

THE PETER WHITE PUBLIC LIBRARY  
TOWNSHIP ADVISORY COUNCIL AGENDA

June 1, 5:00 p.m.  
Shiras Room, PWPL

Zoom access: <https://us02web.zoom.us/j/85484881846?pwd=bTZZMIUwNVFPZEXUFA3cm42cVVOZz09>

Call to Order

Introductions

***Approval of the Agenda\****

***Approval the Minutes of the Previous Meeting\****  
**March 2, 2021**

Public Participation

Financial Reports

Library Director's Report

A. Staff Updates

Old Business

A. Review of Library Board meeting action items: March 2022 – May 2022

New Business

A. TAC Board Reports

B. Strategic Planning

C. Board Meeting TAC Representatives

a. June 13, 2022 (this IS a Monday) \_\_\_\_\_

b. August 9, 2022 \_\_\_\_\_

c. September 27, 2022 \_\_\_\_\_

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 7, at 5:00 pm

Zoom access: <https://us02web.zoom.us/j/82944762058?pwd=UnRWMEJOZ1Z1WTU3WHI1Y2VocXdUZz09>

Upcoming Library Board of Trustees meetings:

June 13, 2022, at 5:00 pm (In Person)

Zoom access: <https://us02web.zoom.us/j/86909943072?pwd=VUFqV0pPS3JvSjh0T01waUJoL1haQT09>

August 9, 2022 at 5:00 pm (In Person)

Zoom access: <https://us02web.zoom.us/j/89771186785?pwd=M3Bib1ZENXMyUmNkdENYTkISWVh4UT09>

September 27, 2022 at 5:00 pm (In Person)

Zoom access: <https://us02web.zoom.us/j/81136085434?pwd=ZTdEQnM1cFJLaUIVYUhpTjh6Zm1ndz09>

## **Peter White Public Library Township Advisory Council**

### **Shiras Room PWPL/Zoom**

**Minutes: March 2, 2022**

#### **Call to Order at 5:04 pm.**

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

**Absent:** Paul Marin

**Approval of the Agenda:** Moved by Tom Bronken, seconded by Suzanne Standerford and unanimously approved.

**Approval of the Minutes of the December 1, 2021 Meeting:** Moved by Natasha Lantz, seconded by Judy White and unanimously approved.

**Public Participation:** None

**Financial Reports:** The two main issues to report: costs are up and revenue remains pretty flat. Suzanne Standerford questioned if the dark store issue is still ongoing. It is still negatively affecting local governments. The MML has proposed legislation to assist local governments in capturing “pop-up” tax revenue that occurs when properties are sold. Headlee overrides have limited this revenue growth. There was further discussion, as in the December meeting, of the reduction in the penal fines received by the library. The legalization of marijuana is one reason for this reduction. As Michigan’s marijuana taxes are relatively low, there is talk of increasing them. The MLA is proposing some of the increase could be dedicated to libraries to replace lost penal fines. Penal fines are also affected by the move to reclassify some misdemeanors and felonies as civil infractions, fines which don’t come to libraries. The MLA has also opposed proposals that could set precedents like directing all snowmobile fines to snowmobile trails rather than libraries.

#### **Library Director’s Report:**

**Staff Updates:** Adult Services Department Head, Samantha Ashby has indicated she will not return to her position after the birth of her child. This is good news for her, of course, but a challenge for the Library as she is a valued employee. Interviews are being conducted for a page position.

#### **Old Business:**

**Board Meeting Action Items since December 2021:** The Board of Trustees reviewed and approved the Public Bulletin Board Posting (PRG-4) and the Tour Policy (PRG-2). Discussion of the tour policy involved who schedules tours of the Library (NCLL, service clubs, school groups, etc.) and what they see (behind the scenes operations like materials processing, roof views, youth services, photo exhibits). Tours vary depending on the ages, interests and abilities of participants. The Board of Trustees reviewed the following policies: Art Exhibit and Display Policy (PRG-3), Library Card (CIRC-1), Collection Use (CIRC-3), Educator Outreach (CIRC-5) and Memory Lab (Lib-6). The Art Exhibit policy revision will make it clear participants cannot “man” tables and

engage patrons. The Educator Outreach policy provides support to classroom teachers, allowing them to borrow materials for use in their classrooms. The Memory Lab policy deals with the new self-serve station that will allow patrons to transfer outdated materials like VHS tapes to digital files. There is a possibility that volunteers from NMU or the high school could be recruited to help patrons use the technology. Regarding the Memory Lab's proposed location, Peggy Jensen questioned the fate of its previous occupant IdentoGo. The live scan fingerprinting service ended at the Library during the covid shutdown. It will not be returning due to the amount of staff time required to operate it.

The Board also approved the Carroll Paul Trust budget. This fund makes the extensive music programming possible at PWPL. Over the course of this fiscal year, \$36,000 will be transferred to the Library.

**New Business:**

**TAC Board Reports:** Suzanne Standerford was ill in January, she submitted comments to Andrea to relay to the Board. Peggy Jensen attended the February meeting, reporting that the Board had extensive discussion of the policies passed and reviewed.

**Strategic Planning:** The strategic planning committee composed of Anne Donahue, Natasha Lantz, Paul Marin, Samantha Ashby, Steve Schmunk and Andrea Ingmire has met and reviewed three proposals for the planning process. A recommendation will be made and presented to the Board of Trustees at their March 15, 2022 meeting. Natasha Lantz commented that all three are excellent proposals.

**Board Meeting TAC Representatives:**

March 15, 2022- Beth Linna

April 19, 2022- Suzanne Standerford

May 17, 2022- Natasha Lantz

June 21, 2022-Judy White

**Council Member's Comments:** Jan Raskin questioned whether the new Superiorland Library Cooperative director Dillon Geshel is still commuting. Andrea Ingmire replied in the affirmative and added that he is doing a great job. He also serves on MLA Board, providing a voice for the Upper Peninsula. Beth Linna welcomed Anna Sanford, the new member from Skandia Township.

**Public Participation:** None

**Adjournment:** It was moved by Natasha Lantz, seconded by Judy White and unanimously approved to adjourn at 5:42 pm.

**Next TAC Meeting: June 1, 2022 at 5:00 pm.**

**Next Board of Trustees Meeting: March 15, 2022 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**  
**March 15, 2022**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, March 15, 2022 in the Shiras Room. The meeting was called to order by President Anne Donohue at 5:05PM.

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

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

**TAC Representatives Present:** Beth Linna, Skandia Township, Paul Marin, Marquette Township.

**The Agenda** was approved as amended on a motion by Myron and seconded by Schmunk. The motion is approved 3-0.

**The Minutes** of the February 15, 2022 Board Meeting were approved on a motion by Schmunk and seconded by Myron. The motion is approved 3-0.

**Special Presentation:** Samantha Ashby, Adult Services Department Head, gave a presentation on new developments in adult services. Through our SLC partnership, our recording booth was able to open February 1<sup>st</sup>, 2022. The memory lab is expected to be ready for use on April 1<sup>st</sup>, 2022; the lab will enable users to convert most outdated audio & audiovisual materials to a digital format. Take & Make Kits/Craft Programming has been popular, with plans for more in the future. We gained an additional Michigan Legal Self-Help Center December of 2021, and now have two in total. Ashby discussed upcoming programming, which includes the Docu Series, concerts (both in person, and virtual), the NEA Big Read Grant, Great Lakes Poetry Festival, and the Great Michigan Read. Adult Summer Reading 2021 was very popular, and they plan to continue in Summer 2022. As of 2021, we offer Hoopla in addition to Kanopy. Value Line is now online only. The Mining Journal Digitization project is still in progress, and can be viewed at [uplink.nmu.edu](http://uplink.nmu.edu). The installation of periodical holders and shorter shelves, for better sight lines to Memory Lab and Recording Room, has been completed. Publicity for programming continues with our Fiction display, podcasts by Marty, and social media highlighting the recording booth. All previous passport staff have been recertified. All Reference staff completed Mel Maven training. Upcoming goals for Adult Services include: more online resources through partnership with other SLC libraries, handheld technology for patrons, wifi hotspots, and more credits on Hoopla and Kanopy.

**Public Comment:** None

**TAC Report:** Beth Linna, Skandia Township.

Linna reported that Skandia received a Recreation Passport Grant. The township plans to renovate the playground area, and add ADA accessible bathrooms. They are also discussing making the pavilion more ideal for hosting gatherings and events. Skandia has a new TAC Rep, Anna Sanford.

**Financial Reports and Approval of Bills:** Goodwin addressed questions and comments related to the bills and financial reports. Schmunk asked questions about the 2021-2022 Annual Audit. MERS funding was discussed. A motion was brought by Myron and seconded by Schmunk to approve the bills for February 2022 in the amount of \$135,642.83. The motion is approved 3-0.

**Board Action Items:**

**a) Library Policies for Approval**

- **CIRC – 1 Library Card Policy, CIRC – 3 Collection Use Policy, CIRC – 5 Educator Outreach Card Policy, LIB – 6 Memory Lab Policy, PRG – 3 Art Exhibit and Display Policy:** On a motion by Schmunk and seconded by Myron, **the Board of the Peter White Public Library moves to approve, CIRC – 1 Library Card Policy, CIRC – 3 Collection Use Policy, CIRC – 5 Educator Outreach Card Policy, LIB – 6 Memory Lab Policy, PRG – 3 Art Exhibit and Display Policy** . The motion is approved 3-0.

**b) INFO – 4 Exam Proctoring Policy (update, first reading):** No action necessary at this time.

**c) MGT – 9 Gift and Donation Policy (revision, first reading):** No action necessary at this time.

**d) Director Contract:** On a motion by Myron and seconded by Schmunk, **the Board of the Peter White Public Library moves to adopt the Revised Director Contract as amended. This contract will be signed by the Board of Trustees President, Secretary and Library Director and will be effective as of March 15, 2022.** The motion is approved 3-0.

**e) Strategic Plan Committee Recommendation:** On a motion by Schmunk and seconded by Myron, **the Board of the Peter White Public Library move to hire Fast Forward Libraries as the consultants for our upcoming Strategic Planning process. This process will begin in April 2022 and should be completed by January 2023.** The motion is approved 3-0.

**Public Comment:** None

**Unfinished Business:** None

**New Business/Board Member Comment:**

Ingmire discussed continuing education opportunities for board members, through the Library of Michigan.

**Standing Reports:** Staff address questions and comments related to Standing Reports.

Schmunk made motion to adjourn, seconded by Myron. The meeting adjourned at 6:04 PM.

Respectfully submitted,

Patrick Myron  
Secretary

**Upcoming meetings: April 19, 2022**

**Upcoming TAC meeting: June 2, 2022**

**Board of Trustees of the Peter White Public Library  
Regular Board Meeting  
Minutes**

**April 19, 2022**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, April 19, 2022 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; Patrick Myron, Secretary; Lori Nelson, Member; Carol Steinhaus, Member  
**Excused:** Steve Schmunk, 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; Amy Salminen, Adult Services Librarian; Sarah Rehborg, Youth Services Department Head.

**TAC Representatives Present:** Suzanne Standerford, Sands Township; Tom Bronken, Marquette Township.

**Others present:** Tanner Wagner, VAST advisor. Suzanne Williams, future Board of Trustees member.

**The Agenda** was approved on a motion by Steinhaus and seconded by Nelson. The motion is approved 3-0, with 1 abstaining.

**The Minutes** of the March 15, 2022 Board Meeting were approved on a motion by Steinhaus and seconded by Myron. The motion is approved 4-0.

**Special Presentation:** Special Presentation – Tanner Wagner, VAST advisor. (The Special Presentation with Heather Steltenpohl, Development Director, has been postponed.) Wagner gave a presentation on PWPL coverage through VAST. This included property casualties, building coverage, general liability, workers compensation, and umbrella/additional types of coverage for liability. Due to increased activity, cyber liability has seen increased costs for premiums nationally. Wagner outlined the current accident policy's premiums, terms, and deadlines. Steinhaus requested clarification of coverage in the case of a death on site, and Wagner discussed this at length.

**Public Comment:** None

**TAC Report: Suzanne Standerford, Sands Township.**

Standerford reported that the Sands Township Office is now open Monday-Friday, 10AM-3PM. The Special Election for the existing sinking millage fund now has a ballot drop box that is checked daily. Critical and Temporary employment needs continue.

Volunteers are also needed to work elections, and for the recreation committee. The Superior Solar Project and Cleveland Cliffs Iron Co. have asked the DNR to modify an agreement involving 1,080 acres of recreation land near the intersection of HWY 553 and 480, for a solar power project. The modification would allow temporary closure of the area during construction, in the interest of safety. Once completed, the proposal agrees to reroute recreational trails. The Sands Township Board has agreed to this project, but some recreational users oppose it. Documents and the option for public comment (sent directly to the DNR) can be found at: [Michigan.gov/dnr](http://Michigan.gov/dnr), in the Doing Business/Sale of DNR-managed public lands section.

**Financial Reports and Approval of Bills:** Goodwin addressed questions and comments related to the bills and financial reports. Expenses and revenues were compared to last year at this time. Penal fines are down, which will be monitored as a possible budget concern. Standerford questioned if public libraries in Michigan were receiving tax money from marijuana dispensaries, Ingmire discussed this at length. A motion was brought by Steinhaus and seconded by Myron to approve the bills for March 2022, in the amount of \$153,577.92. The motion is approved 4-0.

**Board Action Items:**

- a) **Library Policies for Approval: INFO – 4 Proctoring Policy, MGT – 9 Gift and Donation Policy**, on a motion by Steinhaus and seconded by Myron, **the Board of the Peter White Public Library moves to approve INFO – 4 Proctoring Policy, MGT – 9 Gift and Donation Policy.** The motion is approved 4-0.
- b) **PRG – 1 Library Sponsored Program Policy (first reading):** No action necessary at this time.
- c) **MCGS Updated Agreement:** The Board created a subcommittee to continue working on the agreement between the Marquette County Genealogy Society and Peter White Public Library.

**Public Comment:** None

**Unfinished Business:** None

**New Business/Board Member Comment:** Chapter 13 of the Trustee Manual, Public Library Establishment Types, was addressed. The April Board of Trustees meeting will be Myron's last as a member & serving as secretary, and the Board thanked him for his work.

**Standing Reports:** Donohue asked to revisit the summary of Ellen Moore's trip to PLA. Steinhaus asked if curbside services were still being offered, and Salminen verified that they are.

**Adjournment:** Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 4-0. The meeting adjourned at 6:34PM.  
Respectfully submitted,

Patrick Myron  
Secretary

Upcoming meetings: May 17, 2022  
Upcoming TAC meeting: June 2, 2022

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 02/28/22 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 02-28-22	Change
Cash- Checking	\$579,533.88	\$643,976.21	\$64,442.33

Notes:

1. Cash receipts for January were
2. Cash-Checking \$91,078.31 and Checking-Bankcard \$1,545.93

### General Fund Trust

	As of 01-13-22	As of 02-28-22	Change
Cash/Investment Position	\$448,112.75	\$442,202.36	(\$5,910.39)

Notes:

1. Interest and Dividend payments of \$228.30 were reinvested in additional shares of the Mutual Funds.

### Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As of 01-31-22	As of 02-28-22	Change
	\$960,916.52	\$948,725.87	(\$12,190.65)

Notes:

1. Interest and Dividend of \$511.16 were reinvested in additional shares of the Mutual Funds.

*\*It is my belief that we will continue to see a downturn in the market for the foreseeable future. The Library is invested with a 60/40 split -60% higher risk, so the balances will continue to follow with the volatility of the market*

# SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

## Highlights of Revenue & Expenditure Report

*{Numbers taken from City Reports 03/09/22 there may be some timing issues with City internal posting}*

	Current Month	Current YTD
Total Revenue	\$ 182,072.99	\$ 1,201,548.62
Total Expenses	\$ (132,129.70)	\$ (739,554.34)
Net of Revenue & Expense	\$ 49,943.29	\$ 461,994.28

## Comments

<b>Cash Balance</b>			
Month Ending Current Year	vs	Month Ending Prior Year	=
\$ 643,976.21		\$ 633,551.61	\$ 10,424.60

## Notes:

- February was a two pay period month. Total wages paid were \$
- Actual expenses are at 37% of budget with approximately 42% of the FY year completed
- As the cost of many of our supplies and services increase we will continue to diligently look over our expenses to see where cost savings can be made
- During the month of March I will be going over the Revenue/Expenditure report to make any necessary budget adjustments
  - 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*

## 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 03/31/22 Financial Statements are a close estimate of the Library's financial position.

### Highlights of General Fund Balance Sheet

Cash Position	As of 02-28-22	As of 03-31-22	Change
Cash- Checking	\$643,976.21	\$714,890.74	\$70,914.53

Notes:

1. Cash receipts for March were \$223,833.68
2. Cash-Checking \$222,560.20 and Checking-Bankcard \$1,273.48

### General Fund Trust

	As of 02-28-22	As of 03-31-22	Change
Cash/Investment Position	\$442,202.36	\$442,724.55	\$522.19

Notes:

1. Interest and Dividend payments of \$422.37 were reinvested in additional shares of the Mutual Funds.

### Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As of 02-28-22	As of 03-31-22	Change
	\$948,725.87	\$949,834.44	\$1,108.57

Notes:

1. Interest and Dividend payments of \$912.26 were reinvested in additional shares of the Mutual Funds.

*\*It is my belief that we will continue to see a downturn in the market for the foreseeable future. The Library is invested with a 60/40 split -60% higher risk, so the balances have the potential to continue to follow with the volatility of the market*

# SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

## Highlights of Revenue & Expenditure Report

*{Numbers taken from City Reports 04/13/22 there may be some timing issues with City internal posting}*

	Current Month	Current YTD
Total Revenue	\$ 223,883.84	\$ 1,379,655.22
Total Expenses	\$ (155,623.67)	\$ (955,843.01)
Net of Revenue & Expense	\$ 68,260.17	\$ 423,812.21

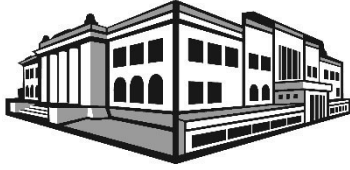
## Comments

<b>Cash Balance</b>			
Month Ending Current Year	vs	Month Ending Prior Year	=
\$ 714,890.74		\$ 579,343.75	\$ 135,546.99

## Notes:

- March was a two pay period month. Total wages paid were \$85,707.15
- Actual expenses are at 46% of budget with approximately 50% of the FY year completed
- As the cost of many of our supplies and services increase we will continue to diligently look over our expenses to see where cost savings can be made
  - 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*



**March 15, 2022**

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

**MLA Conference Planning Committee**

I am on the MLA (Michigan Library Association) Annual Conference Planning Committee this year. The conference will be held in Port Huron October 19-22. It has been fun to participate in the planning of this conference and I look forward to an IN-PERSON conference again!!

We are working on getting keynote speakers finalized and the call for proposals is now out. I'm hoping that there will be at least one presentation coming from PWPL. Lisa Waskin from Superior District Library and Dillon Geshel from the Superiorland Library Cooperative are also on this committee, we hope to encourage a lot of participation from UP libraries this year.

**Art Galleries**

In April and May, we will have Beth Jukuri's quilts on display in the Huron Mountain Club Gallery. Her exhibit is called "My Lady and I" and touches on her struggle with domestic violence and recovery from that trauma.

NMU Art students will have an exhibit in the Lower-Level Reception Gallery called "Locally Sourced."

The next multi-artist reception will be held on April 14, 2022.

On exhibit in the Deo Gallery:

March 2022 - Ben Pawlowski

April 2022 - NMU Ceramics

May 2022 - MAPS High School Students

**SLC**

I've been helping with redesigning the UPRLC Website. Jessica Holman, Alexandra VanDoren, and Pam Malmsten are also working on this project.

ALS Directors also started a monthly roundtable discussion. Our meeting was on February 16 and we discussed censorship and policies regarding collections.

**Staff Updates**

I am sad to report that Samantha Ashby has indicated that she will not return after her maternity leave. While I am very happy for her and for her family, this change will leave quite a gap on our staff. I'll be working with Sam over the next month or so to plan her departure and we will post the position as quickly as we are able to.

- New Page - Zach Talley will begin on March 21.

We have quite a few changes coming up on staff. We have two part-time staff who will be leaving us this spring/summer. We don't have final dates on those yet, but more changes are coming to PWPL staffing.

## Director Chat – 3/1/22

### Morning = total 4

- A woman and her mother came in for books. They were very happy to have more flexibility with masking, as mom forgot hers in the car.
- Another patron asked about the change in masking and expressed gratitude for the change.
- Chatted with one of our regular newspaper readers.

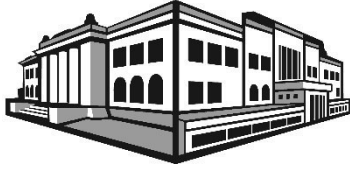
### Afternoon = total 3

- Talked with a former TAB member who has returned to the area.
- Found a book for a patron.
- Helped with some door confusion. (The front doors have been misbehaving of late.)

Total chats: 7

## Library Director Professional Development/Outreach and Volunteer Activities February 2022

February 1	Director Chat
February 1	Social Media Meeting
February 2	TV6 Interview
February 2	SOD meeting
February 8	MLA Conference Planning Meeting
February 8	Strategic Planning Meeting
February 9	Monthly Meeting with Tiina, MACC
February 10	Staff training committee meeting
February 11	Eric Froberg, Mark Aho Financial Group Meeting
February 11	Library of Michigan Director Meeting
February 15	MLA Marketing Meeting
February 15	PWPL Board Meeting
February 15	Tasty Reads Meeting
February 16	Rich Vanderveen meeting
February 16	SLC Roundtable meeting
February 17	MLA Advocacy Hour
February 17	Department Head meeting
February 22	Strategic Planning meeting
February 24	Board Personnel Committee meeting
February 25	Library of Michigan Social media webinar
February 25	MERS Meeting



**April 19, 2022**

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

**MLA Conference Planning Committee**

I am on the MLA (Michigan Library Association) Annual Conference Planning Committee this year. The conference will be held in Port Huron October 19-22. It has been fun to participate in the planning of this conference and I look forward to an IN-PERSON conference again!!

Breakout sessions were all reviewed in early April. We have an excellent line up of programs! In fact, I've already reached out to a library who submitted a program proposal that is in-line with what we are hoping to do with the Kulisheck donation, I hope to learn more about that program on 4/18.

**Art Galleries**

In April and May, we will have Beth Jukuri's quilts on display in the Huron Mountain Club Gallery. Her exhibit is called "My Lady and I" and touches on her struggle with sexual trauma and recovery from that trauma.

NMU Art students will have an exhibit in the Lower-Level Reception Gallery called "Locally Sourced."

Our joint artist exhibit went well on 4/14 - we had approximately 50 people attend between all the galleries.

On exhibit in the Deo Gallery:

April 2022 - NMU Ceramics

May 2022 - MAPS High School Students

**MCGS**

As discussed in the board packet. I've been working with Lynette and Sam to attempt to get a formalized agreement with the MCGS established. Hopefully more to come!

**Staff Updates**

Amy Salminen will be taking over the Adult Services Department Head position on Monday, April 18<sup>th</sup>. The Circulation Department Head position will post in-house on Monday, April 25<sup>th</sup>.

Kate Dohnal has submitted her last day as May 5<sup>th</sup>. She has taken a position with Pathways. The YS position is currently posted externally, there was not any internal interest.

Shannon Stillwell is no longer employed by PWPL. The maintenance assistant position is currently posted in-house.

## Director Chat – 4/5/2022

### Morning = total 4

- Spoke with a friends volunteer about books and friends. They are very happy to be a part of the friends group!
- Chatted with a regular morning patron.
- A woman walked by and assured me that she was trying to think of questions.
- Talked with a patron about the status of city sidewalks in the winter and how challenging they can be for seniors.

### Afternoon = total 4

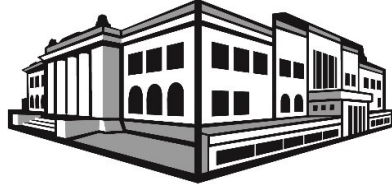
- Took many program suggestions from a patron: chess club for adults, medal of honor recipient day, and their desire to see the medical programs come back.
- Talked to two staff members.
- Chatted with a friend of a staff member who regularly brings in staff treats 😊

Total chats: 8

## Library Director Professional Development/Outreach and Volunteer Activities March 2022

March 1	Labor Management Meeting
March 1	Director Chat
March 1	MLA Advocacy Day
March 2	SOD Meeting
March 2	Township Advisory Council Meeting
March 4	Met with Spies Library Director
March 8	Tasty Reads
March 9	Rich Vanderveen Meeting
March 9	Advisory Board of Librarians – SLC
March 10	Strategic Planning Meeting
March 11	Library of Michigan Director Meeting
March 14	Meeting with Jenn Hill
March 14 – 18	Staff Evaluations
March 16	SLC Roundtable
March 17	SLC Board Meeting
March 17	Department Head Meeting
March 21	Millage Workshop
March 21	Strategic Plan Meeting
March 21	Economic Club of Marquette
March 22	NMU German Class Visit
March 23	MCGS Meeting
March 24	Friends Booksale (Pre-Sale day)
March 28-April 1	Vacation

# 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 1, 2022**  
**RE: Library Director Report**

### **A. Staff Updates**

New staff since March 2022:

- None.

Staff leaving/or have left PWPL

- Samantha Ashby's last day, May 6<sup>th</sup>
- Kate Dohnal's last day, May 5<sup>th</sup>

Staff in transition

- Amy Salminen moved from Circulation Department Head to Adult Services Department Head

Open positions

- Meghan Berka will be joining us June 27<sup>th</sup> as a Youth Services Assistant
- Melissa Alan Matuscak will be joining us July 5<sup>th</sup> as our Circulation Department Head



**TO: Township Advisory Council**  
**FROM: Andrea Ingmire**  
**DATE: June 1, 2022**  
**RE: Old Business**

**A. Board Meeting Updates**

**Policy Manual and Policy Review**

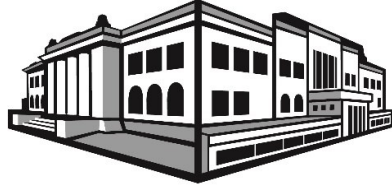
Policies that have been reviewed/approved since March 2022.

<b>Title of Policy</b>	<b>Reviewed/Approved?</b>
PRG – 3 Art Exhibit and Display Policy (revision)	Reviewed: 2/15/22 Approved: 3/15/22
CIRC – 1 Library Card Policy (revision)	Reviewed: 2/15/22 Approved: 3/15/22
CIRC – 3 Collection Use Policy (revision)	Reviewed: 2/15/22 Approved: 3/15/22
CIRC – 5 Educator Outreach Card Policy (new)	Reviewed: 2/15/22 Approved: 3/15/22
Lib – 6 Memory Lab Policy (new)	Reviewed: 2/15/22 Approved: 3/15/22
INFO – 4 Proctoring Policy	Reviewed: 3/15/22 Approved: 4/19/22
MGT – Gift and Donation Policy	Reviewed: 3/15/22 Approved: 4/19/22
PRG – 1 Library Sponsored Program Policy	Reviewed: 4/19/22

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.

**Updated Director Contract**

At the March meeting, the PWPL Board of Trustees reviewed the Director’s Contract and updated it to be an ongoing contract, rather than a new hire contract. Changes of significance include using the PTO scale available to other full-time staff. Additionally, I requested the ability to contribute more to my MERS pension. Prior to this contract change, I was locked at 3% (employee contribution) and would like to increase that over time. The new contract is available in the March Board Packet.



## Peter White Public Library

217 N. Front Street | Marquette, MI 49855 | 906/228-9510 | [www.pwpl.info](http://www.pwpl.info)

### **MCGS**

Of great importance over the past couple of months is the ongoing discussion with the Marquette County Genealogical Society. The full background on this discussion can be found in the April Board Packet. In short, the MCGS collection has been held at PWPL for a couple of decades. We do not have a formal agreement about this collection and legally we should. The MCGS doesn't currently have insurance on their collection, and for the protection of these items, they should if the MCGS wishes to retain ownership of these materials. The Library Board created a subcommittee to work on this agreement with the MCGS when conversations between staff and MCGS stalled. It is our sincere hope that an agreement can be reached soon!

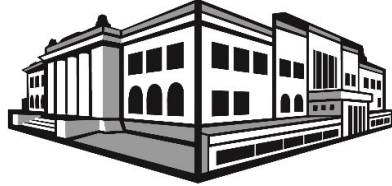
### **Board Meeting and Packet General Information and reminders**

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/>

Our May board meeting was cancelled very last minute due to not having a quorum for the meeting. We will reuse much of that packet and will be adding a couple more items for the June 13<sup>th</sup> meeting.

We will NOT have a board meeting in July.



## 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 1, 2022**  
**RE: New Business**

### **A. TAC Member Board Reports**

### **B. Strategic Planning**

Community Focus Groups will be held on June 13<sup>th</sup>. There will be several in-person sessions on that day, two will be held in Township Hall locations. Marquette Township 10am; West Branch Township 2pm.

Virtual sessions will be held on June 15 and 16.

The patron survey will be released on June 1 and will close at the end of the month.

Please encourage your township board members, friends, and neighbors to attend a session and/or participate in the survey!

### **C. Board Meeting TAC Representatives**

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

See agenda.

# Statistics

A. Library Visits

	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Total
Library Visits (Door Count)	10022	9257	8656	8216	8778	12073	11167						68169
Hours Open	239	249	236	223.5	201	269	243						1660.5

2021/22

Sunday Monday Tuesday Wednesday Thursday Friday Saturday Attendance # Days Open

OCTOBER	Attendance	0	1,872	1,747	1,848	1,540	1,448	1,567	10,022	25
	Average Daily		468	437	462	385	362	313	401	
NOVEMBER	Attendance	0	2,198	5,062	1,799	1,210	947	1,041	9,257	24
	Average Daily		440	412	450	403	316	260	386	
DECEMBER	Attendance	0	1,506	1,505	2,144	1,650	1,227	624	8,656	23
	Average Daily		377	376	429	330	409	312	376	
JANUARY	Attendance	0	1,986	1,424	1,141	1,335	1,248	1,082	8,216	25
	Average Daily		397	356	285	334	312	271	329	
FEBRUARY	Attendance	0	1,252	1,651	1,668	1,831	1,332	1,044	8,778	23
	Average Daily		417	413	417	458	333	261	382	
MARCH	Attendance	0	1,901	2,263	2,324	2,168	1,714	1,703	12,073	27
	Average Daily		475	453	465	434	429	426	447	
APRIL	Attendance	0	1,731	2,255	2,135	1,874	1,463	1,709	11,167	25
	Average Daily		433	564	534	469	366	342	447	
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									
<b>Total</b>		<b>0</b>	<b>6,756</b>	<b>7,975</b>	<b>7,975</b>	<b>7,413</b>	<b>6,023</b>	<b>6,023</b>	<b>68,169</b>	<b>172</b>
<b>Average YTD/Day</b>		<b>0</b>	<b>430</b>	<b>430</b>	<b>435</b>	<b>402</b>	<b>361</b>	<b>312</b>	<b>395</b>	



**Circulation Transactions**

	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Total
Children's Circulation	7083	6819	6513	6736	7284	9408	8046						51889
Adult and Teen Circulation	7839	9020	8069	8938	7838	9505	9160						60369
OverDrive E-Book Circulation	1310	1340	1271	1400	1258	1245	1314						9138
OverDrive E-Magazines	326	302	311	367	302	299	333						
OverDrive E-Audiobook Circ	1591	1616	1490	1507	1452	1705	1660						11021
OverDrive Streaming Video Circ	0	0	0	2	1	1	1						5
DD OverDrive Item Checkout				14	38	51	48						
LDL OverDrive Item Checkout				162	161	202	166						
MCLS Overdrive Item Checkout				398	356	381	432						
SLC OverDrive Item Checkout				83	130	98	128						
Hoopla E-Book Circulation	6	3	21	32	27	37	66						192
Hoopla E-Audiobook Circ	19	24	50	60	65	90	116						424
Hoopla Streaming Video Circ	21	22	42	56	60	34	38						273
Hoopla Streaming Music Circ	7	11	3	4	7	7	9						48
Kanopy Streaming Video Circ	267	223	201	296	243	240	523						1993
Total Physical Circulation	14922	14667	13409	14502	14082	16849	15675	0	0	0	0	0	104106
Total Electronic Content Use	3547	3541	3389	4381	4100	4390	4834	0	0	0	0	0	28182
Total Circulation	18469	18208	16798	18883	18182	21239	20509	0	0	0	0	0	132288

**Circulation by City/Township**

City of Marquette	8582	8555	7914	8839	8251	10015	9496						61652
Marquette Township	1619	1524	1339	1350	1451	1808	1595						10686
Chocolay Township	2441	2223	2002	2123	2123	2376	2196						15484
Sands Township	591	555	614	646	673	793	692						4564
Skandia Township	346	374	296	347	306	338	315						2322
West Branch Township	439	516	535	393	578	602	437						3500
Turin Township	0	0	0	0	0	0	0						0
Wells Township	0	0	0	1	0	0	0						1
Ewing Township	0	0	0	0	0	0	0						0
Non-Residents	904	920	709	803	700	917	944						5897

Check Outs via Self-Check	3584	3484	3050	3251	4297	5135	4477						27278
Renewals	3857	3396	3720	3366	3072	3847	3726						24984
Items Checked In	11949	12583	10801	11860	11691	13560	13180						85624

Adult Books Browsed	131	142	95	104	126	175	142						915
YS Books Browsed	326	315	382	330	389	681	605						3028
Items Browsed	457	457	477	434	515	856	747	0	0	0	0	0	3943

<b>Circulation by Collection</b>	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22
Adult CD Books	249	275	203	209	228	270	267
Adult CD Music	169	201	168	168	133	199	189
Adult Fiction	1421	1310	1313	1383	1260	1517	1371
Adult Graphic Novels	61	37	42	43	44	67	47
Adult Mysteries	692	675	504	591	544	664	589
Adult Non-Fiction	1545	1476	1294	1559	1279	1752	1638
Adult Paperbacks	131	100	70	141	79	97	118
Adult Periodicals	207	236	199	298	304	273	262
Adult Ready Ref	65	65	63	58	48	85	91
Adult Reference	0	1	2	1	5	1	1
Art Prints	10	18	6	15	15	16	22
Adult Science Fiction	116	121	138	127	106	151	156
Adult Atlas	1	0	0	0	0	0	2
Adult Western Fiction	48	98	59	58	44	40	30
Blu-Ray DVDs	32	41	36	33	29	26	22
DVDs	808	783	805	860	742	857	850
DVD Non-Fiction	87	95	79	127	86	89	87
Equipment	4	4	2	2	3	3	2
Genealogy	3	9	1	3	0	0	2
Index Table	2	0	2	0	0	0	0
Juvenile Board Books	228	324	2147	189	288	325	233
Juvenile CD Books	75	71	97	105	88	152	119
Juvenile CD Music	8	12	12	9	32	12	25
Juvenile DVDs	304	275	286	245	264	323	389
Juvenile DVD Non-Fiction	24	20	19	12	46	29	43
Juvenile Easy Picture Books	1557	1354	1056	1434	1529	2019	1628
Juvenile Fiction	722	758	878	730	787	924	936
Juvenile Games	38	42	50	46	74	102	54
Juvenile Graphic Novels	550	544	515	500	576	802	708
Juvenile Holiday Easy Pic Books	325	312	390	130	99	92	74
Juvenile Holiday Fiction	17	14	25	8	5	9	15
Juvenile Holiday Non-Fiction	56	67	75	15	19	24	11
Juvenile Intermediate Fiction	289	257	270	264	353	511	439
Juvenile Kits with CDs	6	12	7	11	12	10	8
Juvenile Non-Fiction	1102	1097	933	1239	1403	1706	1525
Juvenile Periodicals	15	7	6	3	5	0	12
Juvenile Easy Readers	308	327	399	395	469	594	517

Juvenile Reference	2	2	3	0	1	3	2
Juvenile Series Books	15	8	12	12	23	23	14
Juvenile Tiny Books	8	18	7	9	10	23	21
Library of Things	3	2	3	7	0	3	18
Local Documents	0	2	0	0	3	0	0
Large Print Fiction	191	162	151	60	173	204	167
Large Print Mysteries	50	63	37	15	30	56	51
Large Print Non-Fiction	4	6	13	15	13	19	12
Large Print Science Fiction	1	0	6	3	3	2	3
Large Print Western Fiction	1	1	1	0	2	2	1
Michigan Fiction Reference	0	0	35	0	0	1	0
Michigan Non-Fiction	51	72	75	55	72	61	1
Michigan Reference	1	3	0	3	1	5	58
Marquette Genealogy	0	0	0	0	0	0	0
New Adult CD Books	66	69	75	61	48	57	67
New Adult CD Music	0	0	0	0	431	0	0
New Adult Fiction	587	562	468	500	431	479	482
New Adult Graphic Novels	9	17	10	10	17	9	20
New Adult Mysteries	252	230	225	239	216	284	256
New Adult Non-Fiction	505	575	517	440	432	493	515
New Adult Paperbacks	16	7	6	11	5	6	11
New Adult Science Fiction	62	76	56	62	79	69	76
New Adult Western Fiction	5	1	3	5	3	2	6
New Blu-Ray DVDs	1	26	15	12	4	8	7
New DVDs	180	230	235	204	281	203	236
New DVDs Non-Fiction	10	16	17	5	12	11	10
New Juvenile Easy Picture Books	443	403	425	470	424	589	420
New Juvenile Fiction	269	314	238	319	246	356	246
New Juvenile Non-Fiction	183	185	102	173	157	215	125
New Teen Books	120	114	101	118	57	124	83
New Teen Graphic Novels	37	27	12	34	39	47	23
Sister City Fiction	1	0	4	0	1	2	0
Sister City Non-Fiction	9	2	5	6	0	0	3
Teen Fiction	262	253	267	306	227	331	279
Teen Graphic Novels	255	278	196	244	243	295	352
Teen Non-Fiction	20	21	16	25	14	31	23
Teen Periodicals	0	1	7	0	0	0	0
Teen CD Books	2	13	7	2	6	7	2

<b>Reference Transactions</b>	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Total
Adult Directional	73	114	85	64	59	137	112						644
Adult Reference	521	412	479	501	480	526	516						3435
Technical/Other	397	229	179	181	131	222	211						1550
Circulation Directional	602	516	596	508	611	814	530						4177
Circulation Reference	11	7	1	13	57	18	9						116
YS Directional	80	88	120	42	206	160	78						774
YS Reference	195	131	162	143	244	217	167						1259
Online Questions	46	40	20	23	18	65	60						272
<b>Total Directional Questions</b>	<b>755</b>	<b>202</b>	<b>205</b>	<b>106</b>	<b>265</b>	<b>297</b>	<b>190</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1418</b>
<b>Total Reference Questions</b>	<b>727</b>	<b>543</b>	<b>641</b>	<b>644</b>	<b>724</b>	<b>743</b>	<b>683</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4694</b>
<b>Grand Total of Questions</b>	<b>1925</b>	<b>1537</b>	<b>1642</b>	<b>1475</b>	<b>1806</b>	<b>2159</b>	<b>1683</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12227</b>

<b>Other Services</b>	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Total
Study Room Reservations	48	53	51	33	36	60	36						317
Passport Applications	14	13	21	28	22	23	29						150
Proctored Exams	3	2	4	0	3	3	2						17
Meeting Room Reservations	51	62	36	23	33	56	50						311
Notary Services	3	5	3	6	1	3	8						29

Interlibrary Loan	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Total
<b>Total Loaned to Other Libraries</b>	<b>905</b>	<b>861</b>	<b>754</b>	<b>925</b>	<b>899</b>	<b>999</b>	<b>908</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6251</b>
<b>Total Borrowed from Other Libraries</b>	<b>954</b>	<b>898</b>	<b>945</b>	<b>981</b>	<b>820</b>	<b>1,003</b>	<b>1,037</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6638</b>
Holdings Placed	2095	2301	1941	2256	1825	2233	1860						14511
Patron Initiated ILL Borrowed	781	750	786	788	632	866	820						5423
Patron Initiated ILL Lent	660	562	547	636	619	708	651						4383
MelCat Items Borrowed	173	148	159	193	188	137	217						1215
MelCat Items Lent	245	299	207	289	280	291	257						1868

I. Registered Borrowers

	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
New Registered Borrowers	101	111	130	99	68	95	102					

<b>Active Registered Borrowers</b>	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21
City of Marquette	1114	1207	1196	1173	1129	1285	1227					
Marquette Township	215	232	243	217	191	233	232					
Chocolay Township	296	308	307	294	308	361	343					
Sands Township	104	87	128	125	111	126	123					
Skandia Township	29	25	26	24	31	41	47					
West Branch Township	42	45	48	45	42	55	48					
Turin Township	1	1	1	1	1	1	1					
Wells Township	0	0	1	2	1	1	3					
Ewing Township	0	0	0	0	1	0	0					
Non-Residents	53	54	64	57	35	58	50					
<b>Total</b>	<b>1854</b>	<b>1959</b>	<b>2014</b>	<b>1938</b>	<b>1850</b>	<b>2161</b>	<b>2074</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>All Registered Borrowers</b>	# of Patrons 10/31/20	# of Patrons 11/30/20	# of Patrons 12/31/20	# of Patrons 01/31/21	# of Patrons 02/28/21	# of Patrons 03/31/21	# of Patrons 04/30/21	# of Patrons 05/31/21	# of Patrons 06/30/21	# of Patrons 07/31/21	# of Patrons 08/31/21	# of Patrons 9/31/21
City of Marquette	10,322	10,345	10,381	10,443	10,501	10,566	10,626					
<b>TOWNSHIP</b>												
Chocolay	2,388	2,395	2,406	2,426	2,438	2,452	2,469					
Ewing	7	7	7	7	7	7	7					
Marquette Township	1,602	1,614	1,631	1,636	1,640	1,644	1,653					
Powell	100	100	102	102	102	102	102					
Sands	925	936	943	954	951	950	954					
Skandia	269	273	272	274	278	279	281					
Turin	2	7	7	7	7	7	7					
Wells	10	10	10	11	11	13	13					
West Branch	473	477	480	478	479	480	481					
Townships	5,776	5,819	5,858	5,895	5,913	5,934	5,967	0	0	0	0	0
<b>Service Area</b>	<b>16,098</b>	<b>16,164</b>	<b>16,239</b>	<b>16,338</b>	<b>16,414</b>	<b>16,500</b>	<b>16,593</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Areas	600	597	598	604	608	608	615					
<b>Total</b>	<b>16,698</b>	<b>16,761</b>	<b>16,837</b>	<b>16,942</b>	<b>17,022</b>	<b>17,108</b>	<b>17,208</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

(included in total under specific headings)

NMU Student	2,264	2,266	2,269	2,284	2,293	2,226	2,308					
Non Resident 3 Months	183	182	185	185	187	187	191					
Non Resident 6 Months	61	61	61	64	65	65	66					
Non Resident 12 Months	158	152	149	151	152	152	154					
Adult	12,951	12,976	13,018	13,103	13,168	13,245	13,328					
Juvenile	718	745	768	764	766	764	770					
Young Adult	701	710	720	727	734	738	739					
Michicard	60	60	60	60	60	60	60					
Books By Mail Patron	22	22	22	22	21	20	21					

Technology

	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Total
Y.S. Computer Sign-ups	27	35	24	26	29	42	4						187
Lab/Free Station Computer Sign-Ins	963	832	730	841	777	844	826						5813
Total Sessions/Logins	990	867	754	867	806	886	830	0	0	0	0	0	6000
Laptop/Wireless Logins	1,086	1,199	1,118	951	1,128	1,276	1,168						7926
<b>Total Computer Logins</b>	2076	2066	1872	1818	1934	2162	1998	0	0	0	0	0	13926
Library Website Hits	15,178	8,320	7,879	15,955	8,352	16,696	16,442						88822

<b>Items Added</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>	<b>Jan-22</b>	<b>Feb-22</b>	<b>Mar-22</b>	<b>Apr-22</b>	<b>May-22</b>	<b>Jun-22</b>	<b>Jul-22</b>	<b>Aug-22</b>	<b>Sep-22</b>	<b>FY YTD Totals</b>
Adult Books	212	271	184	181	190	171	181						1390
Kids Books	119	121	45	136	17	208	30						676
Teen Books	32	24	12	53	5	76	10						212
Magazines	163	163	151	138	143	155	147						1060
Audiobooks	8	7	16	4	18	23	13						89
Videos	31	37	41	13	36	34	37						229
Overdrive													0
Music CDs													0
Various				2		6	14						22
Art Prints						1							1
ILLs	12	6	17	22	17	12	16						102
<b>FY YTD Totals</b>	<b>577</b>	<b>629</b>	<b>466</b>	<b>549</b>	<b>426</b>	<b>686</b>	<b>448</b>						<b>3781</b>
<b>Other Statistics</b>	<b>Oct-20</b>	<b>Nov-20</b>	<b>Dec-20</b>	<b>Jan-21</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Apr-21</b>	<b>May-21</b>	<b>Jun-21</b>	<b>Jul-21</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>YTD Totals</b>
Cataloging Review	13	24	15	22	5	14	18						111
Original			3	3	3		4						13
Volunteer Hours													0.00
Mending	317	336	320	290	324	403	350						2340
Discards	666	591	440	973	2,375	1599	498						7142

2021-22 Book Drop Statistics by Township

	No of Pickups	No of Items
<b>Marquette</b>		
October	4	115
November	4	129
December	5	135
January	4	136
February	4	102
March	5	119
April	4	84
May		
June		
July		
August		
September		
<b>Total Year to Date</b>	30	820

<b>Chocolay</b>		
October	4	70
November	4	66
December	5	105
January	4	56
February	4	80
March	5	103
April	4	68
May		
June		
July		
August		
September		
<b>Total Year to Date</b>	30	548

<b>Sands</b>		
October	4	50
November	4	13
December	5	39
January	4	24
February	4	15
March	5	36
April	4	21
May		
June		
July		
August		
September		
<b>Total Year to Date</b>	30	198

<b>Skandia</b>		
October	4	21
November	4	28
December	5	30
January	4	36
February	4	13
March	5	16
April	4	31
May		
June		
July		
August		
September		
<b>Total Year to Date</b>	30	175

<b>West Branch</b>		
October	4	0
November	4	2
December	5	0
January	4	1
February	4	1
March	5	0
April	4	0
May		
June		
July		
August		
September		
<b>Total Year to Date</b>	30	4

**Total Year to Date ALL Locations:** 150 1745

## PWPL Township Advisory Council

First Name	Last Name	Officers	Address 1	City, State Zipcode	Phone	Township	Email
Tom	Bronken		235 Forest Hills Dr	Marquette, MI 49855	906-226-0134	Marquette	<a href="mailto:tbronken@bronkenhamlin.net">tbronken@bronkenhamlin.net</a>
Paul	Marin		274 Eagles Nest Rd	Marquette, MI 49855	906-345-9237	Marquette	<a href="mailto:pmmarin@hotmail.com">pmmarin@hotmail.com</a>
Kerrie	Heikes		16 Roses Ct	Marquette, MI 49855	906-235-4634	Sands	<a href="mailto:skheikes@gmail.com">skheikes@gmail.com</a>
Peggy	Jensen		1363 Co Rd 545 S	Skandia, MI 49885	906-942-7219	West Branch	<a href="mailto:jackalope110@gmail.com">jackalope110@gmail.com</a>
Natasha	Lantz	Vice President	192 Kunde Road	Skandia, MI 49885	906-942-7474	West Branch	<a href="mailto:natashamlantz@gmail.com">natashamlantz@gmail.com</a>
Beth	Linna	Secretary	255 Dukes Road	Skandia, MI 49885	906-225-0566	Skandia	<a href="mailto:bethlinna@gmail.com">bethlinna@gmail.com</a>
Jan	Raskin	President	604 Lakewood Ln	Marquette, MI 49855	906-235-2535	Chocolay	<a href="mailto:jmmraskin@gmail.com">jmmraskin@gmail.com</a>
Anna	Sanford		373 Lawson Rd	Skandia, MI 49885	906-869-4827	Skandia	<a href="mailto:annasanford177@gmail.com">annasanford177@gmail.com</a>
Suzanne	Standerford		49 Southfork St	Marquette, MI 49855	906-235-0866	Sands	<a href="mailto:nslander@nmu.edu">nslander@nmu.edu</a>
Judy	White		370 Lakewood Ln	Marquette, MI 49855	906-249-1524	Chocolay	<a href="mailto:jkbw1551@gmail.com">jkbw1551@gmail.com</a>

### Library Staff

First Name	Last Name	Library Role	Address 1	City, State Zipcode	Phone	Cell Phone	Email
Andrea	Ingmire	Library Director	PWPL 217 N. Front St	Marquette, MI 49855	906-226-4303	906-250-0080	<a href="mailto:aing@pwpl.info">aing@pwpl.info</a>
Ann	Richmond Garrett	Admin. Asst.	PWPL 217 N. Front St	Marquette, MI 49855	906-226-4300		<a href="mailto:agarrett@pwpl.info">agarrett@pwpl.info</a>

Updated: 11/22/21