve Schmunk to remain as Secretary, and Anne Donohue as president. Donohue called for any members to volunteer for these positions if interested, none came forward. The election of officers was approved on a motion by Nelson and seconded by Steinhaus. The motion is approved 4-0.

Special Presentation – Amy Salminen, Adult Services. Salminen gave a presentation on services (both online and in person) offered by the Reference Desk. She also spoke about job duties of the Reference Desk employees, and the duties of the Adult Services Librarian.

TAC Report: Peggy Jensen, West Branch Township. West Branch is in the process of updating their community master plan; an open meeting was held on 5-22-2023 to discuss land use.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. The budget hearing with the city is upcoming in July. Williams addressed a date typo in the Carroll Paul Trust Fund section, Goodwin will correct. A motion was brought by Steinhaus and seconded by Nelson to approve the bills for April 2023, in the amount of \$208,220.98. The motion is approved 4-0.

Public Comment:

- Christie Wagner spoke in favor of keeping *This Book Is Gay* in our collection.
- Joe Lavey spoke about censorship and free speech.

- Linda Byers-Blaksmith spoke about censorship and the individual's right for access to information, and retaining the book in the section.
- P. David Allen spoke in opposition of book banning.
- Priscilla Burnham presented a statement on behalf of Marquette County League of Women Voters, State League on the duties of libraries and access to information.
- Lilith Muraro spoke on the educational merits of *This Book is Gay*.
- Sarah Santiago spoke in opposition of book banning and the right to access information.
- A community member spoke in support of the library and intellectual freedom.
- Maria Gunson spoke about the importance of access to sex education.
- Sophie Riley presented statistics on mental health and queer youth, in favor of keeping *This Book is Gay* in the collection.
- Missy Seamen spoke about the importance of youth access to library programs and books that represent them.
- Rose Sterna spoke in opposition to banning *This Book is Gay*.
- Samantha Elder spoke in opposition to banning *This Book is Gay*.
- Joe Meyskens spoke about protecting democracy and the importance of the freedom to share ideas.
- Hannah Harriman, a nurse in Family Planning, spoke on the value of sex education.
- Miranda Miller spoke about the importance of building inclusive classrooms and representation, for students.
- Peter Zenti shared their story and shared pieces from *The Principal's Desk*, in opposition of removing *This Book is Gay*.
- Joanna Worley spoke about the importance of retaining literature of all kinds in library collections.
- Mary Schneeberger, a past Teen Services Coordinator, spoke about the personal value of being open to literature of all kinds.
- Savannah Struble spoke in opposition of banning *This Book is Gay*.
- Hava Thiele spoke in opposition of banning *This Book is Gay*.
- Donavon Young spoke in opposition of banning *This Book is Gay* or any other book.
- Sunny spoke in to the value of sex education for young people, in opposition of banning *This Book is Gay*.
- Holly Stark spoke in opposition of book banning and its effect on culture.
- Anne Stark spoke in support of those who stand in opposition to banning *This Book is Gay*.
- Kelly Sassi provided print copies of the Statement on Academic Freedom, for Board Members, from the National Council of Teachers of English.
- Kristy Green shared a story on behalf of a friend that spoke to the importance of access to queer literature for youth.
- Astor Michelsen spoke on the importance of libraries as safe spaces for young people.
- Tammy Wills spoke to the importance of an inclusive society.
- Melinda Britton shared her personal story and in spoke in opposition of banning *This Book is Gay*.
- Jaime Vanenkevort spoke in support of those in opposition of banning *This Book is Gay*.
- Jon Barch directly addressed the statements made by the individual making the Request for Reconsideration.
- Jeaneen Rastall spoke to the importance of access to information for parents of queer youth.
- A community member spoke to the importance of sex education for LGBTQ youth and in opposition to banning *This Book is Gay*.
- Bob Mann spoke in opposition of banning any book, regardless of personal political beliefs.

Board Action Items:

a) **Request for Reconsideration- “This Book is Gay” by Juno Dawson.**

Ingmire reviewed timeline of current request. A statement was read on behalf of Steve Schmunk, in opposition of removing This Book is Gay. Anne Donohue shared her experiences with censorship, and in opposition of restricting or removing access to any type of literature. Carol Steinhaus spoke in opposition of banning any book, the importance of freedom of speech, and the duty of the Board to represent the wishes of the community. Suzanne Williams thanked the public for sharing their comments, in opposition of banning the book, and in putting decisions involving books in the hands of the library staff. Lori Nelson thanked the public for sharing their comments, and spoke in opposition of banning any book. On a motion by Nelson and seconded by Steinhaus. The Board of Trustees of the Peter White Public Library moves to uphold the decision of the Request for Reconsideration Committee and retain the item, “This Book is Gay” by Juno Dawson. **The motion is approved 4-0.**

b) **Amended Budget** – a typo was included in the last budget, an Amended Budget has been presented. On a motion by Nelson and seconded by Steinhaus, The Board of Trustees of the Peter White Public Library moves to approve the FY22-23 Budget Adjustments as presented. **The motion is approved 4-0.**

c) **Policies for Approval** – the Remote Work Policy has been set apart from the retired pandemic related policies, and the Emergency Response Policy has been reworded and clarified. On a motion by Steinhaus and seconded by Williams. The Board of Trustees of the Peter White Public Library moves to approve the GOV –9 Remote Work Policy and GOV – 8 Emergency Response Policy as presented. These policies will become effective on 5/23/2023. **The motion is approved 4-0.**

d) **Policy for Review – CIRC-1 Library Card Policy** has been updated to meet the needs of guardians who cannot be present when a minor needs to obtain a library card, while also verifying identity of the individual signing up for the card. First reading, no action necessary.

Other Business:

None

Board Member Comment:

- a) **Trustee Manual:** Review of Chapter 9, 2021 Edition.
- b) Board Members reviewed public comment on the Request for Reconsideration

Standing Reports: Bruce MacDonald wrote a letter of support for the UPLink project. Nelson requested clarification of aforementioned other books that have been questioned as to their purpose in our collection.

Adjournment: Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 4-0. The meeting adjourned at 7:00PM.

Respectfully submitted,

Anne Donohue

President

Upcoming meetings: June 20, 2023
Upcoming TAC meeting: June 7, 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 03/14/23 Financial Statements are a close estimate of the Library's financial position.

Highlights of General Fund Balance Sheet

Cash Position	As of 01-31-22	As of 02-28-23	Change
Cash- Checking	\$586,828.10	\$628,492.01	\$41,663.91

Notes:

1. Cash receipts for February were \$ 190,351.72
2. Cash-Checking \$187,685.45 and Checking-Bankcard \$2,666.27

<u>General Fund Trust</u>	As of 01-31-22	As of 02-28-23	Change
Cash/Investment Position	\$415,589.47	\$407,082.58	(\$8,506.89)

Notes:

1. Interest and Dividend payments of \$515.65 were reinvested in additional shares of the Mutual Funds.

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As 01-31-22	As of 02-28-23	Change
	\$867,810.00	\$ 849,893.09	(\$17,916.91)

Notes:

1. Interest and Dividend payments of \$1,057.48 were reinvested in additional shares of the Mutual Funds.

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Highlights of Revenue & Expenditure Report
{Numbers taken from City Reports 03/14/23}

Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 170,868.93	\$ 1,239,976.38
Total Expenses	\$ (146,637.58)	\$ (870,039.87)
Net of Revenue & Expense	\$ 24,231.35	\$ 369,936.51

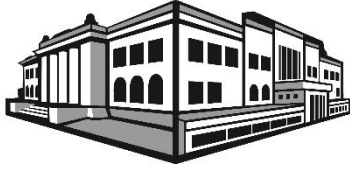
Comments

Cash Balance			
Month Ending Current Year	vs	Month Ending Prior Year	=
\$ 628,492.01		\$ 644,212.20	\$ (15,720.19)

Notes:

- February 2023 was a two pay period month. Total wages paid were \$86,529.40
- Actual expenses are 41% of budget with approximately 42% of the FY year completed
 - Included you will find
 - Raymond James February 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*



March 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.

eNewsletters

The new eNewsletters are continuing to come to life. The first edition Friends of the Library was sent on 2/24/23 and had a 78% open rate! The first edition of our Local History newsletter was sent on 3/9/23 and had a 67% open rate. Andrea Marsh has been working on the Friends and Local History eNewsletters. Cat will eventually take over the Local History content. The March 'Off the Shelf' eNewsletter had an open rate of 75%. The only eNewsletter that we haven't launched yet is the Digital Resources and Technology. That one will be coming out soon. I'm extremely pleased with how this is going. Our feedback has been positive, and having the content staggered helps Andrea Marsh and I to keep on top of it. Weekly programming eNewsletters are compiled by Ann, and she has been working diligently to get these prepared from home. Youth Services eNewsletters are created by Meghan. It's truly a group effort!!

Staff Turnover

New Staff:

- Adult Services Assistant – Dax Ritter
- Adult Services Assistant – Thayer Yates

Due to wild schedules, our first reorganization meeting was held on March 16, 2023. The committee set goals, come up with a list of things to discuss, and started to plan for data collection. We will be counting those in the library hourly starting March 27 – and running though May 20.

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 has been released.

City Department Head Meetings

I have started attending the City Department Head meetings. These are held weekly on Tuesday morning. It has been a good experience so far, and I hope it goes a long way in solidifying our

relationship with the city staff. We have enjoyed support from city commissioners, but often the relationship with staff is a bit strained. I'd like to see that develop and become more congenial.

Tasty Reads –

We're getting excellent turn out at Tasty Reads. March 14 session had 18 attendees. We read the "Steger Homestead Kitchen." There was great food, and great conversation. This is one of my favorite events to coordinate.



Director Chat – 3/7/2023

This month's prompt was Libby Partner Libraries.

- Patron stopped to say hi, he's in reading the paper every day.
- A patron chatted as she raced by to a meeting.
- One of the Marquette Quilters stopped by to talk about room reservation options and address some questions about future meetings
- A patron offered many program ideas, most of which have a limited scope of interest.
- A man stopped to thank me for getting the Sunday fliers out again
- Talked to two staff members
- Gave directions to the Lions Room
- Talked to a Friend of PWPL
- Talked to a former employee, who just retired from NMU.

A.M. – 10 conversations

- Room reservation question
- Talked with another Friend of PWPL
- Chatted with a patron about special needs
- Talked to a patron about a program idea
- Mom stopped by to say how much she appreciates the staff in Youth Services, she said they are like family.

P.M. – 6 conversations

16 conversations total

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

February 7	Director Chat
February 8	Museum Director Lunch Meeting
February 8	Community Foundation photos - for their Press Release
February 9	Artist Reception
February 10	Library of Michigan - Director Meeting
February 13	City Commission - Annual Presentation
February 14	Think Space - February checkin
February 14	Tasty Reads
February 15	All Booked UP - TV6 and Book group at Courtyards
February 15	MLA Healthiest You Webinar
February 15	TV6
February 16	Karen Kovacs, City Manager meeting
February 16	Friends of the Library Meeting
February 21	PWPL Board of Trustees Meeting
February 27	PWPL Department Head Meeting
February 28	MLA 2023 Planning Meeting

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 04/12/23 Financial Statements are a close estimate of the Library's financial position.

Highlights of General Fund Balance Sheet

Cash Position	As of 02-28-23	As of 03-31-23	Change
Cash- Checking	\$628,492.01	\$586,515.77	(\$41,976.24)

Notes:

1. Cash receipts for February were \$156,571.14
2. Cash-Checking \$153,455.22 and Checking-Bankcard \$3,115.92

<u>General Fund Trust</u>	As of 02-28-23	As of 03-31-23	Change
Cash/Investment Position	\$407,082.58	\$410,560.43	\$3,477.85

Notes:

1. Interest and Dividend payments of \$736.96 were reinvested in additional shares of the Mutual Funds.

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As 02-28-23	As of 03-31-23	Change
	\$849,893.09	\$ 857,175.20	\$7,282.11

Notes:

1. Interest and Dividend payments of \$1,524.14 were reinvested in additional shares of the Mutual Funds.

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Highlights of Revenue & Expenditure Report
{Numbers taken from City Reports 04/12/23}

Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 153,266.96	\$ 1,393,243.34
Total Expenses	\$ (205,390.25)	\$ (1,075,430.12)
Net of Revenue & Expense	\$ (52,123.29)	\$ 317,813.22

Comments

Cash Balance

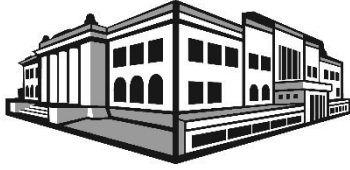
Month Ending Current Year	Month Ending Prior Year				
\$ 586,515.77	vs \$ 655,882.10	=	\$ (69,366.33)		

*****It should be noted that we have not received our Fiscal Year property tax disbursement from Marquette Township as of the date of this report*****

Notes:

- March 2023 was a three pay period month. Total wages paid were \$123,719.05. As of the end of March the Library is back to being fully staffed
- Actual expenses are 51% of budget with approximately 50% of the FY year completed
 - Included you will find
 - Raymond James March 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*



April 18, 2023

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

Art Galleries

The Public Gallery Program is up and running! We had 22 applications submitted, and many are very, very good. Our committee will meet on May 4th to review applications and decide which 8 (ish) applicants will find their way to our walls. It's going to be tough!

eNewsletters

The new eNewsletters are continuing to come to life.

Total subscribed: 2,572

Constant Contact Stats	Mar-23		
	Dates of delivery	Open rate	Current Subscribers (as of 4/14/2023)
General Newsletter	n/a	0	2311
Friends	n/a	0	293
Off the Shelf	March 1, 2023	75%	330
Digital resources and Tech	n/a	0	260
Art and Exhibits	n/a	0	314
Local History	March 14, 2023	70%	284
Weekly Program Update	March 5, 12, 19, 26	78%	353
Youth Services Insider	March 8, 2024	53%	443

Our first edition of the Tech eNewsletter will out this week

Staff Updates

Ann is back on site! She's working a couple mornings from home and onsite the rest of the time. We couldn't be happier to have her back in action.

Reorganization committee met on Thursday, April 13th. We will continue to make hourly floor counts until May 20th. It is my hope that this data will help to inform staffing levels in the different departments.

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 has been released.

Public Gallery Program

The window for applications to the Public Gallery Program has closed. We have 22 applicants for 8 – 2 month exhibit openings and 1 – 1 month exhibit!! The committee has a hard job coming up. We will meet on May 4th to review applications and set a schedule. Amelia, Tiina, and I are VERY pleased with the response we had to this call. There are lots of new ideas and new artists! We also had interest from a Student Leader Fellowship (SLFP) student who is interested in becoming a Public Gallery Program intern as a part of her SLFP requirements.

Strategic Planning

We continue to work on the activity plan for our strategic plan. I am hoping to have that all wrapped up by the end of April!

Request for Reconsideration

We have had a request for reconsideration for the title, *This Book is Gay* by Juno Dawson. The review committee will be meeting soon and will issue a statement to the patron regarding this title in the next couple of weeks. I encourage you to read through our Material Selection and Intellectual Freedom Policy. https://pwpl.info/wp-content/uploads/2022/06/INFO-1-Material-Selection-and-Intellectual-Freedom-Policy-6_2022.pdf

Director Chat – 4/4/2023

This month's prompt was the Art Sale.

- Chatted with former staff member
- Overheard Dee recommending a great book to a patron, tried to also help him walk out with the book, but it was checked out. *Lincoln Highway* by Amor Towles is outstanding.
- Talked to a patron who is 'reading through the mysteries' and is on C
- Patron came in to talk about the desire to donate microscopes to all Mqt County libraries.
- Helped a patron find a room for a zoom meeting
- Helped a patron hang their poster on the bulletin board
- Chatted with some folks using the PW Conference Room for training
- Talked to a patron about the MJ Digitization project, they had never heard of it.
- Answered a couple questions from a staff member
- Talked to one of my favorite regulars about Chicago, houses, and MarqTran.

A.M. – 11 conversations

- A patron stopped to inquire about the yellow cards around the library, we discussed behavior in the library of late.
- Talked to a patron about recent events in their business
- A patron asked if they had to check out the 'free books'
- Talked to the husband of a former staff member
- Talked to a friend about signage for the red dress exhibit.
- Met a MACC staff member's mom and friend
- Answered another question about the red dress exhibit
- Chatted with a patron who helps with some programming

P.M. – 10 conversations

21 conversations total

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

March 1	Photo shoot at PWPL
March 1	SOD Meeting
March 1	TAC Meeting
March 6	MLA Subcommittee Meeting
March 7	City Department Head Meeting
March 7	Director Chat
March 7	Program Meeting
March 8	Advisory Board of Librarians Meeting
March 8	Marquette Museum Director Meeting
March 8	AAUW Scholarship Meeting
March 9	Finance Committee Meeting
March 10	Library of Michigan Director Meeting
March 13	MLA Conference Special Event Committee
March 14	City Department Head Meeting
March 14	Tasty Reads
March 15	SLC Board Meeting
March 16	Reorganization Meeting
March 20	SLC - LSTA Grant committee
March 21	City Department Head Meeting
March 21	PWPL Board Meeting
March 23	Intern - Public Gallery Program
March 23	PWPL Department Head Meeting
March 28-31	On Vacation

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 these Financial Statements are a close estimate of the Library's financial position.

Highlights of General Fund Balance Sheet

Cash Position	As of 03-31-23	As of 04-30-23	Change
Cash- Checking	\$586,515.77	\$677,243.02	\$90,727.25

Notes:

1. Cash receipts for April were \$296,003.86
2. Cash-Checking \$293,395.62 and Checking-Bankcard \$2,608.24

<u>General Fund Trust</u>	As of 03-31-23	As of 04-30-23	Change
Cash/Investment Position	\$410, 560.43	\$411,749.84	\$1,189.41

Notes:

1. Interest and Dividend payments of \$770.06 were reinvested in additional shares of the Mutual Funds.
2. Q3 Admin fees were paid in the amount of \$870.03

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As 03-31-23	As of 03-31-23	Change
	\$857,175.20	\$ 851,400.90	(\$5,774.30)

Notes:

1. Interest and Dividend payments of \$1,587.34 were reinvested in additional shares of the Mutual Funds.
2. Q3 Admin fees were paid in the amount of \$1,816.49
3. Q3 Disbursement was made to the Library in the amount of \$8,333.00

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Highlights of Revenue & Expenditure Report
{Numbers taken from City Reports 05/18/23}

Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 279,478.19	\$ 1,679,143.75
Total Expenses	\$ (213,587.04)	\$ (1,289,017.16)
Net of Revenue & Expense	\$ 65,891.15	\$ 390,126.59

Comments

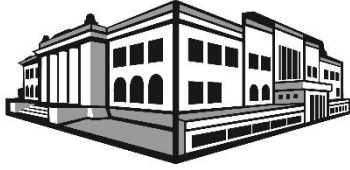
Cash Balance

Month Ending Current Year		Month Ending Prior Year		
\$ 677,243.02	vs	\$ 504,453.83	=	\$ 172,789.19

Notes:

- April 2023 was a two pay period month. Total wages paid were \$85,132.90.
- Actual expenses are 60% of budget with approximately 58% of the FY year completed
 - Included you will find
 - Raymond James April 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*



May 23, 2023

Library Director's Report
Andrea Ingmire, Library Director

Art Galleries

The Public Gallery Program is up and running! We had 23 applications submitted, and 8.5 exhibits to award. Our committee met on May 4th to review applications and set the schedule for 2024.

Here is the exciting lineup!

Month	Deo Gallery	Huron Mountain Club Gallery
February – March	<i>U.P. Denizens and Debris</i> Michael Letts	<i>FOCUS</i> Maarten Vermaat
April	<i>North Country Images</i> John Hubbard	NMU Art and Design Students
May	High School Art Exhibit	Middle School Art Exhibit
June – July	<i>The Bee Oracle Project</i> Ona Martin and Jackie Rushton	<i>thread.</i> Lisa Colwell
August – September	<i>Alchemize: On Bodies and Clay</i> Niikah Hatfield and Marissa Marquardson	<i>Wimmelbilder: The Art of Elijah Haswell</i> Elijah Haswell
October – November	<i>LSAA Member Show</i>	<i>Chiseled and Inked</i> David Berg
December – January (2025)	<i>Winter Work</i> Pier Wright	<i>Winter Wonderland Walk</i> Community Holiday Trees

eNewsletters

Total subscribed as of 5/16/2023: 2,607

Constant Contact Stats			
	Dates of delivery	Open rate	Current Subscribers (as of 5/16/2023)
General Newsletter	n/a	0	2342
Friends	n/a	0	316
Off the Shelf	April 1, 2023	77%	343
Digital resources and Tech	April 14, 2023	69%	273
Art and Exhibits	n/a	0	340
Local History	n/a	0	302
Weekly Program Update	April 2, 9, 16, 23, 25, 30	75%	379
Youth Services Insider	April 4, 14, 24, 28	54%	460

Staff Updates

The City of Marquette HR department has been working on transitioning our healthcare to a new cooperative. We've been working with 44North as a city group, and we are moving to the Western Michigan Pool which is a much larger group. The transition has been a bit rushed as timing is critical, but I think this will be a great move in the end. It will eliminate the confusion of 44North wrap billing and will hopefully save staff on their premiums. The Library will not see any cost savings as a part of this move, but we are hopeful that staff will see savings, or a reduced increase in costs.

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 has been released.

Strategic Planning

Our activity plan is nearly completed. You will start to see this showing up in Department reports over the summer. We're looking for a way to help our reports line up with strategic plan priorities.

Request for Reconsideration

We are starting to have more conversations with patrons who question why materials are found in our collection. This includes patrons who are offended by materials with LGBTQIA content but also content from authors on the conservative side of politics. Our response continues to be one of education, we simply must have materials that meet the needs of our community. There WILL be materials that each of us find questionable and even offensive. That doesn't mean that we shouldn't carry those materials. We are working as a staff to develop scripts and other tools to help staff when they are confronted with these questions.

Request for Reconsideration forms completed to date: 1
Books officially Challenged: *This Book is Gay*, by Juno Dawson

Several books have been questioned, but not officially challenged. I will continue to alert board members of any challenges related to library materials.

Staff Evaluations

Our Department Head staff have been working on staff evaluations. We're testing out a new format this year, and I think it's been a good change. We've moved away from number rating systems to more of a big picture thinking exercise.

Director Chat – 5/2/2023

This month's prompt was Community Conversations (but the winter storm of 5/1-5/2 took all the attention).

- Talked to a woman who was looking for happy reads, why are so many books on such heavy topics?
- A woman reported that she was beyond happy to see we were open. She stated that when there is bad weather, she has an intense desire to be at the library.
- Chatted with a former non-profit employee.
- Talked to a couple who just bought property out in Harvey. We talked about their new

neighborhood.

- Talked with a staff member.
- Talked to a couple of homeschool moms who are very interested in homeschooling programs returning.

A.M. – 8 conversations

- Answered some questions about a public room event.
- A man stopped to tell me that at the end of civilization, if we still have libraries, we'll be ok...
- Talked to another staff member.
- Talked to another staff member about some space moving ideas.
- Talked to an artist who will be working with MACC during Art Week 2023. She's got some great ideas of how to include the library in the Art Week installation.
- Helped with a phone call at circulation – Kanopy to the rescue for NMU student project - *Romeo and Juliet* (1968 version)

P.M. – 6 conversations

14 conversations total

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

April 3	Programming Workshop
April 4	City Department Head Meeting
April 4	Director Chat
April 4	TV6 – AAUW scholarship promo
April 5	SOD meeting
April 11	City Department Head Meeting
April 11	MLA Conference Planning Meeting
April 11	Tasty Reads Book Group
April 12	Meeting with LSCP – Christopher Germain
April 13	Reorganization Meeting
April 14	Library of Michigan Director update
April 18	City Department Head Meeting
April 18	LSTA Grant Committee Meeting
April 18	PWPL Board Meeting
April 19	PWPL Department Head Meeting
April 20 – 21	Personal trip to Alpena to hear David Sedaris speak – yes, he's that funny in person
April 24	Health Insurance Meeting
April 24	AAUW Booksale setup
April 25	City Department Head Meeting
April 25	Library Workers Day – Waffle Bar!
April 27	Art Sale Fundraiser
April 28	AAUW Booksale volunteer

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: June 7, 2023
RE: Library Director Report

A. Staff Updates

New staff since March 1, 2023:

- Dax Ritter – Reference Assistant - March 2023
- Thayer Yates – Reference Assistant – March 2023

Staff leaving/or have left PWPL

- None

Staff in transition

- None

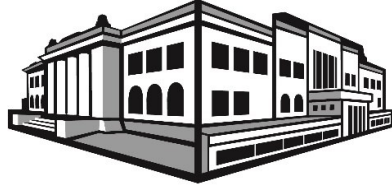
Open positions

- None

B. Staff Reorganization Committee

We have been meeting as a committee for several months now and have talked about some big picture changes as well as smaller departmental changes to consider for future directions in staffing.

We will begin with wage reopener discussions this summer.



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: June 7, 2023
RE: Old Business

A. Board Meeting Updates

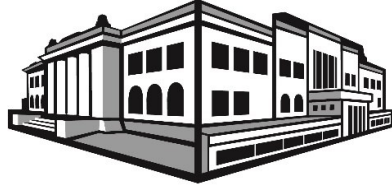
Policy Manual and Policy Review

Policies that have been reviewed/approved since March 1, 2023.

Title of Policy	Reviewed/Approved?
LIB - 1 Animal Policy LIB - 2.2 Drug, Alcohol, and Tobacco Free Policy	Rescinded: 3/21/2023 Rescinded: 4/18/2023
LIB - 2 Code of Conduct Policy	Reviewed: 3/21/2023 Approved: 4/18/2023
Pandemic Policies: GOV - 8 Pandemic Policy GOV - 9 Pandemic Operating Plan - Exhibit A GOV - 11 Pandemic Emergency Leave Policy - Exhibit C	Reviewed: 3/21/2023 Sunset these policies as of: 5/11/2023 (when Federal Emergency designation ends)
GOV - 8 Emergency Response Policy	Reviewed: 3/21/2023; 4/18/2023 Approved: 5/23/2023
GOV - 9 Remote Work Policy (previously GOV - 10)	Reviewed: 3/21/2023 Approved: 5/23/2023
CIRC - 1 Library Card Policy	Reviewed: 5/23/2023

I've been doing a lot of policy cleanup. Getting the pandemic policies off the books and combining some of the behavior related policies into one Code of Conduct policy. It's been a bit messy, but there is less crossover and frankly I hope we never need pandemic policies again! We did create an Emergency Response Policy which should help to guide us if there is some kind of emergency that we need to respond to (weather, pandemic, building etc.).

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.



Peter White Public Library

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

Budget Adjustments

We often have a mid-year budget adjustment to make. At the March 21, 2023 meeting the Board of Trustees approved the needed budget adjustments. Jamie realized there was a typo in what was approved at the March 21, 2023 meeting and therefore we approved the budget adjustments again at the May 23, 2023 meeting. A summary of changes made in March 2023 is below.

See full March 2023 packet <https://pwpl.info/wp-content/uploads/2023/03/Board-Packet-March-21-2023.pdf> for the budget spreadsheet changes:

Summary:

Revenues

- Penal fines trending up slightly.
- Room rentals are increasing.
- Moving Newsletter donation funds to designated donations from private sources.
- Splitting donations between adult, youth, programs, and materials.
- Added donation box funds.

Expenses

- Reducing/increasing any lines that are yearly expenses.
- Increase to Accrued PTO expenses due to unexpected departures.
- Mileage rate – increased travel expenses
- Newsletter expenses moved from Printing and publishing to Designated donations.

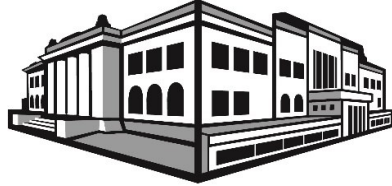
Request for Reconsideration

I know that many of you are aware of the recent material challenge that we have been working through.

It's hard to know where to start when talking about this issue. In many ways I've been waiting for this to hit us... as it is so prevalent in the national media right now. I encourage you to read the Board of Trustees packet from our May 23, 2023 meeting as it's a thorough overview of the issue at hand. <https://pwpl.info/wp-content/uploads/2023/05/Board-Packet-May-23-2023-2.pdf>

Attendance at the PWPL Board of Trustees meeting on May 23 was somewhat astounding. We had a full Community Room and 35 attendees made public comments.

All in all, I am very pleased with how our policy held up during this process. There are a few things that we realized during this challenge that the board would like to address. We are planning to clarify and/or discuss some of these at our June meeting.



Peter White Public Library

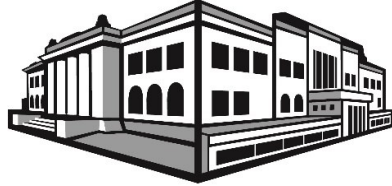
217 N. Front Street | Marquette, MI 49855 | 906/228-9510 | www.pwp.info

- It would be helpful to clarify in our INFO – 1 Material Selection and Intellectual Freedom Policy what happens once a book has been challenged and a board decision has been made on that item. Can it be challenged again?
- We are also considering a limit on the number of challenges one person/group can submit at a time. This process took a lot of staff time... there is some concern that if we start to get several, we won't get anything else done!
- The board received feedback that the redacting of patron information on the Request for Reconsideration form didn't seem equitable to the requirement of public comment being name and street address. The board will be discussing the requirements of public comment in June. As this is a part of the board by-laws changes will not be able to occur until our August meeting, assuming the board wishes to make changes to the by-laws.

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: June 7, 2023
RE: New Business

A. Intellectual Freedom

Upcoming media attention to censorship and intellectual freedom:

- I gave an interview with the Mining Journal on 6/1/2023, it should be published on 6/3/2023.
- Media Meet will have a panel of us on again to discuss Intellectual Freedom and Book banning. That will be recorded on June 7, and aired the following weekend.
- Do you think your Township Board members would like to receive an update on this issue from me?

I am attaching a copy of a document that we recently created to help answer common questions about Intellectual Freedom. We're also working on modifying a 'power of the parent' document that a downstate co-op created. The intention of this document is to emphasize to parents that they have control over what their children have access to! There is no reason to remove items from the collection – reducing the access that other children/parents have.

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.



What is intellectual freedom?

Intellectual freedom is the right of every person to seek and receive information without restrictions. The First Amendment protects the fundamental freedoms of speech, religion, press, assembly, and petition, ensuring individuals' right to express themselves and gather peacefully without government interference. Intellectual freedom is a part of the protections offered by the First Amendment. All people have the right to intellectual freedom including children and teenagers.

What is censorship?

Censorship is the act of suppressing or restricting information, ideas, or artistic expression by an authority or governing body. It involves the control of content deemed objectionable, offensive, or controversial often with the intention of shaping public opinion or protecting societal norms.

What is a material challenge?

A material challenge is when a person or group formally requests that an item (book, movie, art, etc) in the library's collection be removed or restricted.

Is a material challenge the same as a ban?

While these terms are often used interchangeably, they are not the same. The term 'banned' indicates that the material has indeed been removed from the collection or its usage has been limited in some way.

What is obscenity?

The term "obscenity" is frequently misused in material challenges as a justification for the removal of an item. Obscenity is a specific category of unprotected speech with a narrow and well-defined legal definition. The Supreme Court ruling in *Miller v. California*, 413 U.S. 15 (1973), provides guidance on the topic of obscenity. It is important to note that very few items have been legally classified as obscene. Often, challengers use the term "obscene" when they actually mean "offensive" or wish to convey their discomfort with the material.

<https://supreme.justia.com/cases/federal/us/413/15/>

What about sexual content?

Every person has the right to moderate their own exposure to sexual content in library materials. Parents and guardians have the right to guide and monitor their child's library material use based on their own preferences. However, they do not have the right to impose restrictions on what others can access in public libraries.

How are books selected for the library's collection?

Many public libraries work with limited budgets and shelf space. Our professional librarians, using the PWPL Material Selection Policy as a guide, make decisions about what to purchase. They take patron requests and attempt to purchase items offering a wide range of perspectives and topics. PWPL librarians also utilize industry journals to help select the materials added to the collection.

What is a Request for Reconsideration of library materials?

This established protocol enables the public to formally challenge the inclusion of specific materials in the library's collection. A discussion about specific materials with library staff is not an official Request for Reconsideration.

What is the process for filing a Request for Reconsideration and how long does the process take?

This process begins when a completed Request for Reconsideration form is filed with the Library. The full process and timeline can be found in our *INFO – 1 Material Selection and Intellectual Freedom Policy* which is available on our website (see policy URL below).

How can I find out what is on the PWPL Board of Trustees agenda?

Agenda, packets, draft minutes, and approved minutes are all available on the Board of Trustees page of our website. Subscribe to our email eNewsletters for monthly meeting notices.

Our website offers a diverse range of useful information regarding library services and policies. Pages referred to in this document include:

PWPL Policies: pwpl.info/policies/

PWPL Board of Trustees: pwpl.info/pwplboard/

PWPL eNewsletters: pwpl.info/emailnews/

Should you have specific concerns about the PWPL collection or intellectual freedom, please contact:

Andrea Ingmire
Library Director
aing@pwpl.info
906-226-4303

Bruce MacDonald
Assistant Director/IT
brmac@pwpl.info
906-226-4307

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	12,223	13,264	11,616						84,877
Hours Open	243	239	229	236	236	266	235						1684

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	2,323	2,302	2,142	1,844	1,711	1,901	12,223	24
	Average Daily		581	576	536	522	428	475	509	
MARCH	Attendance	0	2,057	2,295	2,581	2,607	2,001	1,723	13,264	27
	Average Daily		514	574	516	521	400	431	491	
APRIL	Attendance	0	2,081	2,175	2,300	1,683	1,377	2,000	11,616	24
	Average Daily		520	543	574	420	459	400	484	
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	14,176	16,845	16,284	14,043	11,238	12,291	84,877	171
Average YTD/Day		0	548	562	544	497	415	430	496	

C. Program Attendance

	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
Programs for 0-5	38	31	3	9	35	30	33						179
Onsite Events for 0-5	38	31	3	9	35	30	33						179
Off Site Events for 0-5													0
Attendance for Off Site Events for 0-5													0
Virtual Events for 0-5													0
Attendance for Virtual Events for 0-5													
Virtual Views for 0-5 (After the fact)													
Attendance for 0-5 (Live)	613	464	59	201	691	564	752						3344
Programs for 6-11	21	19	30	18	20	28	19						155
Onsite Events for 6-11	20	16	30	17	20	26	17						146
Off Site Events for 6-11	1	3		1		2	2						9
Attendance for Off Site Events for 6-11	22	39		8		38	46						153
Virtual Events for 6-11													0
Attendance for Virtual Events for 6-11													
Virtual Views for 6-11 (After the fact)													0
Attendance for 6-11 (Live)	1088	369	1475	621	1388	849	395						6185
Teen Programs for 12-18	7	8	7	8	9	5	9						53
Onsite Events for 12-18	6	5	6	5	7	5	6						40
Off Site Events for 12-18	1	3	1	3	2		2						12
Attendance for Off Site Events for 12-18	8	30	7	131	11		16						203
Virtual Events for 12-18							1						1
Attendance for Virtual Events for 12-18							93						93
Virtual Views for 12-18 (After the fact)													
Teen Attendance for 12-18 (Live)	58	59	261	184	176	41	311						1090
Adult Programs	21	27	20	39	20	24	46						197
Adult Onsite Events	19	21	17	21	18	22	44						162
Adult Off Site Events	1	3	1	0	0	0	0						5
Attendance for Off Site Events for Adults	12	65	197	0	0	0	0						274
Adult Virtual Events	8	6	2	6	5	5	5						37
Attendance for Virtual Events for Adults		29	28	20	24	38	35						174
Adult Virtual Views (After the Fact)	263	421	38	158	91	573	124						1668
Adult Program Attendance (Live)	328	345	562	247	312	347	362						2503
Total Children's Programs	66	58	40	35	64	63	61	0	0	0	0	0	387
Total Children's Program Attendance	1759	892	1795	1006	2255	1454	1458	0	0	0	0	0	10619
Total Programs	87	85	60	74	84	87	107	0	0	0	0	0	584
Total Attendance (Live)	2,087	1,237	2,357	1,253	2,567	1,801	1,820	0	0	0	0	0	0
Total Virtual Views (After the fact)	263	421	38	158	91	573	124	0	0	0	0	0	1668

Circulation Transactions

	October-22	November-22	December-22	January-23	February-23	March-23	April-23	May-23	June-23	July-23	August-23	September-23	Total
Children's Circulation	8,037	7,906	6,312	8,215	8,576	9,602	7,330						55,978
Adult and Teen Circulation	9,257	9,313	9,365	10,144	11,449	10,488	9,188	-	-	-	-	-	69,204
OverDrive E-Book Circulation	1,160	1,033	1,016	1,205	1,178	1,401	1,200						8,193
OverDrive E-Magazines	253	293	282	384	319	346	248						2,125
OverDrive E-Audiobook Circ	1,785	1,642	1,667	1,829	3,027	1,797	1,764						13,511
DD OverDrive Item Checkout	75	77	84	91	117	138	118						700
LDL OverDrive Item Checkout	208	117	175	209	185	247	226						1,367
MCLS Overdrive Item Checkout	462	423	475	582	529	602	582						3,655
SLC OverDrive Item Checkout	131	133	85	121	101	124	71						766
WPLC OverDrive Item Checkout	34	14	21	45	48	60	70						292
UNMC OverDrive Item Checkout	-	-	-	28	49	68	81						226
Hoopla E-Book Circulation	67	53	45	70	47	55	50						387
Hoopla E-Audiobook Circ	167	163	151	187	185	251	223						1,327
Hoopla Streaming Video Circ	35	57	52	64	81	25	57						371
Hoopla Streaming Music Circ	7	12	9	7	5	17	8						65
Kanopy Streaming Video Circ	464	420	386	233	382	417	388						2,690
Total Physical Circulation	15,944	14,874	15,677	18,359	16,169	18,318	14,894	-	-	-	-	-	114,235
Total Electronic Content Use	4,848	4,437	4,448	5,055	6,253	5,548	5,086	-	-	-	-	-	35,675
Total Circulation	20,792	19,311	20,125	23,414	22,422	23,866	19,980	-	-	-	-	-	149,910

Circulation by City/Township

City of Marquette	9,717	9,232	8,825	9,810	9,632	10,576	8,959						66751
Marquette Township	1,454	1,583	1,343	1,679	1,543	1,883	1,380						10865
Chocolay Township	2,367	2,315	2,144	2,504	2,312	2,930	2,116						16688
Sands Township	688	693	641	824	648	764	699						4957
Skandia Township	341	416	376	336	319	407	256						2451
West Branch Township	365	632	418	552	667	750	702						4086
Turin Township	1	3	-	-	-	-	1						5
Wells Township	-	-	-	-	-	-	-						0
Ewing Township	-	-	-	-	-	-	-						0
Non-Residents	1,011	1,070	809	965	1,048	1,008	781	-	-	-	-	-	6692

Check Outs via Self-Check	4,703	4,811	3,822	5,236	4,998	5,566	4,387						33523
Renewals	4,158	3,535	4,028	3,727	3,960	4,268	3,514						27190
Items Checked In	13,268	12,956	11,865	12,872	12,822	15,058	12,815						91656

Adult Books Browsed	167	154	287	223	287	216	153						1487
YS Books Browsed	361	499	624	563	544	633	421						3645
Items Browsed	528	653	911	786	831	849	574	-	-	-	-	-	5132

Circulation by Collection

	October-22	November-22	December-22	January-23	February-23	March-23	April-23	May-23	June-23	July-23	August-23	September-23
Adult CD Books	240	211	189	191	209	206	170					
Adult CD Music	280	357	479	334	271	306	266					
Adult Fiction	1552	1490	1422	1718	1490	1571	1410					

New Adult Graphic Novels	28	24	25	32	24	9	15					
New Adult Mysteries	239	221	207	195	220	293	250					
New Adult Non-Fiction	565	580	517	648	557	619	589					
New Adult Paperbacks	5	9	3	7	7	7	6					
New Adult Science Fiction	56	77	63	67	64	100	83					
New Adult Western Fiction	0	0	0	0	0	0	0					
New Blu-Ray DVDs	10	8	4	3	8	18	18					
New DVDs	228	205	213	173	172	237	196					
New DVDs Non-Fiction	5	18	23	17	43	42	35					
New Juvenile Easy Picture Books	327	381	231	343	434	443	310					
New Juvenile Fiction	320	245	275	363	359	415	315					
New Juvenile Non-Fiction	105	128	79	149	154	150	103					
New Teen Books	52	44	74	64	78	57	85					
New Teen Graphic Novels	25	19	40	28	36	57	28					
Sister City Fiction	2	1	1	2	1	1	6					
Sister City Non-Fiction	5	7	3	2	3	1	27					
Teen Fiction	310	227	238	271	201	264	203					
Teen Graphic Novels	300	280	406	308	191	224	153					
Teen Non-Fiction	0	9	13	29	24	18	11					
Teen Periodicals	0	0	0	0	0	0	0					
Teen CD Books	20	4	3	6	7	3	3					

Reference Transactions	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
Adult Directional	43	78	37	33	40	62	60						353
Adult Reference	385	723	350	433	428	520	365						3204
Technical/Other	178	315	194	167	214	192	329						1589
Circulation Directional	570	1,199	630	524	420	518	433						4294
Circulation Reference	0	0	0	0	0	3	0						3
YS Directional	168	369	228	180	232	231	178						1586
YS Reference	199	348	224	353	194	236	121						1675
Online Questions	31	65	30	47	45	51	45						314
Total Directional Questions	781	447	265	213	272	293	238	0	0	0	0	0	1939
Total Reference Questions	584	1071	574	786	622	756	486	0	0	0	0	0	4879
Grand Total of Questions	1574	3097	1693	1737	1573	1813	1531	0	0	0	0	0	13018

Other Services	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
Study Room Reservations	58	83	80	95	77	84	103						580
Passport Applications	21	22	31	49	43	39	27						232
Proctored Exams	4	4	5	0	5	5	5						28
Meeting Room Reservations	62	72	51	58	67	67	68						445
Notary Services	5	5	5	4	3	2	3						27

Interlibrary Loan	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
Total Loaned to Other Libraries	712	765	682	881	791	991	745	0	0	0	0	0	5567
Total Borrowed from Other Libraries	939	1,034	835	944	937	1,219	885	0	0	0	0	0	6793
Holdings Placed	1956	2056	1651	2345	2183	2316	1893						14400
RSL ILL Borrowed	758	823	672	799	793	1,031	744						5620
RSL ILL Lent	495	579	499	614	595	785	581						4148
MelCat Items Borrowed	181	211	163	145	144	188	141						1173
MelCat Items Lent	217	186	183	267	196	206	164						1419

I. Registered Borrowers

	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
New Registered Borrowers	148	184	132	207	166	195	130					

Active Registered Borrowers	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
City of Marquette	1,354	1,351	1,215	1,368	1,388	1,477	1,367					
Marquette Township	226	237	219	256	263	257	217					
Chocolay Township	345	359	345	361	334	406	363					
Sands Township	131	144	124	142	138	146	124					
Skandia Township	37	37	41	35	43	47	44					
West Branch Township	55	54	52	57	54	61	58					
Turin Township	2	2	4	0	0	1	1					
Wells Township	1	1	2	1	0	2	1					
Ewing Township	0	0	0	0	1	1	0					
Non-Residents	47	48	50	55	52	61	57					
Total	2,198	2,233	2,052	2,275	2,273	2,459	2,232	0	0	0	0	0

All Registered Borrowers	# of Patrons 10/31/22	# of Patrons 11/30/22	# of Patrons 12/31/22	# of Patrons 01/31/23	# of Patrons 02/28/23	# of Patrons 03/31/23	# of Patrons 04/30/23	# of Patrons 05/31/23	# of Patrons 06/30/23	# of Patrons 07/31/23	# of Patrons 08/31/23	# of Patrons 09/30/23
City of Marquette	10,923	11,014	11,048	11,138	11,206	11,274	11,332					
TOWNSHIP												
Chocolay	2,537	2,571	2,577	2,599	2,612	2,625	2,644					
Ewing	8	8	7	7	7	7	7					
Marquette Township	1,670	1,682	1,692	1,730	1,732	1,749	1,755					
Powell	102	101	102	104	103	103	103					
Sands	979	990	991	999	1,004	1,008	1,008					
Skandia	290	290	295	297	300	303	306					
Turin	9	9	9	9	9	9	9					
Wells	13	13	14	15	15	14	14					
West Branch	482	490	490	496	504	507	507					
Townships	6,090	6,154	6,177	6,256	6,286	6,325	6,353	0	0	0	0	0
Service Area	17,013	17,168	17,225	17,394	17,492	17,599	17,685	0	0	0	0	0
Other Areas	618	621	564	632	640	641	644	0	0	0	0	0
Total	17,631	17,789	17,789	18,026	18,132	18,240	18,329	0	0	0	0	0

(included in total under specific headings)

NMU Student	2,259	2,283	2,287	2,309	2,319	2,337	2,254					
Non Resident 3 Months	186	187	186	193	195	196	196					
Non Resident 6 Months	64	62	61	62	60	60	60					
Non Resident 12 Months	151	151	156	159	162	163	164					
Adult	13,732	13,830	13,898	14,032	14,121	14,229	14,311					
Juvenile	808	828	831	844	846	844	836					
Young Adult	766	769	768	767	764	764	767					
Michicard	60	60	60	60	60	60	60					
Books By Mail Patron	22	22	22	22	22	23	22					

Items Added	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	FY YTD Totals
Adult Books	289	284	228	214	284	369							1668
Kids Books	87	108	26	116	149	154							640
Teen Books	6		55	4	44	12							121
Magazines	161	146	116	153	142	140							858
Audiobooks	7	7	17		15	9							55
Videos	26	32	27		36	47							168
Overdrive													
Music CDs													
Various	1	3			9	22							35
Art Prints	1												1
ILLs	16	19	10	14	23	13							95
FY YTD Totals	594	599	479	501	702	766							3641
Other Statistics	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	YTD Totals
Cataloging Review	14	15	7	25	39	25	33						158
Original	3	2	4	1	9	32	35						86
Volunteer Hours	1.25		1.00										2.25
Mending	284	239	245	191	302	244	260						1765
Discards	1731	576	2,494	3713	2,920	1836	1304						14574

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	4	159
March	5	169
April	4	94
May		
June		
July		
August		
September		
Total Year to Date	29	784

Chocolay		
October	4	54
November	5	103
December	4	109
January	4	74
February	4	65
March	5	164
April	4	112
May		
June		
July		
August		
September		
Total Year to Date	30	681

Sands		
October	4	48
November	5	47
December	4	6
January	4	44
February	4	6
March	5	36
April	4	40
May		
June		
July		
August		
September		
Total Year to Date	30	227

Skandia		
October	4	28
November	5	21
December	4	40
January	4	13
February	4	46
March	5	50
April	4	22
May		
June		
July		
August		
September		
Total Year to Date	30	220

West Branch		
October	4	0
November	5	6
December	4	4
January	4	0
February	4	2
March	5	4
April	4	0
May		
June		
July		
August		
September		
Total Year to Date	30	16

Total Year to Date ALL Locations: 149 1928