

**THE PETER WHITE PUBLIC LIBRARY**  
**TOWNSHIP ADVISORY COUNCIL AGENDA**  
**September 13, 2023, 5:00 p.m.**  
**Heritage Room, PWPL**

**Zoom access:** <https://us02web.zoom.us/j/81463525716?pwd=TzdTcHdKZEhGTU9UekFHZ2tiSmMyUT09>

Call to Order Introductions  
Approval of the Agenda\*

***Approval the Minutes of the Previous Meeting\****

June 6, 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: June 2023-August 2023
- b) Strategic Plan overview

New Business

- a) Township Advisory Council By-Laws \****
- b) 2024 TAC meeting schedule \****
- c) TAC Board Reports
- d) Board Meeting Representatives
  - a. September 26, 2023
  - b. October 24, 2023
  - c. November 28, 2023
  - d. No December Meeting

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:  
TBD

Upcoming Library Board of Trustees meetings:

September 26, 2023 at 5:00 pm (in-person)

Meeting information available at: <https://pwpl.info/pwplboard/>

**Board of Trustees of the Peter White Public Library  
Agenda  
Wednesday, September 13, 2023  
Heritage Room, 5:00 pm**

Call to Order  
Board member introductions

***Approve Agenda\****

***Joint Meeting with PWPL Township Advisory Council***

***Board Action Items\****

None

Adjournment

\*These items (***bold/italics***) require a vote by the Board of Trustees.

Upcoming meetings:                   **September 26, 2023**  
Upcoming TAC meeting:           **TBD -**

## **Peter White Library**

### **Township Advisory Council Meeting Minutes**

**Wednesday, June 7, 2023**

The meeting was called to order by President Suzanne Standerford at 5 p.m.

Members Present: Suzanne Standerford, President; Jan Raskin; Judy White; Paul Marin; Kerri Heikes; Peggy Jensen; Natasha Lantz, Vice President; Andrea Ingmire, Director; Anna Sanford (via Zoom)

Members Absent: Tom Bronken; Beth Linna, Secretary

Approval of the Agenda: Paul requested that we add an agenda item pertaining to a change of meeting dates under New Business. Suzanne corrected the Board Meeting date from June 2 to June 20.

The agenda was approved, as amended, on a motion by Judy and seconded by Paul.

The minutes of the March 1, 2023 Meeting were approved on a motion by Natasha and seconded by Peggy. The motion was approved unanimously.

Public Participation: One person (via Zoom) complimented us and thanked us for all that we do.

Financial Reports: Andrea reported that the Library is “on track” with the budget and the Board has established a Committee to look into investments. Suzanne commended Friends of the Library for their hard work and dedication.

Staff Update: Andrea reported that 2 new Reference Assistants have been hired.

Old Business: The Library has been trying to consolidate policies and eliminate those that are no longer used; Andrea noted they were happy with the outcomes. In particular, she said the Emergency Response Policy was made more general, the Remote Work Policy was cleaned up, and the Library Card Policy made it a bit easier for parents. Natasha asked about the Code of Conduct Policy and how people can access it.

New Business: In light of the recent book challenge and to help people become more aware of what's happening in our library, a copy of the Board Agenda will be included in the monthly newsletter. Andrea added that staff has been feeling additional stress in recent weeks.

TAC Board Reports: Paul attended the Board Meeting in March and said there was a lot of discussion on policies. Beth attended in April and was unavailable to report. Peggy reported that the meeting in May was "very interesting" and complimented Anne on remaining calm and conducting a good meeting.

Board Meeting Representatives:

June 20<sup>th</sup>.....Paul

August 8<sup>th</sup>.....Judy

New Agenda Item: Paul moved, seconded by Jan, that we change our meeting date from the first Wednesday of the month to the second Wednesday. After discussion, he revised his motion, seconded by Jan, to change our meeting date to the 4<sup>th</sup> Wednesday of the month. The motion passed unanimously. Andrea will talk to Anne about a joint meeting in September.

Council Member's Comments: Natasha asked Andrea to let us know if she ever needs extra help or support. Judy said she just finished reading "Last Chance Library." Suzanne asked about the Strategic Plan.

Public Participation: One person again thanked us and suggested developing a policy about taking photographs in the library to avoid potential problems in the future.

Adjournment: A motion was made by Natasha, seconded by Jan, to adjourn at 6:05 p.m. This motion was passed unanimously.

Next TAC Meeting: September 6, 2023

Respectfully submitted,

Jan Raskin

# PWPL Board of Trustees Meeting Minutes

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
Tuesday, June 20, 2023**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **June 20, 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; Lori Nelson, Member; Carol Steinhaus, Excused.

**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; Marty Achatz, Adult Programming Department Head; Amy Salminen, Adult Services Department Head.

**TAC Representatives Present:** Tom Bronken, Marquette Township

**Others present (online):** Members of the Public Online

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

**The Minutes** of the May 23, 2023 Board Meeting were approved as corrected on a motion by Nelson and seconded by Williams. The motion is approved 3-0 with one abstention (Schmunk).

**Special Presentation – Kathryn Pelton, Anderson Tackman Audit Report.** Pelton gave a presentation on the Audited Financial Statements for the Year Ended September 30, 2022, and explained the auditing process.

**Dillon Geshel, Superiorland Library Cooperative.** Geshel gave a presentation on the role of public libraries in relation to Intellectual Freedom. He reviewed the legal precedents and considerations in cases involving the United States Constitution and material challenges.

**TAC Report: Paul Marin, Marquette Township.** TAC met on June 7<sup>th</sup>, 2023. Tom responded to the reports of revenue growth and increased revenue from penal fines, and addressed recent Board Activity in regard to Intellectual Freedom. A member of the public participated in their most recent meeting. The next TAC meeting has been rescheduled changing from Sept 6<sup>th</sup> to September 27<sup>th</sup> 2023.

**Financial Reports – including Approval of the Bills:** Goodwin addressed questions and comments related to the bills and financial reports. According to reports from the City, Penal fines are trending upward. A motion was brought by Schmunk and seconded by Nelson to approve the bills for May 2023, in the amount of \$164,145.52. The motion is approved 4-0.

**Public Comment:** James Gallant. Gallant posed questions in regard to Roberts Rules of Order, posed questions on the presentation by Geshel, and referenced the Library's May 2023 Request for Reconsideration relative to Child Protection Law. Gallant also questioned why the

Library's public comment period format does not mirror the City Commission's public comment period.

John Taylor. Taylor spoke in support of the Board's decision to retain *This Book is Gay* as an educational resource in the collection.

Sue Holiday. Holiday spoke on behalf of The League of Women Voters, State League, on the duties of libraries relative to censorship and the public's right to access information.

#### **Board Action Items:**

- a) **Holiday Schedule: Early Closure –July 3<sup>rd</sup>, 5:00pm**, due to public fireworks in observance of Independence Day. **On a motion by Nelson and seconded by Schmunk. The Board of Trustees of the Peter White Public Library moves to close the library at 5:00 pm on Monday, July 3, 2023. The motion is approved 4-0.**
- b) **Superiorland Library Cooperative Board Representative Appointment** – Anne Donohue has been serving on the SLC Board since 2021. There were no other nominations for this position. On a motion by Nelson and seconded by Williams, the Board moves to adopt the attached Resolution to appoint Anne Donohue as the PWPL Representative to the Superiorland Library Cooperative Board of Trustees for a term ending September 30, 2026. **The motion is approved 4-0.**
- c) **FOIA Packet (MGT -4 and MGT 4.1)** – from Library attorneys Fosters and Swift. Requestor Contact Information Requirement was updated. Nelson asked for clarification on the timeline for a Request should the Director be on vacation. Admin will clarify with attorneys. Williams asked if the Library procedure is similar to the City of Marquette. She also questioned use of repetitive language in the summary and policy sections, corrections were made to sections H and I of the summary. **On a motion by Schmunk and seconded by Nelson, the Board moves to adopt the attached Resolution to approve FOIA procedures and guidelines, a written public summary, and detailed itemization documents as edited. The motion is approved 4-0.**
- d) **Policies for Review-** MGT – 10 Investment Operations Policy. Detailed policy for procedure involving Carroll Paul Memorial Trust fund and General Trust Fund are being reviewed. No action, first reading.

**Other Business:** None

#### **Board Member Comment:**

- a) PWPL By-Laws Committee –Steinhaus and Nelson are on the committee.
- b) **Trustee Manual:** Review of Chapter 10, 2022 Edition.
- c) **Proposed Joint TAC and Board of Trustees Meeting.** September 27<sup>th</sup> was chosen for the meeting, the day after the regularly scheduled Board Meeting.

**Standing Reports:** A postcard of gratitude was received from an anonymous reader, thanking library staff for their service.



**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes  
Tuesday, August 8th, 2023**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **August 8th, 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; Steve Schmunk, Secretary; Suzanne Williams, Member; Lori Nelson, Member.  
Carol Steinhaus, Member is Excused.

**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; John Povey, Facilities Manager; Amy Salminen, Adult Services Department Head.

**TAC Representatives Present:** Judy White, Chocolay Township; Paul Marin, Marquette Township.

**Others present (online):** One member of the public.

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

**The Minutes** of the June 20, 2023 Board Meeting were approved on a motion by Schmunk and seconded by Nelson. **The motion is approved 4-0**

**Special Presentation – John Povey, Facilities Manager.** Povey gave an update on the installation of our new entry doors, which should be in about two weeks. He discussed the front steps that are in need of repair, as they are crumbling in several spots. Schmunk asked if we have an estimate for the replacement of the steps, Povey reported that we do not have any quotes on these repairs yet. The repair of the skylights and the possibility of solar panels was also discussed. Nelson asked if we are given any kind of lifespan for the steps when they are installed; the library does not have that information but will request it in the bid process. According to MacDonald the building's original steps lasted over 100 years.

**TAC Report: Judy White, Chocolay Township.** White spoke with a senior group recently, they mentioned they appreciate the use of the drop box at the town hall. The Iron Workers are building a new facility in Chocolay Township, which in the long-run could increase revenue for the library. White stated she always gets positive feedback about the Peter White Library, in Chocolay Township.

**Financial Reports – including Approval of the Bills:** Goodwin addressed questions and comments related to the bills and financial reports. Nelson asked if the increase of summer utilities is due primarily to air conditioning, Povey and Goodwin verified that this is the case. The efficiency of the air conditioning function was evaluated by the previous Financial Director and Povey. A motion was brought by Nelson and seconded by Williams to approve the bills for June and July 2023, in the amount of \$337,048.44. The motion is approved 4-0.

**Public Comment:** None

**Board Action Items:**

Donohue addressed that we are changing the format of presentation and voting on Board Action Items. Ingmire will present background information, fiscal effect, and recommendation. A Board member may make a motion and read the recommendation. After the motion is seconded, the item will be open for discussion and follow up questions.

- a) ***AFSCME Contract 2022-2025 – Wage Reopener, Tentative Agreement-*** This agreement modifies the timing of step increases, adjustment to wages for incoming staff, and details how steps will be determined when staff move to either a lower or higher paid position. It was verified that the Union did vote yes on this agreement. On a motion by Nelson and seconded by Schmunk, **the Personnel Committee of the PWPL Board of Trustees recommends the adoption of the PWPL AFSCME Wage Scale for October 1, 2023 to September 30, 2024 and the Tentative Agreement dated regarding Article 38 of the contract between the PWPL and the PWPL Employees Chapter of Local #1852 dated July 18, 2023.** After discussion the original motion was withdrawn by Nelson. A new motion was made by Schmunk and seconded by Nelson, **The Personnel Committee of the PWPL Board of Trustees recommends the adoption of the PWPL AFSCME Wage Scale for October 1, 2023 to September 30, 2024 and the Tentative Agreement dated July 18, 2023 regarding Article 38 of the contract dated October 1, 2022 – September 30, 2025 between the PWPL and the PWPWL Employees Chapter of Local #1852. The motion is approved 4-0.**
- b) ***Administration and non-Union Wages FY23/24*** –Options and total costs for increases between 3-4% were presented. On a motion by Williams and seconded by Nelson, **The Board of Trustees of the Peter White Library moves to set wage increases for Administration and Non-Union Staff at a rate determined by PWPL Board of Trustees discussion.** Ingmire explained the structure of how step have worked in the past, and how the percentages compare. After discussion, Williams withdrew her original motion with Nelson's agreement. Williams then moved and Nelson seconded this modified motion: **The Board of Trustees of the Peter White Library moves to set wage increases for Administration and Non-Union Staff at 4%. The motion is approved 4-0.**
- c) ***Carroll Paul Memorial Trust FY 23/24 Budget-***The Carroll Paul Memorial Trust Fund was established to support music and music programming at the Peter White Public Library. Withdrawal from this fund will be set at the average market value as of June 30, 2023. On a motion by Schmunk and seconded by Nelson, **The Board of Trustees of the Peter White Library moves to approve the FY2023-2024 Carroll Paul Trust Budget. The motion is approved as amended 4-0.**
- d) ***PWPL Operating Budget FY23/24*** – The proposed budget for FY23/24 is very similar to that of the current FY22/23. Revenues are trending up including City tax revenues and penal fines. Expenses have stabilized. Items not covered by the operating budget include large building repairs/improvements some of which might be necessary in the upcoming fiscal year. These items include: replacement of more limestone steps at Front Street lower stairs, leaking skylight on the upper level, moving of Teen Zone to AV area on main floor. These items will have to be funded with the use of Fund balance if we deem them necessary. After this proposed budget is approved by the PWPL Board of Trustees it will be presented to the City Commission for consideration at their budget workshop on August 22, 2023. On a motion by Schmunk and seconded by Williams,

**The Board of Trustees of the Peter White Library moves to approve the FY2023-2023 Budget as proposed.** Nelson questioned how it can be predicted that our fund balance can support the repairs that are needed, Goodwin verified the fund balance is healthy, though we do not have a fixed number for repairs. Macdonald offered there is an opportunity for financial gains if the skylights are either covered, or replaced with solar panels. Goodwin verified the penal fines, tax revenue, room rentals, and inflation have all increased in ways that benefit this budget. Township revenue continues to increase, tax tribunal revenue has increased. The Development Fund has helped offset expenses. Williams asked for clarification on how the cost of Digital Services is determined. Salminen explained how the use checkouts accumulate charges on a charge per use basis. Goodwin verified this is hard to predict, but Ingmire verified the library can limit how many Kanopy and Hoopla checkouts can happen per patron. **The motion is approved 4-0.**

- e) **Superiorland Library Cooperative Board Member Vote** – The Superiorland board bylaws were updated in June 2023. This update changed the process for member library representation on the Superiorland Board of Directors. The cooperative has shifted to a system in which member library boards can nominate their Superiorland board representatives to stand for election to the Superiorland Board of Directors. On a motion by Nelson and seconded by Williams, **The Board of Trustees of the Peter White Library moves to elect Anne Donohue, Eyre Becker, and Brad Winnicki to the Superiorland Library Cooperative Board for group #2.** Nelson asked if there are specific qualifications to serve on the SLC Board, Donohue explained that they only need to be affiliated with their library as a staff member, Board member, or patron. Williams asked how the candidates were selected, Donohue nominated Eyre and Brad because she is familiar with their work. Nelson asked how we obtained background information on each candidate, Ingmire explained it is the first year for this process; the information was sent out by Dillon Geshel. Schmunk presented the Resolution for Electing Candidates to the Superiorland Cooperative Board of Directors.

**The motion is approved 4-0.**

- a) **Policy Approval-MGT – 10 Investment Policy** – This policy was drafted by the board finance committee which is a standing committee of the Library Board of Trustees. On a motion by Schmunk and seconded by Nelson, **The Board of Trustees of the Peter White Library moves to adopt the MGT – 10 Investment Operations Policy as presented. The motion is approved 4-0.**

- b) **Policy First Reading**

a. **CIRC – 2 Library of Things**

b. **CIRC – 3 Collection Use Policy**

-The updates to these policies reflect the need to streamline the Library of Things from a cataloging perspective as well as for the work of our Circulation staff who are handing patron checkouts, returns, and questions. The adjusted fee schedule is addressed by changes to the Collection Use Policy. It was determined that the terms of when the lending agreement must be signed should be clarified, as well as the pre-determined costs should the item be damaged or be lost. **First Reading(s). No Action(s) Necessary.**

#### **Other Business:**

- a) By-Laws Committee Update: To further adhere to Roberts Rules of Order, the Committee initiated changes to the order in which Board meeting motions are presented. The number of public comment periods was also discussed. The terms of

standing committees will need to be clarified. The committee hopes to present revisions of the by-laws for a first reading at the September meeting of the PWPL Board of Trustees.

**Board Member Comment:**

- a) Trustee Manual – 2021 Edition, Chapter 11 Review: Friends of the Library [https://www.michigan.gov/documents/libraryofmichigan/LM\\_TrusteeManual\\_2020\\_703765\\_7.pdf](https://www.michigan.gov/documents/libraryofmichigan/LM_TrusteeManual_2020_703765_7.pdf). The next Friends of the Library meeting is Thursday, August 10<sup>th</sup> at 11:00AM. Steltenpohl shared there has been over \$3800.00 in sales from the Friends store alone in July; there has been over \$26,000.00 in the store alone since October 2022 (figure does not include annual book sales).

**Standing Reports:** In correspondence, there was a thank you note to Youth Services, as well as thank you notes from the Beautification Committee, and someone visiting from out of state who used a meeting room. Nelson asked MacDonald about Copyright Agreement for the Mining Journal Digitization Project, which will be needed by January 2024 as 1977 begins the upload process. The Mining Journal has sent this request to corporate. Ingmire commented on the high attendance of our programming so far this year.

**Adjournment:** Williams made motion to adjourn, seconded by Nelson. The motion was approved 4-0. The meeting adjourned at 6:43PM.

Respectfully submitted,

Steve Schmunk  
Secretary

Upcoming meetings:	September 26, 2023
Upcoming TAC meeting:	TBD

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 these Financial Statements are a close estimate of the Library's financial position as of May 31, 2023.

### Highlights of General Fund Balance Sheet

Cash Position	As of 04-30-23	As of 05-31-23	Change
Cash- Checking	\$677,243.02	\$568,621.86	(\$108,621.16)

Notes:

1. Cash receipts for May were \$54,175.04
2. Cash-Checking \$52,608.76 and Checking-Bankcard \$1,566.28

<u>General Fund Trust</u>	As of 04-30-23	As of 05-31-23	Change
Cash/Investment Position	\$411,749.87	\$406,741.58	(\$5,008.29)

Notes:

1. Interest and Dividend payments of \$673.64 were reinvested in additional shares of the Mutual Funds.

### Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As 04-30-23	As of 05-31-23	Change
	\$851,400.90	\$ 840,854.61	(\$10,546.29)

Notes:

1. Interest and Dividend payments of \$1,380.53 were reinvested in additional shares of the Mutual Funds.

### Highlights of Revenue & Expenditure Report

# SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

*{Numbers taken from City Reports 06/16/23}*

Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 46,865.02	\$ 1,726,008.77
Total Expenses	<u>\$ (159,178.88)</u>	<u>\$ (1,448,196.04)</u>
Net of Revenue & Expense	<u>\$ (112,313.86)</u>	<u>\$ 277,812.73</u>

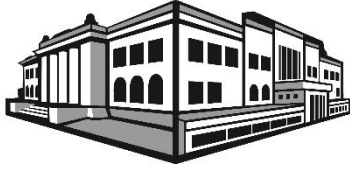
Comments

<b>Cash Balance</b>			
Month Ending Current Year		Month Ending Prior Year	
\$ 568,621.86	vs	\$ 417,369.24	= \$ 151,252.62

Notes:

- May 2023 was a two pay period month. Total wages paid were \$85,444.86
- Actual expenses are 67% of budget with approximately 67% of the FY year completed
  - Included you will find
    - Raymond James May 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*



**June 20, 2023**

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

**Art Galleries**

We have some truly outstanding art exhibits at PWPL right now. Be sure to check out the Deo Gallery Art Week exhibit, this was built onsite by the artist and volunteers.

**eNewsletters**

Total subscribed as of 6/15/2023: 2,638

The Library 'Insider' eNewsletter has had a significant overhaul. The new format will debut on June 16. The new format will include all upcoming closings and more detailed information about what is on our agenda for the upcoming meeting. We've had several requests for this information. The documents will continue to be available on our website as well.

<b>Constant Contact Stats</b>			
	<b>Dates of delivery</b>	<b>Open rate</b>	<b>Current Subscribers (as of 6/15/2023)</b>
General Newsletter	May 1, 2023	45%	2369
Friends	May 26, 2023	73%	337
Off the Shelf	May 1, 2023	72%	362
Digital resources and Tech	n/a	0	289
Art and Exhibits	May 31, 2023	62%	359
Local History	n/a	0	316
Weekly Program Update	May 7, 14, 21, 28	72% (Average)	396
Youth Services Insider	May 12, 18	57.5%	474

**Staff Updates**

Our new healthcare plans go into effect on July 1, 2023.

Steve Santoro has resigned his position as a Library Page. Currently, we are not planning to fill this position.

**Intellectual Freedom Conversations**

In upcoming board reports I will be reporting on conversations and trends our staff are observing related to issues of intellectual freedom, censorship, and book challenges.

5/30/2023 – Spoke with a patron about how books are recommended to patrons. Explained readers advisory as well as the obligation of staff to direct patrons to where materials meeting their needs are located in the building. This patron also asked a lot of questions about how youth gain access to materials in the library.

We've had three FOIA requests as a result of the Request for Reconsideration at the May 23, 2023 board meeting.

### Director Chat – 6/6/2023

No monthly prompt for this Director Chat

- Assisted a patron find the correct meeting room.
- Talked to a staff member about an upcoming project and volunteer policy.
- Showed a patron our courtesy phone – wondered if we should be trying to keep usage stats on this service.
- Took feedback from a patron who felt the computer help was inadequate for patrons needing computer assistance above and beyond the absolute basics.
- Talked to a patron about spotlights for the meeting room.

### A.M. – 5 conversations

- Discussed many issues with a patron with a lot of questions.
- Talked with a patron who wanted to express thanks to the library board for protecting intellectual freedom.
- Talked with a patron about improvements that could be made at PWPL.
- Talked to a patron who was going to a program.

### P.M. – 4 conversations

9 conversations total - not much in quantity, but many of these conversations were long and involved.

## Library Director Professional Development/Outreach and Volunteer Activities May 2023

May 2	Director Chat
May 3	AAUW Booksale help
May 3	SOD Meeting
May 3	Marquette Township Spring Presentation
May 4	Public Gallery Program Committee meeting
May 5	'Actions NOT Words' – Library of Michigan Training
May 8	Community Investment Panel Training
May 8	Brand Guide RFP planning meeting
May 9	City Department Head Meeting
May 9	Tasty Reads
May 9	deLIBeration – SLC roundtable discussion
May 10	MLA Think Space Conference – Boyne City
May 11	MLA Think Space Conference – Boyne City
May 16	City Department Head Meeting
May 17	Reference Staff Meeting
May 17	Community Investment Panels – United Way
May 18	Reorganization Committee Meeting
May 19	School Group Tour
May 23	City Department Meeting

May 23	MLA Conference session approval meeting
May 23	PWPL Board of Trustees Meeting
May 25	PWPL Department Head Meeting
May 30	Kristin Fontichiaro – Community Conversation presenter discussion
May 31	City Department Head Meeting – Meeting with Karen Kovacs and Sean Hobbins

## 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 as of August 3, 2023.

### Highlights of General Fund Balance Sheet

Cash Position	As of 05-31-23	As of 07-31-23	Change
Cash- Checking	\$586,621.86	\$285,723.79	(\$300,898.07)

Notes:

1. Cash receipts for June & July were \$20,555.60 & \$30,253.90
2. Cash-Checking \$46,177.41 and Checking-Bankcard \$4,632.09

<u>General Fund Trust</u>	As of 05-31-23	As of 07-31-23	Change
Cash/Investment Position	\$406,741.58	\$ 430,144.40	\$23,402.82

Notes:

1. Interest and Dividend payments of \$1,808.46 were reinvested in additional shares of the Mutual Funds.

### Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As 05-31-23	As of 07-31-23	Change
	\$840,854.61	\$ 881,803.77	\$40,949.16

Notes:

1. Interest and Dividend payments of \$3,665.97 were reinvested in additional shares of the Mutual Funds.
2. The 4<sup>th</sup> and final disbursement for FY 22/23 was made

# SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Highlights of Revenue & Expenditure Report  
*{Numbers taken from City Reports 08/03/23}*

Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 272,337.90	\$ 2,030,264.16
Total Expenses	<u>\$ (162,777.27)</u>	<u>\$ (1,754,269.01)</u>
Net of Revenue & Expense	<u>\$ 109,560.63</u>	<u>\$ 275,995.15</u>

Comments

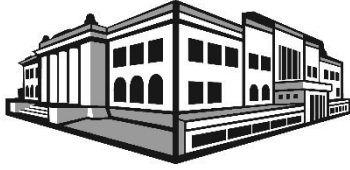
**Cash Balance**

Month Ending Current Year		Month Ending Prior Year		
\$ 285,723.79	vs	\$ 425,772.21	=	\$ (140,048.42)

Notes:

- June 2023 was a two pay period month. Total wages paid were \$84,764.65
- July 2023 was a two pay period month. Total wages paid were \$85,523.81
- Actual expenses are %82 of budget with approximately 83% of the FY year completed
  - Included you will find
    - Raymond James June & July 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*



August 8, 2023

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

**Art Galleries**

August – September exhibits are now installed.

Deo Gallery – Antony Aumann, *Inner Turmoil, Outer Beauty: Portraits of Contradiction*

Huron Mountain Club Gallery – Daric Christian, *Cell Phone Photography*

Lower-Level Reception Gallery – Tamara Lee Niemi, *Exaltations of LifeScenes*

For more information on these exhibits, check out the Mqt Compass blog posts written by our very first Public Gallery Intern, Kate Cudney <https://www.mqtcompass.com/category/public-gallery-program/>. Kate is a member of the Student Fellow Leadership Program at NMU. Amelia Pruiett and I submitted an SLFP intern opportunity for the Public Gallery Program, and I am very pleased that Kate is willing to be our test subject. She will be helping to refine processes and add capacity, such as these blog posts, to the work that is on exhibit at PWPL and in the MACC.

**eNewsletters**

Total subscribed as of 8/4/2023: 2,690

<b>Constant Contact Stats</b>			
	<b>Dates of delivery</b>	<b>Open rate</b>	<b>Current Subscribers (as of 6/15/2023)</b>
General Newsletter	June 16	57%	2423
Friends	n/a	0	382
Off the Shelf	June 1 July 1	70% (Average)	399
Digital resources and Tech	n/a	0	322
Art and Exhibits	n/a	0	399
Local History	June 13, 22	71.5 (Average)	356
Weekly Program Update	June 4, 7, 18, 25 July 2, 9, 10, 11, 12, 16, 17, 23, 30	69% (Average)	450
Youth Services Insider	June 2, 9, 17, 23, 29, 30 July 7, 14, 21	57% (Average)	498

**Staff Updates**

Our new healthcare plans went into effect on July 1, 2023. So far, the change has been relatively painless. Jamie and I are hoping that the budget impact is as anticipated. Work on moving the healthcare plan year to Jan – Dec as opposed to July – June is beginning now. Once that change is complete, we hope to have stability with our healthcare plans for many years to come.

Dax Ritter has resigned his position as Adult Services Assistant. We will post his position once the Union contract has been formally adopted by all parties.

We are also planning to post two positions of advancement in September. These came out of discussions on the reorganization committee and offer growth opportunities to staff. Unfortunately, we cannot offer these two positions as full-time with benefits, but it is our hope that this is the first step in developing more growth offerings for our staff. These positions are Assistant Department Head for Circulation and Youth Services. They will be set at a weekly hour max of 29.

### **Intellectual Freedom Conversations**

In upcoming board reports I will be reporting on conversations and trends our staff are observing related to issues of intellectual freedom, censorship, and book challenges.

Tom Bronken, Township Advisory Council member requested information regarding the Pride display (from June) and flag in the Teen Zone, one of the members of the Marquette Township Board asked questions about this the last time Tom attended a meeting. He is planning to send information to the interested township board members about this.

### **Teen Services – NMU Construction Opportunity**

In May of this year, I was made aware of an opportunity to submit a project idea to the NMU Construction Management Seniors. Projects could include preconstruction aspects such as feasibility studies or design- build services. We have been discussing the need for additional space in the Teen Zone for a couple of years now, and this seemed like the perfect opportunity to get some expertise looking at this idea. We submitted a proposal and were selected for the final round. We will present the CN459 Class on August 29<sup>th</sup>. The students will decide what projects they want to work on. Fingers crossed they are interested in our project!

These services are not 'free' but depending on what avenue we determine is our final ask (preconstruction or design-build) we may end up getting quite a lot of professional labor out of this with very little financial obligation.

### **Director Chat – no July session, 8/1/2023**

Libby was the prompt for August.

- Patron stopped to tell me how much they appreciated book pickup during the pandemic.
- A library friend and I caught up about summer, moving etc.
- A man who was in town visiting commented on his thanks for being able to drop in and print while on the road.
- Another friend stopped to tell me about some cash left in a donated book.
- A woman who was headed to the tech help session wanted to say how much she appreciates everything going on at PWPL.
- Helped a couple patrons at circ, we had A TON of material returns on this day.
- Asked a staff member for insight on a non-library item.
- Chatted with a patron who had just returned from Finland. He showed me photos of the Helsinki library – WOW. Another patron also participated in our conversation as she was walking by.
- **A.M. – 10 conversations**

- A man stopped to say hi.
- Helped a couple find our OPACs
- Talked to a teen who is very involved in library programming and music.
- A regular stopped to see if I was getting much traffic.
- Helped at circ again – it was a busy day at PWPL.
- Chatted with Debra Smith about meditation and a program coming to the community.
- Directed a patron to Adult Services for resume update and printing.
- Talked to a dad about how much his child loves PWPL.
- Talked to another regular about summer and being busy.

**P.M. – 11 conversations**

**21 conversations total**

### Library Director Professional Development/Outreach and Volunteer Activities June – July 2023

June 1	MJ interview
June 5	Sarah monthly meeting
June 6	City Department Head Meeting
June 6	Director Chat
June 7	Staff Training – Intellectual Freedom
June 7	Supervisor on Duty Meeting
June 7	Township Advisory Council Meeting
June 8	Art Reception
June 12	Finance Committee Meeting
June 14	Museum Director Lunch
June 15	Amy monthly meeting
June 16	Advisory Board of Librarians
June 20	VAST insurance review
June 20	PWPL Board Meeting
June 21	AAUW Scholarship Meeting
June 21	Superiorland Library Cooperative Board Meeting
June 22	PWPL Reorganization Meeting
June 27	City Department Head Meeting
June 28	Wage Negotiations Meeting
June 28	PWPL Digitization Project – Board Minutes
June 29	PWPL Department Head Meeting
July 7 – 14	Vacation – Boundary Waters Canoe Area
July 17	Amy monthly meeting
July 18	Wage Negotiations Meeting
July 19	Rebranding Committee
July 19	PWPL Board By-Laws Committee
July 20	PWPL Reorganization Meeting
July 20	Meeting with Jessica Holman
July 24	AAUW Scholarship Committee meeting
July 24	PWPL Personnel Committee Meeting

July 25	City Department Head Meeting
July 26	Library Nerds Podcast Recording
July 27	Meeting with Library of Michigan
July 27	Programming planning meeting
July 28	Sarah monthly meeting
July 31	Covered Teen Tuesday cooking class at Co-op

# 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:** September 13, 2023  
**RE:** Library Director Report

### **A. Staff Updates**

New staff since June 6, 2023:

- None

Staff leaving/or have left PWPL:

- Dax Ritter – Adult Services Assistant – August 2023

Open positions:

- Adult Services Assistant – part-time

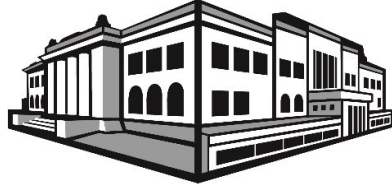
### **B. Staff Reorganization Committee**

The Reorganization committee has been meeting for several months. Our meetings transitioned from reorganization to contract/wage reopener discussions. The committee came to a Tentative Agreement regarding wages. This was presented to PWPL Board of Trustees for approval at their August meeting.

The PWPL Board of Trustees approved changes to the contract.

The new wage scale will be effective October 1, 2023.

Changes to the contract are outlined in the board meeting review below.



# Peter White Public Library

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

TO: Township Advisory Council  
FROM: Andrea Ingmire  
DATE: September 13, 2023  
RE: Old Business

## A. Board Meeting Updates

### Policy Manual and Policy Review

Policies that have been reviewed/approved since June 6, 2023.

Title of Policy	Reviewed/Approved?
MGT - 10 Investment Operations Policy	Reviewed: 6/20/2023 Approved: 8/8/2023
MGT - 4 Freedom of Information Act Summary of Procedures and Guidelines MGT - 4.1 Freedom of Information Act Procedures and Guidelines	Approved: 6/20/2023
CIRC - 2 Library of Things	Reviewed: 8/8/2023
CIRC - 3 Collection Use Policy	Reviewed: 8/8/2023

**Freedom of Information Act (FOIA) MGT 4 and MGT 4.1** came directly from our Attorney Anne Seurnyck with Foster Swift. These documents were presented and approved in the same meeting; this is a rare occurrence for PWPL Board of Trustees. However, in discussing active FOIA requests with our Anne Seurnyck she strongly suggested that we have our own FOIA process. In the past, we used the City's procedures and forms to address FOIA requests. This can lead to confusion for city staff as well as patrons who are looking for information.

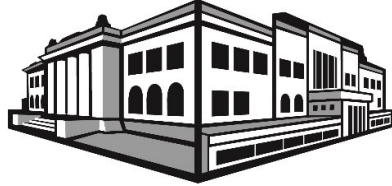
Since June 2023 we have had 5 FOIA requests. Our last FOIA request deadline ended on August 9, 2023.

All approved policies are 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.

### Superiorland Library Cooperative (SLC) Board Representative and Election

In June, the PWPL Board of Trustees reappointed Anne Donohue to the SLC Board. Anne has been serving in this capacity for a couple of years now and is currently filling the role of Vice Chair.

At the August PWPL Board of Trustees meeting the board voted to elect the following SLC Board Representatives to the SLC voting board: Anne Donohue, Eyre Becker, and Brad Winnicki. SLC can only have 9 voting members. Each SLC member library can appoint a representative. New SLC by-laws were drafted to help make the process of



## Peter White Public Library

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who is voting and who is non-voting more democratic. Change to the SLC by-laws can be viewed here: [https://superiorlandlibrary.org/wp-content/uploads/2023/06/SLC\\_Bylaws\\_New\\_Draft\\_03062023.pdf](https://superiorlandlibrary.org/wp-content/uploads/2023/06/SLC_Bylaws_New_Draft_03062023.pdf)

This is a new process for the SLC Board. We have requested additional information about candidates for future elections. It is difficult to decide how to vote, when you have very little information on the candidates who are being presented.

### **AFSCME Contract 2022-2025 Wage Reopener**

Full background on this issue can be found in our August 8 board packet pages 44-46 <https://pwpl.info/wp-content/uploads/2023/08/Board-Packet-August-8-2023-1.pdf>

In short:

- Significant changes to the wage scale adding 10 (smaller) steps to staff instead of 2 (large) steps.
- Staff will receive at least a 3% raise as we transition staff from the current wage scale to the new wage scale.
- Changed the timing of step increases, they will all take place on October 1 going forward.

For all the details, please review the August 8 packet.

### **Administration and Non-Union wages**

After much discussion the board voted to give administration and non-union staff a 4% increase. This is the average wage increase for Union staff as well.

### **Carroll Paul Memorial Trust Fund FY 23/24 Budget**

Using our newly adopted MGT-10 Investment Operations Policy, the annual distribution for CPT for the next FY is set at \$35,000. These funds will be funneled to the PWPL Operating budget and used to support programming and music events at PWPL.

### **PWPL Operating Budget FY23/24**

For more information on this topic, please see the August 8 board packet. In short, this budget was much easier to work on. Taking revenues from the PWPL Development Fund has created a bit of breathing room for our revenues. We have several building repairs coming up that are not budgeted for using operating funds. Should we decide to tackle any of these projects in the upcoming FY Fund balance will need to be utilized.

### **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/pwplboard/>

## **B. Strategic Plan Overview**

Andrea will present the Strategic Plan presentation from Amanda Standerfer.



## 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:** September 13, 2023  
**RE:** New Business

**A. Township Advisory Council By-Laws**

Attached is a copy of the edited by-laws. Many of the changes are related to the TAC meeting schedule. I did take out the specific details regarding timing/dates of meetings. There were also a few typos and punctuation edits that needed to be cleaned up.

**B. 2024 TAC Meeting Schedule**

Thank you for participating in the JotForm survey regarding our meeting dates. Seven of you indicated that you prefer to meet on the 2<sup>nd</sup> Wednesday of the month as opposed to the 1<sup>st</sup> Wednesday. As a reminder, this allows our Marquette Township Advisory Council representatives to attend our meetings without having a conflict with their township meetings. Of those 7 – 5 of you prefer to move our months of meeting to Jan, April, July, Oct; as opposed to March, June, Sept, Dec.

Assuming majority rules, these would be our scheduled meetings for 2024:

- January 10 – Election of Officers
- April 10 – Regular Meeting
- July 10 – Joint Meeting with PWPL Board of Trustees
- October 9 – Regular Meeting

Suzanne and I agree if we change the meeting months, there is no reason to have a TAC meeting this October.

If we stick with our current months of meeting the schedule for 2023/2024 would be:

- December 13 – Election of Officers
- March 13 – Regular Meeting
- June 12 – Joint Meeting with the PWPL Board of Trustees
- September 11 – Regular Meeting

I have no strong preferences on which schedule is chosen.

**C. TAC Member Board Reports**

**D. 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.

# **TOWNSHIP ADVISORY COUNCIL OF THE PETER WHITE PUBLIC LIBRARY BYLAWS**

## **Mission Statement**

The Mission of the Township Advisory Council of the Peter White Public Library is to recommend library services and methods of service delivery to townships served under contract by the Peter White Public Library.

## **ARTICLE I. MEMBERSHIP**

- A. The Township Advisory Council (hereafter call Council or TAC) of the Peter White Public Library (PWPL) will be the official name for the body representing the residents of all Townships served by the PWPL.
- B. Council membership will be comprised of two members from each township with a valid Contract for Library Services with the PWPL.
- C. Council members will be appointed by the governing body of the township they represent.
- D. Council members must be legal residents of the Township they represent.
- E. Townships may name alternates in addition to the two (2) appointed TAC members. These alternates will receive all TAC packets and will be considered members of the TAC. Only two representatives of each Township will be allowed to vote at regular and/or special meetings.
- F. Council members cannot be removed from the TAC unless official action is taken by the Township they represent.
- G. The Library Director, or an alternate named by the Library director will serve as non-voting ex-officio members of the TAC.

## **ARTICLE II. OFFICERS**

- A. Officers of the Council will be President, Vice President, and Secretary.
- B. Officers shall serve for one year and can be re-elected.
- C. Officers will be elected ~~from~~from the Council membership by voting members of the Council ~~at the September~~ annually. ~~meeting of the TAC.~~
- D. Officer Roles will be:
  - a. President

- i. Presides at all TAC ~~meetings~~meetings.
  - ii. Conducts all regular and special TAC meetings.
  - iii. ~~Represents the~~Sets a schedule for TAC members to attend Library Board of Trustees meetings. ~~TAC (or designates an alternate) at all Board of Trustees of the PWPL meetings~~
  - iv. Serves as official spokesperson for the TAC.
  - v. Appoints all Committees.
- b. Vice President
    - i. Assumes all duties of the President in the President's absence.
    - ii. Assumes the duties of the Secretary in the Secretary's absence.
  - c. Secretary
    - i. Acts as recorder at all regular and special TAC meetings.
    - ii. ~~Prepares~~Prepares all official TAC correspondence.
    - iii. Shall prepare all minutes for regular and special TAC meetings within seven (7) days of the meeting.

### ARTICLE III. MEETINGS

- A. Each year the Township Advisory Council will establish a meeting schedule for the calendar year. Meetings of the TAC will be held at a minimum of 4 times a year. The schedule will include:
  - a. The location of each meeting - Meetings may be held at the Peter White Public Library or a Township Hall in the service area.
  - b. The joint meeting between the Township Advisory Council and the Peter White Public Library Board of Trustees. ~~The TAC will meet on the first Wednesday of March, June, September, and December at 5:00p.m. in the designated meeting room of the PWPL.~~
  - A.c. The meeting in which the election of officers will be held.
- ~~B.~~ Each June meeting will be a joint meeting of the TAC and the Library Board of Directors.
- ~~C.~~ The Annual Meeting for the TAC will be held on the first Wednesday in September, with election of Officers.
- D.B. Meeting Agendas will be set by the TAC president and the Library Director.
- E.C. Special Meetings may be called by the President of the TAC or at the request of four members.
- F.D. The agenda for the Special Meeting must list the reason for the meeting.
- G.E. Quorum is one member over half in attendance of the meeting.
- H.F. The Official Order of Business will be
  - i. Call to Order
  - ii. Approval of the Agenda
  - iii. Approval of the Previous Meeting(s) Minutes
  - iv. Public Participation
  - v. Financial Report

- vi. Library Director's Report
- vii. Old Business
- viii. New Business
- ix. Council Members' comments/Reports
- x. Public Participation
- xi. Adjournment

I.G. Robert's Rules of Order will govern all business meetings.

J.H. All Council meetings will be conducted in accordance with the Michigan Open Meetings Act.

#### **ARTICLE IV. COMMITTEES**

- A. Special Committees for the study and investigation of specific issues may be named.
- B. The President will appoint all Committee members.
- C. Committees will serve until the study and/or investigation of the issue for which they were appointed is completed.

#### **ARTICLE V. GENERAL**

- A. Council actions will only be official when there has been a formal motion made, seconded and passed by a majority vote in a meeting where a quorum is present.
- B. The Council President may move, second, or introduce a motion.
- C. Council Bylaws may be amended at any time by a majority vote in a meeting where a quorum is present, provided the proposed amendment of the Bylaws is listed in the call for the meeting or it has been presented during a previous meeting.

Revised September 2008

Approved December 3, 2008

Revised and Adopted June 3, 2009

Revised and Adopted September 7, 2016

[Draft revisions: 8/31/2023](#)

# Statistics

**PLEASE NOTE: Not all July stats were available in time for the August board packet. Will be updated for September board packet.**

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	12,195	14,307	13,695			125,074
Hours Open	243	239	229	236	236	266	235	247	244	243			2418

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	1,490	2,808	2,631	2,115	1,543	1,608	12,195	25
	Average Daily		496	562	526	528	385	402	488	
JUNE	Attendance	0	2,139	2,887	2,660	2,907	2,016	1,698	14,307	25
	Average Daily		713	722	665	582	403	424	572	
JULY	Attendance	0	2,902	1,675	2,698	2,796	2,003	1,621	13,695	25
	Average Daily		580	558	675	699	501	324	548	
AUGUST	Attendance	0								
	Average Daily									
SEPTEMBER	Attendance	0								
	Average Daily									
<b>Total</b>		<b>0</b>	<b>20,707</b>	<b>24,215</b>	<b>24,273</b>	<b>21,861</b>	<b>16,800</b>	<b>17,218</b>	<b>125,074</b>	<b>246</b>
<b>Average YTD/Day</b>		<b>0</b>	<b>563</b>	<b>578</b>	<b>567</b>	<b>529</b>	<b>419</b>	<b>416</b>	<b>508</b>	

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	1					180
Onsite Events for 0-5	38	31	3	9	35	30	33	1					180
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	25					3369
Programs for 6-11	21	19	30	18	20	28	19	18	6				179
Onsite Events for 6-11	20	16	30	17	20	26	17	17	6				169
Off Site Events for 6-11	1	3		1		2	2	1					10
Attendance for Off Site Events for 6-11	22	39		8		38	46	20					173
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	629	163				6977
Teen Programs for 12-18	7	8	7	8	9	5	9	10	1				64
Onsite Events for 12-18	6	5	6	5	7	5	6	8					48
Off Site Events for 12-18	1	3	1	3	2		2	2					14
Attendance for Off Site Events for 12-18	8	30	7	131	11		16	18	200				421
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	98	200				1388
Adult Programs	21	27	20	39	20	24	46	27	15				239
Adult Onsite Events	19	21	17	21	18	22	44	27	15	22			226
Adult Off Site Events	1	3	1	0	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	27					2530
Total Children's Programs	66	58	40	35	64	63	61	29	39	31	0	0	486
Total Children's Program Attendance	1759	892	1795	1006	2255	1454	1458	752	3197	2578	0	0	17146
Total Programs	87	85	60	74	84	87	107	56	54	31	0	0	725
Total Attendance (Live)	2,087	1,237	2,357	1,253	2,567	1,801	1,820	779	3,197	2,578	0	0	0
Total Virtual Views (After the fact)	263	421	38	158	91	573	124	0	0	0	0	0	1668

**Andrea adult programs**

	<b>Date</b>	<b>Attended</b>	<b>In person</b>	<b>Virtual</b>	<b>Offsite</b>
Director Chat	5/2/2023	14 x			
Meditate Marquette	5/2/2023	0 x			
Tasty Reads	5/9/2023	12 x			
Meditate Marquette	5/9/2023	4 x			
Meditate Marquette	5/16/2023	5 x			
Meditate Marquette	5/23/2023	7 x			
Meditate Marquette	5/30/2023	3			

**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	7,080	9,992	8,746			81,796
Adult and Teen Circulation	9,257	9,313	9,365	10,144	11,449	10,488	9,188	9,236	10,583	10,518	-	-	99,541
OverDrive E-Book Circulation	1,160	1,033	1,016	1,205	1,178	1,401	1,200	1,143	1,258				10,594
OverDrive E-Magazines	253	293	282	384	319	346	248	302	267				2,694
OverDrive E-Audiobook Circ	1,785	1,642	1,667	1,829	3,027	1,797	1,764	1,763	1,667				16,941
DD OverDrive Item Checkout	75	77	84	91	117	138	118	126	153				979
LDL OverDrive Item Checkout	208	117	175	209	185	247	226	227	187				1,781
MCLS Overdrive Item Checkout	462	423	475	582	529	602	582	573	553				4,781
SLC OverDrive Item Checkout	131	133	85	121	101	124	71	101	107				974
WPLC OverDrive Item Checkout	34	14	21	45	48	60	70	60	73				425
UNMC OverDrive Item Checkout	-	-	-	28	49	68	81	73	39				338
WLC OverDrive Item Checkout	-	-	-	-	-	-	-	-	24				24
MNLC OverDrive Item Checkout	-	-	-	-	-	-	-	-	-				-
Hoopla E-Book Circulation	67	53	45	70	47	55	50	43	54				484
Hoopla E-Audiobook Circ	167	163	151	187	185	251	223	200	260				1,787
Hoopla Streaming Video Circ	35	57	52	64	81	25	57	72	59				502
Hoopla Streaming Music Circ	7	12	9	7	5	17	8	5	12				82
Hoopla Streaming Binge Pass	-	-	-	-	-	-	-	-	-				-
Kanopy Streaming Video Circ	464	420	386	233	382	417	388	294	332				3,316
Total Physical Circulation	15,944	14,874	15,677	18,359	16,169	18,318	14,894	14,936	18,605	17,571	-	-	165,347
Total Electronic Content Use	4,848	4,437	4,448	5,055	6,253	5,548	5,086	4,982	5,045	-	-	-	45,702
Total Circulation	20,792	19,311	20,125	23,414	22,422	23,866	19,980	19,918	23,650	17,571	-	-	211,049

**Circulation by City/Township**

City of Marquette	9,717	9,232	8,825	9,810	9,632	10,576	8,959	8,870	10,881	10,021			96523
Marquette Township	1,454	1,583	1,343	1,679	1,543	1,883	1,380	1,352	2,023	1,946			16186
Chocolay Township	2,367	2,315	2,144	2,504	2,312	2,930	2,116	2,194	2,807	2,549			24238
Sands Township	688	693	641	824	648	764	699	688	921	926			7492
Skandia Township	341	416	376	336	319	407	256	298	345	372			3466
West Branch Township	365	632	418	552	667	750	702	587	527	602			5802
Turin Township	1	3	-	-	-	-	1	-	-	-			5
Wells Township	-	-	-	-	-	-	-	-	-	-			0
Ewing Township	-	-	-	-	-	-	-	19	31	25			75
Non-Residents	1,011	1,070	809	965	1,048	1,008	781	928	1,070	1,130	-	-	9820

Check Outs via Self-Check	4,703	4,811	3,822	5,236	4,998	5,566	4,387	4,213	6,320				44056
Renewals	4,158	3,535	4,028	3,727	3,960	4,268	3,514	3,783	3,882	4,298			39153
Items Checked In	13,268	12,956	11,865	12,872	12,822	15,058	12,815	12,791	14,140	14,683			133270

Adult Books Browsed	167	154	287	223	287	216	153	185	240	254			2166
YS Books Browsed	361	499	624	563	544	633	421	397	851	441			5334
Items Browsed	528	653	911	786	831	849	574	582	1,091	695		-	7500

**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



New Adult CD Books	51	53	64	58	54	50	36	52	46	44	
New Adult CD Music	0	0	0	2	0	0	0	0	0	0	
New Adult Fiction	614	642	604	651	609	606	501	528	646	657	
New Adult Graphic Novels	28	24	25	32	24	9	15	23	20	17	
New Adult Mysteries	239	221	207	195	220	293	250	249	280	269	
New Adult Non-Fiction	565	580	517	648	557	619	589	536	517	486	
New Adult Paperbacks	5	9	3	7	7	7	6	14	19	9	
New Adult Science Fiction	56	77	63	67	64	100	83	81	99	103	
New Adult Western Fiction	0	0	0	0	0	0	0	0	0	0	
New Blu-Ray DVDs	10	8	4	3	8	18	18	25	28	26	
New DVDs	228	205	213	173	172	237	196	166	287	297	
New DVDs Non-Fiction	5	18	23	17	43	42	35	24	38	30	
New Juvenile Easy Picture Books	327	381	231	343	434	443	310	260	460	435	
New Juvenile Fiction	320	245	275	363	359	415	315	278	382	341	
New Juvenile Non-Fiction	105	128	79	149	154	150	103	147	178	230	
New Teen Books	52	44	74	64	78	57	85	64	115	73	
New Teen Graphic Novels	25	19	40	28	36	57	28	25	37	16	
Sister City Fiction	2	1	1	2	1	1	6	1	2	3	
Sister City Non-Fiction	5	7	3	2	3	1	27	3	1	1	
Teen Fiction	310	227	238	271	201	264	203	297	360	452	
Teen Graphic Novels	300	280	406	308	191	224	153	228	341	391	
Teen Non-Fiction	0	9	13	29	24	18	11	22	18	15	
Teen Periodicals	0	0	0	0	0	0	0	0	0	3	
Teen CD Books	20	4	3	6	7	3	3	6	4	9	

<b>Reference Transactions</b>	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	59	102				514
Adult Reference	385	723	350	433	428	520	365	324	373				3901
Technical/Other	178	315	194	167	214	192	329	355	326				2270
Circulation Directional	570	1,199	630	524	420	518	433	331	352				4977
Circulation Reference	0	0	0	0	0	3	0	0	0				3
YS Directional	168	369	228	180	232	231	178	326	443				2355
YS Reference	199	348	224	353	194	236	121	223	79				1977
Online Questions	31	65	30	47	45	51	45	32	54				400
<b>Total Directional Questions</b>	<b>781</b>	<b>447</b>	<b>265</b>	<b>213</b>	<b>272</b>	<b>293</b>	<b>238</b>	<b>385</b>	<b>545</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2869</b>
<b>Total Reference Questions</b>	<b>584</b>	<b>1071</b>	<b>574</b>	<b>786</b>	<b>622</b>	<b>756</b>	<b>486</b>	<b>547</b>	<b>452</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5878</b>
<b>Grand Total of Questions</b>	<b>1574</b>	<b>3097</b>	<b>1693</b>	<b>1737</b>	<b>1573</b>	<b>1813</b>	<b>1531</b>	<b>1650</b>	<b>1729</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16397</b>

<b>Other Services</b>	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	75	87	79			821
Passport Applications	21	22	31	49	43	39	27	24	21	21			298
Proctored Exams	4	4	5	0	5	5	5	3	5	11			47
Meeting Room Reservations	62	72	51	58	67	67	68	65	52	41			603
Meeting Room Drop-Ins								61	85	79			225
Notary Services	5	5	5	4	3	2	3	9	3	4			43

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
<b>Total Loaned to Other Libraries</b>	<b>712</b>	<b>765</b>	<b>682</b>	<b>881</b>	<b>791</b>	<b>991</b>	<b>745</b>	<b>747</b>	<b>1,067</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7381</b>
<b>Total Borrowed from Other Libraries</b>	<b>939</b>	<b>1,034</b>	<b>835</b>	<b>944</b>	<b>937</b>	<b>1,219</b>	<b>885</b>	<b>808</b>	<b>1,508</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9109</b>
Holdings Placed	1956	2056	1651	2345	2183	2316	1893	1761	2183				18344
RSL ILL Borrowed	758	823	672	799	793	1,031	744	640	754				7014
RSL ILL Lent	495	579	499	614	595	785	581	565	867				5580
MelCat Items Borrowed	181	211	163	145	144	188	141	168	754				2095
MelCat Items Lent	217	186	183	267	196	206	164	182	200				1801

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	140	211	179		

<b>Active Registered Borrowers</b>	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	1,445	1,642	1,489		
Marquette Township	226	237	219	256	263	257	217	266	290	276		
Chocolay Township	345	359	345	361	334	406	363	335	413	357		
Sands Township	131	144	124	142	138	146	124	142	150	130		
Skandia Township	37	37	41	35	43	47	44	42	60	53		
West Branch Township	55	54	52	57	54	61	58	60	69	57		
Turin Township	2	2	4	0	0	1	1	2	2	0		
Wells Township	1	1	2	1	0	2	1	1	0	1		
Ewing Township	0	0	0	0	1	1	0	3	2	2		
Non-Residents	47	48	50	55	52	61	57	56	80	74		
<b>Total</b>	<b>2,198</b>	<b>2,233</b>	<b>2,052</b>	<b>2,275</b>	<b>2,273</b>	<b>2,459</b>	<b>2,232</b>	<b>2,352</b>	<b>2,708</b>	<b>2,439</b>	<b>0</b>	<b>0</b>

<b>All Registered Borrowers</b>	# 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	11,417	11,503	11,593		
<b>TOWNSHIP</b>												
Chocolay	2,537	2,571	2,577	2,599	2,612	2,625	2,644	2,607	2,622	2,635		
Ewing	8	8	7	7	7	7	7	8	8	8		
Marquette Township	1,670	1,682	1,692	1,730	1,732	1,749	1,755	1,764	1,782	1,796		
Powell	102	101	102	104	103	103	103	103	103	103		
Sands	979	990	991	999	1,004	1,008	1,008	1,020	1,029	1,041		
Skandia	290	290	295	297	300	303	306	303	306	307		
Turin	9	9	9	9	9	9	9	9	9	9		
Wells	13	13	14	15	15	14	14	14	14	14		
West Branch	482	490	490	496	504	507	507	524	524	527		
Townships	6,090	6,154	6,177	6,256	6,286	6,325	6,353	6,352	6,397	6,440	0	0
<b>Service Area</b>	<b>17,013</b>	<b>17,168</b>	<b>17,225</b>	<b>17,394</b>	<b>17,492</b>	<b>17,599</b>	<b>17,685</b>	<b>17,769</b>	<b>17,900</b>	<b>18,033</b>	<b>0</b>	<b>0</b>
Other Areas	618	621	564	632	640	641	644	655	667	675	0	0
<b>Total</b>	<b>17,631</b>	<b>17,789</b>	<b>17,789</b>	<b>18,026</b>	<b>18,132</b>	<b>18,240</b>	<b>18,329</b>	<b>18,424</b>	<b>18,567</b>	<b>18,708</b>	<b>0</b>	<b>0</b>

(included in total under specific headings)

NMU Student	2,259	2,283	2,287	2,309	2,319	2,337	2,254	2,353	2,360	2,374		
Non Resident 3 Months	186	187	186	193	195	196	196	196	201	201		
Non Resident 6 Months	64	62	61	62	60	60	60	63	65	67		
Non Resident 12 Months	151	151	156	159	162	163	164	164	168	172		
Adult	13,732	13,830	13,898	14,032	14,121	14,229	14,311	14,392	14,516	14,629		
Juvenile	808	828	831	844	846	844	836	839	863	863		
Young Adult	766	769	768	767	764	764	767	769	762	770		
Michicard	60	60	60	60	60	60	60	60	60	60		
Books By Mail Patron	22	22	22	22	22	23	22	22	21	21		



<b>Items Added</b>	<b>Oct-22</b>	<b>Nov-22</b>	<b>Dec-22</b>	<b>Jan-23</b>	<b>Feb-23</b>	<b>Mar-23</b>	<b>Apr-23</b>	<b>May-23</b>	<b>Jun-23</b>	<b>Jul-23</b>	<b>Aug-23</b>	<b>Sep-23</b>	<b>FY YTD Totals</b>
Adult Books	289	284	228	214	284	369	348	309	310				2635
Kids Books	87	108	26	116	149	154	150	180	209				1179
Teen Books	6		55	4	44	12	56	15	49				241
Magazines	161	146	116	153	142	140	146	153	132				1289
Audiobooks	7	7	17		15	9	17	4	8				84
Videos	26	32	27		36	47	171	7	67				413
Overdrive													
Music CDs													
Various	1	3			9	22	6	5					46
Art Prints	1												1
ILLs	16	19	10	14	23	13	6	22	9				132
<b>FY YTD Totals</b>	594	599	479	501	702	766	900	695	784				6020
<b>Other Statistics</b>	<b>Oct-22</b>	<b>Nov-22</b>	<b>Dec-22</b>	<b>Jan-23</b>	<b>Feb-23</b>	<b>Mar-23</b>	<b>Apr-23</b>	<b>May-23</b>	<b>Jun-23</b>	<b>Jul-23</b>	<b>Aug-23</b>	<b>Sep-23</b>	<b>YTD Totals</b>
Cataloging Review	14	15	7	25	39	25	33	46	38	52			294
Original	3	2	4	1	9	32	35	24	7	5			122
Volunteer Hours	1.25		1.00							3.00			5.25
Mending	284	239	245	191	302	244	260	398	277	268			2708
Discards	1731	576	2,494	3713	2,920	1836	1304	1508	867	1292			18241

2022-23 Book Drop Statistics by Township

	No of Pickups	No of Items
<b>Marquette</b>		
October	4	84
November	5	116
December	4	104
January	3	58
February	4	159
March	5	169
April	4	94
May	5	124
June	4	77
July	4	128
August		
September		
<b>Total Year to Date</b>	42	1113

<b>Chocolay</b>		
October	4	54
November	5	103
December	4	109
January	4	74
February	4	65
March	5	164
April	4	112
May	5	108
June	4	125
July	4	89
August		
September		
<b>Total Year to Date</b>	43	1003

<b>Sands</b>		
October	4	48
November	5	47
December	4	6
January	4	44
February	4	6
March	5	36
April	4	40
May	5	17
June	4	21
July	4	24
August		
September		
<b>Total Year to Date</b>	43	289

<b>Skandia</b>		
October	4	28
November	5	21
December	4	40
January	4	13
February	4	46
March	5	50
April	4	22
May	5	33
June	4	40
July	4	35
August		
September		
<b>Total Year to Date</b>	43	328

<b>West Branch</b>		
October	4	0
November	5	6
December	4	4
January	4	0
February	4	2
March	5	4
April	4	0
May	5	8
June	4	3
July	4	1
August		
September		
<b>Total Year to Date</b>	43	28

**Total Year to Date ALL Locations:** 214 2761