

**Township Advisory Council of the Peter White Public Library
Agenda**

**Wednesday, October 9, 2024
George Shiras III Room, 5:00 pm**

Zoom access: <https://us02web.zoom.us/j/82729850993?pwd=Q0dNSHZNNgzV1dHODFPNzN0dVU1Zz09>

Call to Order

Introductions

Approval of the Agenda*

Approval the Minutes of the Previous Meeting*

July 10, 2024

Public Participation

Financial Reports

Library Director's Report

- a) Staffing Updates
- b) Township Millage Renewals

Old Business

- a) PWPL Board Meeting Updates: July - September 2024

New Business

- a) TAC Meeting Dates 2025
- b) TAC Board Reports
- c) PWPL Board Meeting Representatives
 - a. October 22, 2024
 - b. November 19, 2024
 - c. No December Meeting
 - d. January 21, 2024

Council Member's Comments

Public Participation

Adjournment*

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

Upcoming Meeting Dates:

Township Advisory Council meetings:

- January 8, 2025 (pending adoption of 2025 meeting schedule)

Upcoming Library Board of Trustees meetings:

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

PWPL Board of Trustees
Meeting Minutes

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Wednesday, July 10, 2024**

A joint meeting of the Peter White Public Library Board of Trustees and Township Advisory Council was held on Wednesday, July 10, 2024 in the Shiras Room of the Peter White Public Library. The board was called to order by President Steve Schmunk at 5:03 PM.

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

Library Staff Present: Andrea Ingmire, Library Director.

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

Absent: Jan Raskin (TAC).

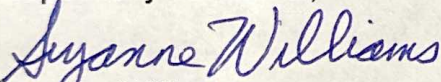
Others present (online): None

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

No business was conducted at this meeting.

Adjournment: Steinhaus made motion to adjourn, seconded by Meyskens. The motion was approved 5-0. The meeting adjourned at 6:02PM.

Respectfully submitted,


Suzanne Williams
Secretary

Upcoming meetings: September 24, 2024
Upcoming TAC meeting: October 9, 2024

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, August 13, 2024**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **August 13, 2024** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:03PM.

Members Present: Steve Schmunk, President; Suzanne Williams, Secretary; Carol Steinhaus, Member; Joe Meyskens, Member. Lori Nelson, Member was respectfully 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; Stephanie Garn, Technical Services Department Head.

TAC Representatives Present: Natasha Lantz, West Branch Township; Paul Marin, Marquette Township.

Others present (online): None

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

The Minutes of the June 18, 2024 Board Meeting, and the July 10 joint TAC and Board Meeting were approved on a motion by Meyskens and seconded by Steinhaus. The motion is approved 4-0.

Special Presentation – None

TAC Report: Natasha Lantz, West Branch Township.

New siding has been put on Township hall. Discussion is underway for 5 year recreation plan, and they are working with a planner. They are in the process of getting library ballot language to the county.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. Large payments were made the past few months as payments for the Front Street stairs were due; payments are reflected in trust fund decreases. A motion was brought by Meyskens and seconded by Steinhaus to approve the bills for June and July of 2024, in the amount of \$ 462,161.74 for June and July of 2024. The motion is approved 4-0.

Public Comment: None

Board Action Items:

- a) **Fee Schedule FY24-25-** The PWPL Board Finance Committee met on June 25 to discuss changes included in the FY24-25 Fee Schedule. Proposed changes affect: non-resident fees, proctoring cost per exam, meeting room booking and usage fees. The effective date of the new fee schedule will be October 1, 2024, with the exception of new meeting room fees to reservations dates starting January 1, 2025. On a motion by Steinhaus and seconded by Meyskens, **the PWPL Board of Trustees moves to approve the FY24-25 Fee Schedule as presented. The Fee schedule will become active on October 1, 2024. Meeting Room reservations fees will be implemented for reservations on or after January 1, 2025.** Steinhaus asked for an update on the use of MACC studios in 2025, Ingmire explained that those spaces will not appear on the Fee Schedule until FY25/26. Williams asked about the item return grace period can be found, Ingmire said it is in the Circulation policy. **The motion is approved 4-0**
- b) **Wages FY24-25 -** The current union contract between PWPL and our AFSCME represented union employees has had wage reopeners for the past two fiscal years. The current, tentative agreement includes a 4.5% increase for staff should all township ballot proposals pass. If any township proposals fail, PWPL and the union will meet again to negotiate raises based on funds available. On a motion by Meyskens and seconded by Steinhaus. **the PWPL Board of Trustees moves to approve a 4.5% increase to all staff wages (union, administration, and pages) pending the results of the November 5, 2024 election. Retro pay to October 1, 2024 will be offered to all staff should the ballot proposals pass. In addition, all staff falling under the new minimum wage will receive an increase in pay on February 21, 2025 to the new minimum wage rate.** Schmunk verified that the Personnel Committee consisted of Ingmire, Nelson, and Steinhaus. Meyskens spoke in favor of the wage increase, and asked for the length of this current Wage Contract, which will run through September 2025 before being negotiated again. **The motion is approved 4-0**
- c) **Carroll Paul Trust Budget FY24-25 -** The Carroll Paul Trust Fund is used to support music programming, collections, and staffing at the Peter White Public Library. Each year we adopt a budget for the Carroll Paul Trust Fund. This year Jamie has added the calculation data for how she arrived at the withdrawal amount. On a motion by Steinhaus and seconded by Meyskens, **the PWPL Board of Trustees moves to approve the Carroll Paul Trust Fund Budget FY24-25 as presented.** Steinhaus asked if this is the only Trust Fund PWPL draws from, Steltenpohl spoke at length about the different kinds of funds managed by and/or entrusted to PWPL. Meyksens asked for more information on the history of withdrawals from funds, Goodwin spoke at length about fund balances in the past few years. **The motion is approved 4-0.**
- d) **Operating Budget FY24-25--** Pending November 5 election results, PWPL is cautiously optimistic about this year's budget. More detail is available in the budget document within the full Board Packet. On a motion by Meyskens and seconded by Steinhaus, **the PWPL Board of Trustees moves to approve the Operating Budget for FY24-25 as presented.** Goodwin explained that revenue from penal fines are still trending upward. Steinhaus asked for more information on the standard definition of taxable values; Goodwin explained this at length in relation to real estate. **The motion is approved 4-0.**
- e) **Policy Approval: LIB-3 Meeting Rooms Policy -** The meeting room policy helps to ensure that PWPL staff can provide the best possible meeting room services to the community. A meeting room handout will be created for our meeting room reservations. This handout will include the new fee schedule and revised policy information so that a group wishing to book a PWPL meeting room will have all the appropriate information in

one document. **On a motion by Williams and seconded by Steinhaus the PWPL Board of Trustees moves to approve the LIB – 3 Meeting Room Policy as amended.** Ingmire brought attention to changes to the policy (highlighted in the packet) that had been made since the Board's first reading. Meyskens suggested making information regarding For Profit use more prominent. Schmunk suggested flipping the wording for Medium and Large capacity rooms so the room type reads first, and to add that they are not available for For Profit Use. Steinhaus asked what costs are incurred by maintaining the piano in the Community Room, Goodwin stated costs are low, and that the piano is also used for library programming. **The motion is approved 4-0.**

- f) **SLC Board Appointment-** As members of the Superiorland Library Cooperative (SLC) PWPL has the opportunity to appoint a representative to the SLC Board of Directors. However, the voting members must be elected by the SLC membership libraries. In this election the PWPL Board of Trustees needs to select one candidate from the following candidate pool: Eyre Becker (Negaunee Public Library), Kim Nowack (St Ignace Public Library), Dwight Sunday (Forsythe Public Library) All three candidates are currently active in Superiorland functions. Ingmire explained the geographic process by which SLC puts together their Board, including their election process. On a resolution by Steinhaus and seconded by Meyskens. **the Peter White Public Library Board of Trustees hereby selects Dwight Sunday to serve on the Board of Directors of the Superiorland Library Cooperative, adopted this 13th day of August 2024.** The current representation on the Board, both voting members and non, was discussed at length. **The resolution is adopted 3-1, with Williams voting no.**

Other Business:

- a) **Committee: Women's Federated Clubhouse.** The Board of Directors for the Women's Federated Clubhouse met with Schmunk and Ingmire on July 5. They are struggling to remain financially solvent and are looking for options that maintain the historical integrity of the building and their history providing services. They've looking for anything from very minor help all the way up to and including donating the building to PWPL. Schmunk and Ingmire decided to establish a committee who can dig into all the details and report back to the full board. Schmunk is willing to serve as a member of this committee, Steinhaus volunteered to serve as well. Meyskens asked if the library has use for a space like the Clubhouse. Potential use of the space was discussed at length. Williams suggested the committee take a tour of the space. The date for their first Clubhouse Committee meeting is TBD.
- b) **Front Street Lower Stairs Update:** The Front Street stairs are finished. After a delay caused by the discovery of no mortar on the top step, the work is concluded. Ingmire reported that RAM worked very well with PWPL.
- c) **MACC Update:** Word is still getting out about MACC changes, and after the new meeting room policy is approved, Ingmire will start contacting more groups proactively with concrete information.

Public Comment: None

Board Member Comment:

- a) **Trustee Manual:** Review of Chapter 7, 2021 Edition. Advocacy and Public Relations. Ingmire reminded all Board Members and staff to remain informed on programs, policies, and library services. Steinhaus asked for Ingmire's opinion on building safety in the event of active violence. The Library's Emergency Plan, library liability, and staff training were discussed at length.

- b) Meyskens complimented the quality of the Department Head Reports.
- c) Steinhaus asked if the need for Study Rooms has increased greatly with the NMU library being under constructions, and if the rooms can be shared. Ingmire reported these rooms had not been shared, in the past.

Adjournment: Steinhaus made motion to adjourn, seconded by Meyskens. The motion was approved 4-0. The meeting adjourned at 6:44PM.

Respectfully submitted,

Suzanne Williams
Secretary

Upcoming meetings:	September 24, 2024
Upcoming TAC meeting:	October 9, 2024

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, September 24, 2024**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **September 24, 2024** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:00PM.

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

TAC Representatives Present: Tom Bronken, Marquette Township

Others present (online): None

The Agenda was approved as amended on a motion by Steinhaus and seconded by Nelson, with Tom Bronken giving the TAC Report in place of Natasha Lantz. The motion is approved as 5-0.

The Minutes of the August 13, 2024 Board Meeting were approved as corrected on a motion by Meyskens and seconded by Steinhaus. The motion is approved 4-0, with one abstention.

Special Presentation – none

TAC Report: Tom Bronken, Marquette Township. Bronken reported on updates in Marquette Township: Ontario Ave will be closed, for one month, between Center and Wright Street. A meeting to discuss potential rerouting for Venture Drive, as a new VA facility has been approved, will be held at the Road Commission on September 30. Preliminary plans for the new middle income housing update for a location off of County Road 492 have been approved; the designated property will remain off market until final approval is obtained. New pickleball courts are almost complete.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. A motion was brought by Meyskens and seconded by Steinhaus to approve the bills for August 2024, in the amount of \$178,180.58. Meyskens asked for clarification on the City of Marquette Balance Sheet—Goodwin confirmed the sheet presented reflects year to date. **The motion is approved 5-0.**

Public Comment: None

Board Action Items:

- a) **Y23-24 Budget - Year End Transfers-** Year-end transfers are an opportunity to revise the library's current budget for revenues and expenditures prior to audit. While the final numbers will continue to evolve into mid-October 2024, these transfers are an

opportunity to present a final budget that is as close as possible to the actual revenues and expenditures for the year. Due to higher-than-expected revenues and lower than expected expenditures, PWPL Administrative staff have recommended not taking the final disbursement from the PWPL Development Fund for Private Sources nor the General Operating Fund Endowment. This still leaves funding to bolster the MERS surplus retirement fund and add to the Fund Balance. Final amended budget is:

\$2,413,471. On a motion by Steinhaus and seconded by Nelson, the PWPL Board of Trustees moves to approve the FY23-24 Budget Amendments as presented.

Meyskens asked about the funding for the Front Street Stairs repair, and where the \$181,146.00 from the shows up in the final budget. Goodwin explained that the general fund trust balance is held in the operating funds, unlike other trusts that the library holds. Therefore, it is not as clear of an in/out. Expenses are shown in the Building Improvement line (217-790-976.000). Administration has discussed changing how these funds are held, further investigation is needed. Schmunk asked why the line item for professional and contractual development was raised from the previous fiscal year. Goodwin explained that this line item contains many pieces. Some of the change is due to an increase in state aid, of which 50% goes to our cooperative. Goodwin will provide the board with a more detailed look at this line item, as it is less clear than other individual line items. **The motion is approved 5-0.**

b) ***Holiday and Closing Schedule 2025-*** The schedule of closings presented for 2025 is the same as what was presented in 2024. It includes holidays contained in the AFSCME membership contract as well as and early closing for the donor party and closing for Staff Development Day. **On a motion by Nelson and seconded by Meyskens, the PWPL Board of Trustees moves to approve the Holiday and Closing Schedule for 2025 as presented. The motion is approved 5-0.**

c) ***Board Meeting Dates 2025*** -The Board of Trustees will typically meet on the third Tuesday of the month. Exceptions are August, September, and October. **On a motion by Steinhaus and seconded by Meyskens, the PWPL Board of Trustees moves to approve the Board Meeting Dates for 2025 as presented. The motion is approved 5-0**

d) ***WFC Committee Recommendation-*** At the August 13, 2024 PWPL Board meeting, the prospect of collaboration between the Marquette Women's Federated Clubhouse (WFC) and PWPL was briefly discussed. The Board decided that this issue would be best addressed by a sub-committee which would bring its recommendation back to the Board. Their discussions included the following: fit with PWPL mission, fit with PWPL policies, fit with PWPL finances, suitability of the WFC property and likely modifications needed for PWPL uses, staffing considerations, additional liability, and public perception. In the end, the committee does not believe that ownership of the WFC building is in line with the mission of PWPL. The sub-committee recommends that PWPL declines the offer to accept ownership of the property. **On a motion by Meyskens and seconded by Williams, the PWPL Board of Trustees moves to accept the sub-committee recommendation to decline the opportunity offered by the WFC.** As part of the subcommittee, Schmunk spoke about being on the committee and to the merits of the WFC facility, ultimately it was decided that absorbing this facility was not in line with taxpayer money and the mission of the library. The board felt the issue had been thoroughly investigated. **The motion is approved 5-0.**

Other Business:

a) MACC Update—at this time there are no updates of significance.

Public Comment: none

Board Member Comment:

- a) **Trustee Manual:** Review of Chapter 7, 2021 Edition. Nelson asked for an update on cyber security. MacDonald said he reviews the firewall and antivirus scans on a regular basis.
- b) Meyskens asked about logistics and costs of digital resources, which were discussed at length. Circulation and door count trends are being tracked, and final numbers for the fiscal year will be presented at the next Board meeting. Williams asked why the Teen Zone moved from the entryway to the previous AV area. Ingmire explained there had been plans to move the space in 2017, but the project was delayed—moving the Zone to where it currently stays brings more security, in addition to more space being needed for increased Teen programming.

Adjournment: Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 5-0. The meeting adjourned at 6:07PM.

Respectfully submitted,

Suzanne Williams
Secretary

Upcoming Meetings

Board of Trustees:

October 22, 2024

Board of Trustees Committee Meetings:

n/a

Township Advisory Council:

October 9, 2024

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 August 7, 2024.

Highlights of General Fund Balance Sheet

Cash Position	As of 05-31-24	As of 07-31-24	Change
Cash- Checking	\$710,147.69	\$802,337.60	\$92,189.91

Notes:

1. Cash receipts for June & July were \$213,980.73 and \$336,976.50 respectively
2. Cash-Checking \$211,894.89 and \$335,078.15
3. Checking-Bankcard \$2,085.84 and \$1,898.35

<u>General Fund Trust</u>	As of 05-31-24	As of 07-31-24	Change
Cash/Investment Position	\$457,997.17	\$289,221.01	(\$168,776.16)

Notes:

1. Interest and Dividend payments of \$1,523.26 were reinvested in additional shares of the Mutual Funds over June and July
2. This account is being utilized to fund the Front Street Stairs project 2 withdrawals have been made
 - a. \$164,679.00 –original bid amount
 - b. \$ 16,467.00 –contingency funds to pay for add'l concrete
3. Admin fees of \$629.40 were paid from the fund in July

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As 05-31-24	As of 07-31-24	Change
	\$910,986.16	\$931,767.85	\$20,781.69

Notes:

1. Interest and Dividend payments of \$3,886.17 were reinvested in additional shares of the Mutual Funds over June and July
2. Q4 Disbursement in the amount of \$8,750.00 was made and deposited into the operating fund
3. Admin fees of \$1,955.25 were paid from the fund in July

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Highlights of Revenue & Expenditure Report
{Numbers taken from City Reports 08/07/24}

Peter White Library Fund (Operating)

	Current Month(July)	Current YTD
Total Revenue	\$ 332,813.12	\$ 2,228,741.13
Total Expenses	\$ (237,667.43)	\$ (1,863,441.30)
Net of Revenue & Expense	\$ 95,145.69	\$ 365,299.83

Comments

Cash Balance		July			
Month Ending Current Year		Month Ending Prior Year			
\$ 802,337.60	vs	\$ 619,402.20	=	\$ 182,935.40	

Notes:

- June 2024 was a two pay period month. Total wages paid were \$88,688.55
- July 2024 was a two pay period month. Total wages paid were \$89,889.57
- Actual expenses are approx. 80% of budget with approximately 83% of the FY year completed
 - Included you will find
 - Raymond James June and July Statements
 - Utility Statements for June and July
 - July Balance Sheet and Revenue and Expenditure Reports for the Library's Operating Fund
 - July Balance Sheet Report for the Carrol Paul Memorial Fund
 - July Revenue & Expenditure Report for the Library Improvement Debt Fund

Respectfully Submitted ~ *Jamie Goodwin*



August 13, 2024

Library Director's Report

Andrea Ingmire, Library Director

Art Galleries

August – September 2024

Deo Gallery – Marissa Marquardson and Niika Hatfield, *Alchemize: On Bodies and Clay*

Huron Mountain Club Gallery – Elijah Haswell, *Wimmelbilder, the Art of Elijah Haswell*

Artist Reception: August 8, 2024, 6-8pm

eNewsletters

Total subscribed as of 8/13/2024: 2,845

June & July 2024	Constant Contact			Subscribers as of:
	Number of Deliveries	Average Rate open	Average clicks	8/9/2024
Insider (General Newsletter)	1	52%	2%	2536
Friends				541
Off the Shelf	2	56%	3%	510
Digital Resources and Tech				412
Art and Exhibits	1	57%	11%	516
Local History	1	57%	1%	470
Weekly Program Update	9	63%	1%	583
Youth Services Insider	12	56%	2%	563

Staff Updates

- Dawn Gallo is retiring after 24 years of service!
- Mirabella Markham joined the Adult Services Department on 7/16/24
- Steven Ferguson joined our Maintenance Department on 7/22/24
- Icarus Farnham joined our Maintenance Department on 7/22/24

Dawn's position is posted internally. I anticipate it will be filled by a current staff member.

Meeting Room Reservation System

We have been testing a new room reservation and events calendar system called Local Hop. If we decide to switch from LibCal to Local Hop we will have an overlap of three months to transition (October – December). Testing of this system has taken a TON of time. I've been trying to 'recreate' issues we've had with LibCal to see how Local Hop handles it. There is much to like, including the company being a small Michigan startup that has focused on the Library community. If we transition, the new system will go live by January 1, 2025.

Censorship Update

You've seen some of the wild news out of Alpena. Less newsworthy, but of certain concern are the censorship attempts taking place in Dickinson County. I'm beyond delighted to say both millages for these libraries passed during the August election.

Township Millage Timeline

All townships except one have submitted their ballot language to the county clerk. I'm trying to not make a nuisance of myself, while still ensuring that the ballot language gets delivered.

Tasty Reads Book Group

Books for September 2024-May 2025 have been selected. We're looking at all our current book groups and there will be a new contemporary fiction book group coming in September it will be called the Heritage Room Book Group.

Teen Zone Area swap

Starting the week of August 12, we will begin the process of swapping collections between teen and AV. Sister Cities is delighted to hear the Sister Cities collection will be returning to that room.

Director Chat -7/2/2024

- A couple traveling from CO stopped to talk about how much they appreciate the library, they have a daughter living in town and come here often to visit.
- Chatted with a township patron about some ways to engage with the township residents.
- A friend stopped to say that the \$ from taxes that go to the library is the best deal in town!
- Talked to a patron about author, Neil Gaiman.
- Talked to a patron about an issue we had with a client of theirs several weeks prior.
- Talked to a patron who is a musician and very much appreciates all the music programming offered.
- Chatted with a patron who uses digital resources a lot
- Talked to two friends.
- Talked to a programming community member
- Talked to a couple staff and personal friends.

Total 15

Director Chat - 8/6/24

- Talked to a handful of folks leaving a committee meeting. Cool stuff coming to Mqt 2026!
- Talked to a man looking for a book, he had lots of comments on the costs of digital resources, 'libraries are being scr3wed!'
- Chatted with a regular patron who is concerned about the first edition books being on the

shelf.

- TV6 reporter in expressing relief that they weren't covering politics that day!
- A woman stopped to say how much they appreciate our professional and always helpful staff.
- A woman talked my ear off about 100 things including a charming story about her riding her bike from Harvey to PWPL as a child.
- Helped a woman with book donations
- Talked to a regular patron about many suggestions
- Talked to a current and future co-presenter of library programs.

Total 15

Library Director Professional Development/Outreach and Volunteer Activities June/July 2024

June 4	City Department Head Meeting
June 5	ABL meeting
June 11	MLA conference planning meeting
June 13	Artist Reception
June 18	City Department Head Meeting PWPL Board of Trustees Meeting
June 21	AAUW Scholarship Meeting
June 25	PWPL Finance Committee Meeting
June 26	Bee Oracle Project - Public Gallery Program extension
July 1	RAM meeting
July 5	Budget Meeting Women's Federated Clubhouse Meeting
July 8	Acrisure (VAST) meeting
July 9	Negotiations Meeting MLA conference planning meeting
July 10	Post Pandemic libraries TAC Joint meeting
July 12	Library of Michigan Director Chat
July 17	Museum Director Lunch
July 20-24	Out of town for family medical issue
July 26	Post Pandemic Libraries
July 27-Aug 3	Vacation

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Based on my comparison of the detailed expense and revenue transactions from the City of Marquette Accounting System, to the detail input documents provided by Peter White Public Library, it is my opinion that these Financial Statements are a close estimate of the Library's financial position as of September 19th, 2024.

Highlights of General Fund Balance Sheet

Cash Position	As of 07-31-24	As of 08-31-24	Change
Cash- Checking	\$802,337.60	\$844,668.46	\$42,330.86

Notes:

1. Cash receipts for August were \$219,871.51
2. Cash-Checking \$217,278.58
3. Checking-Bankcard \$2,592.93

<u>General Fund Trust</u>	As of 07-31-24	As of 08-31-24	Change
Cash/Investment Position	\$286,221.01	\$290,317.61	\$4,096.60

Notes:

1. Interest and Dividend payments of \$499.25 were reinvested in additional shares of the Mutual Funds

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As 07-31-24	As of 08-31-24	Change
	\$931,767.85	\$945,409.27	\$13,641.42

Notes:

1. Interest and Dividend payments of \$1,409.00 were reinvested in additional shares of the Mutual Funds

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Highlights of Revenue & Expenditure Report
{Numbers taken from City Reports 09/19/24}

Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 60,802.41	\$ 2,293,999.58
Total Expenses	\$ (193,576.07)	\$ (2,056,793.15)
Net of Revenue & Expense	\$ (132,773.66)	\$ 237,206.43

Comments

Cash Balance		August		
Month Ending Current Year		Month Ending Prior Year		
\$ 844,668.46	vs	\$ 715,152.67	=	\$ 129,515.79

Notes:

- August 2024 was a three pay period month. Total wages paid were \$128,453.17
- Actual expenses are approx. 80% of budget with approximately 92% of the FY year completed
 - Included you will find
 - Raymond James August Statements
 - Utility Statements for August
 - August Balance Sheet and Revenue and Expenditure Reports for the Library's Operating Fund
 - August Balance Sheet Report for the Carrol Paul Memorial Fund
 - August Revenue & Expenditure Report for the Library Improvement Debt Fund

Respectfully Submitted ~ *Jamie Goodwin*



September 24, 2024

Library Director's Report

Andrea Ingmire, Library Director

Art Galleries

October - November 2024

Deo Gallery – LSAA Challenge Show (October) Member Show (November)

Huron Mountain Club Gallery – David Berg, *Chiseled and Inked*

Artist Reception: October 10, 2024, 6-8pm

eNewsletters

Total subscribed as of 9/20/2024: 2,843

August 2024	Constant Contact			Subscribers as of:
	Number of Deliveries	Average Rate open	Average clicks	9/20/2024
Insider (General Newsletter)	1	53%	1%	2532
Friends	1	63%	4%	542
Off the Shelf	1	52%	2%	511
Digital Resources and Tech				415
Art and Exhibits	1	52%	1%	521
Local History	1	57%	1%	471
Weekly Program Update	4	64%	1%	587
Youth Services Insider	3	59%	2%	560

Staff Updates

- Kelsey Matthews is our new ILL coordinator
- Kelsey's position in Circulation was filled by Zach Lanciani (previously a page).
- We will likely post a student page position in the next couple of months.
- The Youth Services Programming Assistant position is posted externally. Interviews will be coming up soon!

Meeting Room Reservation System

We are actively working to move away from LibCal and to Local Hop. We have until December 31 to get this transition wrapped up. I'm hoping that we can be ready to go before then. Training for staff will be starting at the Staff Training Day on November 11, 2024.

Township Millage Timeline

All townships ballot language is submitted and on a ballot. We've seen the proofs for the language, and while it's all very different – I think it all seems to be inline.

Tasty Reads Book Group

Book Groups are back in session! Our first Tasty Reads session was well attended.

Teen Zone Area swap

The Teen Zone/AV area swap went very well. Better than expected! We're happy with the results and I think most of our patrons are also pleased with the outcome.

Director Chat -9/4/24

- Talked to a Friend about makerspaces and what we might consider in this regard in the future.
- Patron told me very interesting stories about their past and how much they love the library.
- Amy told me about our upcoming Ingram discount for books, and additional 1% off.
- Took book donations from 2 patrons.
- Talked with Melissa about Bothwell cards.
- Talked to a patron about how I became a librarian.
- Talked to a patron about their art donation.
- Talked to a retired librarian who moved from Florida to Marquette recently.
- Discussed a patron from Munising about reciprocal borrowing and the challenges in offering that service at PWPL.
- Woman and her mom stopped to say hi and that they love the library.
- Directed three people to rooms.
- Talked to Marty about potential programming around the topic of incomplete craft projects from loved ones and how we might help folks find a way to complete these.

Total 17

Library Director Professional Development/Outreach and Volunteer Activities - August 2024

August 5	Board Personnel Committee
August 6	City Department Head Meeting Director Chat
August 7	Interview for Blog posting
August 8	PWPL Friends Meeting Artist Reception
August 13	City Department Head Meeting MLA Planning Committee SLFP Lunch PWPL Board Meeting
August 20	City Department Head Meeting Tasty Reads Picnic
August 21	Webinar – SLC
August 22	City Budget Meeting
August 23	Post Pandemic Libraries Session Harbor Fest Volunteer
August 26-28	Interviews

Background Information



TO: Township Advisory Council
FROM: Andrea Ingmire, Library Director
DATE: October 9, 2024
RE: Library Director Report

A. Staff Updates

New Staff Since July 2024:

- Icarus Farnham - Maintenance
- Steve Ferguson - Maintenance
- Mirabella Markham - Adult Services, Local History

Staff leaving/or have left PWPL:

- Dawn Gallo - retired 8/15

Staff transitions:

- Kelsey Matthews took the ILL position vacated by Dawn at her retirement.
- Zach Lanciani moved from paging to Circulation.

Open Positions:

- Youth Services Assistant - currently interviewing
- High School Page - not yet posted

B. Township Millage Renewals

We are requesting a renewal of 4-years in each township to appear on the November 5, 2024 ballot. I believe all our townships will put the library millage on their ballot for a 4-year term, except for Marquette Township who prefers elections to happen every two years.

TO: Township Advisory Council
 FROM: Andrea Ingmire, Library Director
 DATE: October 9, 2024
 RE: Old Business

A. PWPL Board Meeting Updates

Policy Manual and Policy Review

Policies that have been reviewed/approved since July 2024.

The Meeting Rooms Policy received heavy editing. We're hoping the changes will clarify the reservation process and help to make the addition of MACC rooms in the future, easier to manage. Rates have changed slightly to help offset the costs of offering so many reservable spaces.

Title of Policy	Reviewed/Approved?
LIB-3 Meeting Rooms Policy	Reviewed: 6/18/2024 Approved: 8/13/2024

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.

Budget

The last two board meetings have been quite focused on the library's budget.

At the August 13, 2024 meeting the PWPL Library Board of Trustees approved the new budget for FY24-25 which officially started on October 1, 2024. This budget review and approval process included the adoption of the following for FY24-25:

- Fee Schedule
- Wages
- Carroll Paul Trust Budget
- Operating Budget

As you may be aware, our establishment under the City of Marquette puts us in a position to have both the PWPL Board of Trustees and the City of Marquette Commission approve the budget. Because the PWPL Board of Trustees is more than a committee, the City Commission generally doesn't ask too many questions regarding the Library's Budget. However, their approval is the final step in adopting the library's budget. As such our budget was officially adopted on 9/30/2024.

At the September 24, 2024 meeting the PWPL Library Board of Trustees approved the budget amendments for FY23-24. This budget officially ended on September 30, 2024. It's been a long time since the library ended a fiscal year without scraping the barrel.

Of significance, our warmer winter helped keep heating and snow removal costs lower than usual. City revenues came in higher than expected. All budget numbers are estimated, we tend to be conservative with both revenues and expenditures. This helps us to keep spending in line. The real good news story here is that we didn't end up taking \$50,000 in Development Fund revenues that we budgeted for, as it wasn't needed. Therefore, that money stays in the Development Fund to grow for future needs.

Other Issues addressed

PWPL Board President Steve Schmunk was approached about a conversation between the Women's Federated Clubhouse (WFC) and PWPL. We held this meeting in July. The WFC has an aging board, and declining reservation income with which to manage the facility. A group of WFC members approached PWPL about assuming ownership of the WFC.

The PWPL Board of Trustees formed a committee including Steve Schmunk and Carol Steinhaus to discuss this topic. In the end the committee recommended to the PWPL Board to not pursue this offer. The facility does not fall in line with library mission, policies, or strategic plan. The board wishes the MFC all the best in planning for the future.

The Board set 2025 Meeting dates and approved 2025 Library Holiday/Closing schedules.

PWPL Holiday Schedule

New Year's Day	Wednesday, 1/1/2025
Martin Luther King Jr. Day	Monday, 1/20/2025
Spring Holiday (Good Friday)	Friday, 4/18/2025
Memorial Day	Monday, 5/26/2025
Juneteenth	Thursday, 6/19/2025
Independence Day	Friday, 7/4/2025
Labor Day	Monday, 9/1/2025
Thanksgiving Day	Thursday, 11/27/2025
Native American Heritage Day	Friday, 11/28/2025
Winter Holiday	Wednesday, 12/24/2025
Winter Holiday	Thursday, 12/25/2025
New Year's Eve	Wednesday, 12/31/2025

Other Closings

Donor Party	Friday, 5/9/2025 – Close at 5:00pm
Staff Development Day	Tuesday, 11/11/2025 – Closed All Day



PWPL Board Meeting Schedule:

January 21, 2025

February 18, 2025

March 18, 2025

April 15, 2025

May 20, 2025

June 17, 2025

*July 9, 2025 - Joint Meeting with Township Advisory Council

*August 5, 2025 - Early meeting to approve budget before it is presented to the City Commission.

*September 30, 2025 - Last Tuesday of the month, year-end budget adjustments.

October 28, 2025 - Last Tuesday of the month, avoid conflict with MLA conference week.

November 18, 2025

No December Meeting



TO: Township Advisory Council
FROM: Andrea Ingmire, Library Director
DATE: October 9, 2024
RE: New Business

A. TAC Meeting Dates 2025

Last year we moved from 1st Wednesday to 2nd Wednesday of the month for our meetings. I have not had any complaints, so am proposing the same schedule for this year.

- Wednesday, January 8, 2025 – Election of Officers
- Wednesday, April 9, 2025
- Wednesday, July 9, 2025 – Joint Meeting with PWPL Board
- Wednesday, October 8, 2025 – Yearly TAC meeting schedule

B. TAC Member Board Reports

Township Advisory Council members can report on happenings in their township or their experience attending a PWPL Board meeting.

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 four meetings.
See agenda.

Statistics

A. Library Visits

	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Total
Library Visits (Door Count)	13,733	12,641	11,992	13,152	15,210	14,738	15,012	13,108	13,691	15,007	14,127		152,411
Hours Open	258	231	226	240	247	243	258	255	232	258	262		2,710

2023/2024		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Attendance	# Days Open
OCTOBER	Attendance	0	2,995	2,688	2,312	2,262	1,854	1,622	13,733	26
	Average Daily		599	538	578	565	464	406	528	
NOVEMBER	Attendance	0	2,545	2,265	2,800	2,439	872	1,720	12,641	23
	Average Daily		636	566	560	610	436	430	550	
DECEMBER	Attendance	0	1,686	2,096	2,251	2,157	2,205	1,597	11,992	23
	Average Daily		562	524	562	539	441	532	521	
JANUARY	Attendance	0	1,806	3,192	2,914	2,331	1,751	1,158	13,152	24
	Average Daily		602	638	583	583	438	386	548	
FEBRUARY	Attendance	0	3,013	3,290	2,571	2,665	1,666	2,006	15,211	25
	Average Daily		753	823	643	533	416	502	608	
MARCH	Attendance	0	2,349	2,578	2,613	2,473	2,223	2,502	14,738	25
	Average Daily		587	644	653	618	556	500	590	
APRIL	Attendance	0	3,031	3,138	2,258	2,581	2,026	1,978	15,012	26
	Average Daily		606	628	564	645	506	494	577	
MAY	Attendance	0	1,640	2,250	2,833	2,754	1,806	1,825	13,108	26
	Average Daily		546	563	566	550	351	456	504	
JUNE	Attendance	0	2,566	2,744	1,907	2,643	1,805	2,026	13,691	24
	Average Daily		641	686	636	661	451	405	570	
JULY	Attendance	0	3,388	3,616	3,340	1,690	1,758	1,215	15,007	26
	Average Daily		678	723	668	563	440	304	577	
AUGUST	Attendance	0	2,404	2,472	2,284	2,810	2,373	1,784	14,127	27
	Average Daily		601	618	571	562	475	257	523	
SEPTEMBER	Attendance	0								
	Average Daily									
Total		0	27,423	30,329	28,083	26,805	20,339	19,433	152,412	275
Average YTD/Day		0	619	632	599	584	452	425	554	

C. Program Attendance

	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Total
SRP TOTAL Programs for Children 0-5									4	6	0		10
SRP Onsite Events for 0-5									2	3			5
SRP Off Site Events for 0-5									2	3			5
SRP Virtual Events for 0-5													0
SRP Virtual Views for 0-5 (After the fact)													
SRP TOTAL Events Attendance for 0-5 (Live)									221	494	0		715
SRP TOTAL Programs for Children 6-11									13	15	4		32
SRP Onsite Events for 6-11									13	15	4		32
SRP Off Site Events for 6-11													0
SRP Virtual Events for 6-11													0
SPR Virtual Views for 6-11 (After the fact)													
SRP TOTAL Events Attendance for 6-11 (Live)									1565	1342	853		3760
TOTAL Programs for 0-5	37	28	2	2	28	24	30	1					152
Onsite Events for 0-5	37	28	2	2	28	24	30	1					152
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													0
Virtual Views for 0-5 (After the fact)													0
TOTAL Attendance for 0-5 (Live)	917	634	57	51	657	266	986	32					3600
TOTAL Programs for 6-11	22	21	34	15	21	20	13	4			1		151
Onsite Events for 6-11	19	17	34	14	21	20	11	4					140
Off Site Events for 6-11	3	4		1			2				1		11
Attendance for Off Site Events for 6-11	107	128		25			48						308
Virtual Events for 6-11													0
Attendance for Virtual Events for 6-11													0
Virtual Views for 6-11 (After the fact)													0
TOTAL Attendance for 6-11 (Live)	748	657	1236	762	898	1387	273	406			100		6467
Total Children's Programs (0-11)	59	49	36	17	49	44	43	5	17	21	5	0	345
Total Children's Program Attendance (0-11)	1665	1291	1293	813	1555	1653	1259	438	1786	1836	953	0	14542
TOTAL SRP Events Teen Programs 12-18									8	12			20
SRP Onsite Events for 12-18									4	10			14
SRP Off Site Events for 12-18									4	2			6
SRP Virtual Events for 12-18													0
SRP Virtual Views for 12-18 (After the fact)													0
TOTAL SRP Events Teen Attendance 12-18 (Live)									109	190			299
TOTAL Teen Programs for 12-18	11	8	9	10	13	6	8	3					68
Onsite Events for 12-18	8	6	8	8	11	5	6	3					55

Off Site Events for 12-18	1	2	1	2	2	1	2	0					11
Attendance for Off Site Events for 12-18	11	20	4	21	20	4	20	42					142
Virtual Events for 12-18							1						1
Attendance for Virtual Events for 12-18							98						98
Virtual Views for 12-18 (After the fact)													0
TOTAL Teen Attendance for 12-18 (Live)	161	93	345	124	249	47	375	42					1436

Total Teen Programs (12-18)	11	8	9	10	13	6	8	3	8	12	0	0	88
Total Teen Program Attendance (12-18)	161	93	345	124	249	47	375	42	109	190	0	0	1735

Onsite Events	36	28	20	20	26	20	39	23	24	25	22	2	285
Onsite Event Attendance	449	411	407	256	612	413	654	453	814	961	1,574	34	7,038
Offsite Events	1	1	2	1	4	3	2	0	3	0	2	0	19
Offsite Event Attendance	4	5	194	4	21	114	96	0	550	0	611	0	1,599
Virtual Events	9	8	4	3	8	4	11	3	8	8	9	0	75
Attendance for Virtual Events (Live)	27	20	23	6	29	22	29	15	19	14	104	0	308
Adult Virtual Views (After the Fact)	264	307	79	68	364	58	447	38	239	259	535	0	2,658
Total Adult Programs (does not include virtual #)	37	29	22	21	30	23	41	23	27	25	24	2	304
Total Adult Attendance (Live)	480	436	624	266	662	549	779	468	1,383	975	2,289	34	8,945
Total Attendance (Live and After the Fact)	476	265	4	37	438	265	5	36	431	308	5	28	2,298
Total Programs	107	86	67	48	92	73	92	31	52	58	29	2	737
Total Attendance (Live)	2,306	1,649	1,642	974	2,242	1,965	1,639	516	2,326	2,334	958	28	18,579
Total Virtual Views (After the fact)	264	307	79	68	364	58	447	38	239	259	535	0	2,658

Passive Programs - NEW 23/24	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Total
Self Directed Activities - Youth Services	2	2	3	4	4	6	9	3	6	6	4		49
Number of participants - Youth Services	361	320	605	522	522	702	870	433	1226	881	539		6981
													0
Self Directed Activities - Teens													0
Number of participants - Teens													0
													0
Self Directed Activities - Adult Services		1											1
Number of participants - Adult Services		35											35
													0
Self Directed Activities - All ages													0
Number of participants													0
Total Activities	2	3	3	4	4	6	9	3	6	6	4	0	50
Total Participants	361	355	605	522	522	702	870	433	1226	881	539	0	7016

Circulation Transactions

	October-23	November-23	December-23	January-24	February-24	March-24	April-24	May-24	June-24	July-24	August-24	September-24	Total
Children's Circulation	6,267	6,298	5,408	6,590	7,744	6,818	6,916	5,851	7,381	8,152	7,242	-	74,667
Adult and Teen Circulation	9,644	9,822	9,407	11,357	10,469	10,378	11,052	10,453	10,456	11,524	10,655	-	115,217
Circulation of Physical Objects (Art, Kit	68	106	101	234	240	271	280	412	304	355	400	-	2,771
OverDrive E-Book Circulation	1,090	1,096	1,010	1,185	1,090	1,219	1,039	989	992	894	1,043	-	11,647
OverDrive E-Magazines	1,013	999	954	1,044	788	789	504	616	518	438	529	-	8,192
OverDrive E-Audiobook Circ	1,682	1,641	1,519	1,574	1,522	1,652	1,614	1,525	1,514	1,521	1,457	-	17,221
DD OverDrive Item Checkout	222	231	197	51	245	260	255	241	247	255			2,204
LDL OverDrive Item Checkout	163	176	288	222	163	221	198	167	202	223			2,023
MCLS Overdrive Item Checkout	510	502	261	582	662	682	639	638	667				5,143
SLC OverDrive Item Checkout	90	86	129	123	79	113	96	88	87	99			990
WPLC OverDrive Item Checkout	74	57	173	74	71	74	65	46	72	66			772
UNDC OverDrive Item Checkout	115	90	154	80	88	99	101	82	112	106			1,027
WDL OverDrive Item Checkout	26	22	23	25	33	38	27	25	36	46			301
MNLC OverDrive Item Checkout	-	-	-	123	122	132	166	143	146	132			964
MMLC OverDrive Item Checkout				6	4	5	4	5	2	3			29
TADL OverDrive Item Checkout	-	-	-	-	-	-	-	-	-				-
Hoopla E-Book Circulation	61	87	89	83	99	126	112	124	125	143	123		1,172
Hoopla E-Audiobook Circ	305	337	341	364	417	459	458	489	463	421	504		4,558
Hoopla Streaming Video Circ	72	92	55	45	90	66	93	74	92	70	91		840
Hoopla Streaming Music Circ	9	1	10	1	12	19	14	9	9	3	9		96
Hoopla Streaming Binge Pass	9	3	4	3	3	6	5	8	4	7	9		61
Kanopy Streaming Video Circ	485	453	487	432	651	694	561	512	545	502	508		5,830
Total Physical Circulation	15,979	16,226	14,916	18,181	17,424	16,620	17,343	15,304	16,870	18,609	17,216	-	184,688
Total Electronic Content Use	5,926	5,873	5,694	6,017	6,139	6,654	5,951	5,781	5,833	4,929	4,273	-	63,070
Total Circulation	21,905	22,099	20,610	24,198	23,563	23,274	23,294	21,085	22,703	23,538	21,489	-	247,758

Circulation by City/Township

City of Marquette	8,883	8,661	8,965	10,242	10,008	9,755	10,221	8,966	9,882	10,481	10,251		
Marquette Township	1,476	1,640	1,418	1,710	1,839	1,609	1,789	1,614	1,858	2,096	1,722		
Chocolay Township	2,336	2,537	1,717	2,408	2,353	2,158	2,249	2,165	2,514	2,878	2,471		
Sands Township	966	835	724	828	751	765	767	610	669	1,074	736		
Skandia Township	361	395	444	464	577	585	531	402	443	492	351		
West Branch Township	612	545	343	763	828	717	732	780	720	649	789		
Turin Township	-	-	-	-	-	-	-	-	-	-	-		
Wells Township	-	-	-	-	-	-	-	-	-	-	-		
Ewing Township	36	23	7	69	39	18	54	15	-	-	-		
Non-Residents	882	997	718	810	1,029	1,013	1,000	752	784	939	896	-	-

Check Outs via Self-Check	4,496	4,787	3,921	5,590	6,001	4,912	4,993	4,387	5,944	6,733	5,635		
Online Renewals	3,905	3,578	3,641	3,609	3,894	1,662	4,198	3,877	3,344	3,996	4,031		
Items Checked In	12,480	13,338	12,036	13,674	13,987	13,442	14,625	13,172	13,113	15,737	14,034		

Adult Books Browsed	212	214	185	322	298	308	220	276	193	237	260		
YS Books Browsed	595	567	509	721	787	672	568	573	831	992	791		
Items Browsed	807	781	694	1,043	1,085	980	788	849	1,024	1,229	1,051	-	-

Circulation by Collection

	October-23	November-23	December-23	January-24	February-24	March-24	April-24	May-24	June-24	July-24	August-24	September-24
Adult CD Books	132	168	112	178	121	155	224	131	176	174	170	
Adult CD Music	370	188	488	611	612	551	614	442	391	366	128	

New Adult Fiction	608	550	457	591	506	519	509	575	529	549	513	
New Adult Graphic Novels	18	24	22	19	22	12	23	21	18	30	8	
New Adult Mysteries	255	235	236	225	215	221	254	270	284	302	307	
New Adult Non-Fiction	513	537	563	623	534	528	589	581	474	514	393	
New Adult Paperbacks	5	4	3	0	1	1	3	1	4	4	20	
New Adult Science Fiction	80	93	92	93	70	75	83	94	118	97	104	
New Adult Western Fiction	0	0	0	0	0	0	0	0	0	0	0	
New Blu-Ray DVDs	14	17	11	7	11	8	6	5	6	12	13	
New DVDs	134	232	208	218	191	183	220	173	225	188	152	
New DVDs Non-Fiction	15	22	21	18	8	13	8	8	31	12	20	
New Juvenile Easy Picture Books	314	338	262	407	377	332	338	336	374	385	354	
New Juvenile Fiction	256	275	289	389	415	326	326	310	446	505	406	
New Juvenile Non-Fiction	186	197	147	199	195	153	324	230	228	218	145	
New Teen Books	75	88	76	92	84	57	59	85	77	69	35	
New Teen Graphic Novels	35	38	38	38	70	41	46	49	98	107	65	
Sister City Fiction	0	2	0	0	1	0	1	1	1	0	2	
Sister City Non-Fiction	2	3	5	2	1	1	1	0	7	5	2	
Teen Fiction	231	253	200	261	208	303	296	287	277	343	293	
Teen Graphic Novels	204	212	243	367	242	289	286	409	365	507	465	
Teen Non-Fiction	14	13	14	18	12	18	9	16	15	8	18	
Teen Periodicals	1	0	0	0	0	0	0	2	0	2	0	
Teen CD Books	1	4	0	2	3	4	3	2	0	0	0	
	15911	16120	14815	17947	18213	17196	17968	16304	17837	19676	17897	0

Reference Transactions	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Total
Adult Directional	71	68	62	102	81	92	94	84	59	71	72		856
Adult Reference	351	377	352	425	436	365	377	345	329	340	368		4065
Technical/Other	271	237	234	196	361	299	386	339	355	369	346		3393
Circulation Directional	329	306	246	304	280	305	216	258	230	233	223		2930
Circulation Reference	0	28	0	3	1	1	10	2	9	0	0		54
YS Directional	230	232	270	297	281	186	200	136	489	259	240		2820
YS Reference	155	142	202	209	243	126	116	266	289	283	214		2245
Online Questions	38	37	29	40	35	39	37	33	42	30	41		401
Total Directional Questions	630	606	578	703	642	583	510	478	778	563	535	0	6606
Total Reference Questions	506	547	554	637	680	492	503	613	627	623	582	0	6364
Grand Total of Questions	1445	1427	1395	1576	1718	1413	1436	1463	1802	1585	1504	0	16764

Other Services	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Total
Study Room Reservations	121	105	104	136	114	178	196	97	96	137	102		1,386
Passport Applications	30	35	39	36	29	21	21	17	17	14	17		276
Proctored Exams	3	3	2	4	3	3	0	8	13	3	0		42
Meeting Room Reservations	66	77	63	86	73	90	92	98	62	56	78		841
Meeting Room Drop-Ins	97	78	59	79	78	70	93	72	66	72	68		832
Notary Services	1	2	9	3	7	4	10	8	2	7	4		57

Interlibrary Loan	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Total
Total Loaned to Other Libraries	840	835	714	853	851	814	809	791	738	791	756	0	8792
Total Borrowed from Other Libraries	918	928	850	1,012	920	887	903	811	778	892	897	0	9796
Holdings Placed	1946	1919	1704	2123	1964	2014	2074	1998	1764	2232	1861		21599
RSL ILL Borrowed	744	734	631	790	710	695	689	661	574	701	753		7682
RSL ILL Lent	658	648	563	667	675	665	645	613	602	613	593		6942
MelCat Items Borrowed	174	194	219	222	210	192	214	150	204	191	144		2114
MelCat Items Lent	182	187	151	186	176	149	164	178	136	178	163		1850

I. Registered Borrowers

	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
New Registered Borrowers	122	114	112	148	137	147	133	120	174	131	188	

Active Registered Borrowers	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
City of Marquette	1,473	1,553	1,353	1,588	1,594	1,472	1,625	1,541	1,475	1,634	1,704	
Marquette Township	287	309	231	297	300	265	285	295	252	315	339	
Chocolay Township	359	433	374	421	426	393	383	394	363	441	453	
Sands Township	129	161	128	155	160	138	153	129	111	159	161	
Skandia Township	46	52	37	53	51	44	51	55	42	58	59	
West Branch Township	57	81	61	62	85	66	67	68	62	67	75	
Turin Township	3	2	2	2	1	1	2	3	3	2	1	
Wells Township	3	2	2	1	3	3	1	0	2	4	2	
Ewing Township	0	1	2	0	1	1	2	2	1	2	0	
Non-Residents	52	52	43	53	54	59	60	63	60	63	67	0
Total	2,409	2,646	2,233	2,632	2,675	2,442	2,629	2,550	2,371	2,745	2,861	0

All Registered Borrowers	# of Patrons 10/31/23	# of Patrons 11/30/23	# of Patrons 12/31/23	# of Patrons 01/31/24	# of Patrons 02/29/24	# of Patrons 03/31/24	# of Patrons 04/30/24	# of Patrons 05/31/24	# of Patrons 06/30/24	# of Patrons 07/31/24	# of Patrons 08/31/24	# of Patrons 09/30/24
City of Marquette	11,756	11,829	11,903	11,926	11,866	10,124	10,182	10,260	10,338	10,379	10,503	
TOWNSHIP												
Chocolay	2,714	2,725	2,742	2,749	2,745	2,304	2,315	2,323	2,355	2,364	2,372	
Ewing	8	8	8	8	8	6	6	6	6	6	5	
Marquette Township	1,868	1,877	1,884	1,899	1,910	1,616	1,624	1,633	1,648	1,648	1,661	
Powell	106	106	107	107	105	91	92	96	95	97	99	
Sands	1,038	1,045	1,044	1,024	1,005	847	857	855	865	868	872	
Skandia	312	313	316	320	323	268	269	271	272	272	272	
Turin	10	10	10	10	10	8	8	8	8	8	8	
Wells	15	15	17	17	17	12	12	11	11	11	11	
West Branch	535	544	546	547	546	462	467	468	476	466	470	
Townships	6,606	6,643	6,674	6,681	6,669	5,614	5,650	5,671	5,736	5,740	5,770	0
Service Area	18,362	18,472	18,577	18,607	18,535	15,738	15,832	15,931	16,074	16,119	16,273	0
Other Areas	679	681	682	686	687	631	636	642	588	589	596	0
Total	19,041	19,153	19,259	19,293	19,222	16,369	16,468	16,573	16,662	16,708	16,869	0

(included in total under specific headings)

NMU Student	2,470	2,487	2,491	2,523	2,536	2,172	2,087	2,218	2,110	2,231	2,283	
Non Resident 3 Months	207	208	206	210	212	181	183	187	187	195	197	
Non Resident 6 Months	65	65	65	66	67	59	59	60	61	59	58	
Non Resident 12 Months	207	176	178	181	179	155	157	161	162	162	164	
Adult	14,864	14,947	15,023	15,016	14,969	12,613	12,678	12,774	12,856	12,881	12,981	
Juvenile	868	884	889	895	886	866	867	864	885	879	887	
Young Adult	776	773	782	772	764	652	651	653	663	679	687	
Michicard	59	59	59	58	58	57	57	56	0	0	0	
Books By Mail Patron	21	21	21	21	21	21	21	22	22	18	18	

Technology

	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Total
Y.S. Computer Sign-ups	38	20	10	18	22	28	37	22	41	32	36		304
Teen Computer Sign-ups	14	7	14	3	8	9	14	4	35	29	11		148
Lab/Free Station Computer Sign-Ins	1,049	814	744	955	987	931	955	818	870	972	1011		10106
Total Sessions/Logins	1101	841	768	976	1017	968	1006	844	946	1033	1058	0	10558
Laptop/Wireless Logins	1285	1384	1290	1143	1296	1202	1280	1243	1177	1184	1225		13709
Total Computer Logins	2386	2225	2058	2119	2313	2170	2286	2087	2123	2217	2283	0	24267
Library Website Hits	11,718	11,892	11,904	15,033	11,724	11,403	10,594	9,511	14,320	12,163	12,424		132686
Unique Visitors	6471	6578	6229	6770	6673	6638	6182	5496	11,329	9705	10,091		82162

Items Added	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	FY YTD Totals
Adult Books	318	313	255	260	214	312	333	324	208	153	116		2806
Kids Books	97	119	140	139	133	80	191	147	148	39	27		1260
Teen Books	36	43	15	52	50	10	27	31	45	47	7		363
Magazines	147	144	108	121	133	134	147	133	122	124	112		1425
Audiobooks		8	14	8	7	4	6	12	4	12	5		80
Videos	8	38	14	14	7	20	33	52	16	8	14		224
Overdrive													0
Music CDs													0
Various		1	3	78	5	8		56	17	1	7		176
Art Prints				4	5								9
ILLs	23	20	15	22	26	16	19	18	14	14	12		199
FY YTD Totals	629	686	564	698	580	584	756	773	574	398	300		6542
Other Statistics	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	YTD Totals
Cataloging Review	33	49	35	26	33	44	37	47	29	37	29		399
Original	1	1	7	9	9	5	2	11	18	8	3		74
Volunteer Hours	13.00	12.50	16.00	16.00	14.00	16.00	12.00	20.00	12.00	9.00	17.50		158.00
Mending	266	251	246	317	331	262	293	435	279	238	298		3216
Discards	1352	1441	1,846	1242	1,787	1751	2000	1873	2517	791	1125		17725

2022-24 Book Drop Statistics by Township

	No of Pickups	No of Items
Marquette		
October	4	87
November	5	80
December	4	142
January	5	88
February	4	70
March	4	78
April	4	72
May	5	135
June	4	63
July	5	182
August	4	77
September		
Total Year to Date	48	1074

Chocolay		
October	4	91
November	5	120
December	4	103
January	5	92
February	4	144
March	4	118
April	4	139
May	5	80
June	3	105
July	5	163
August	4	119
September		
Total Year to Date	47	1274

Sands		
October	4	36
November	5	54
December	4	53
January	5	39
February	4	15
March	4	22
April	4	22
May	5	23
June	4	30
July	5	57
August	4	62
September		
Total Year to Date	48	413

Skandia		
October	4	20
November	5	22
December	4	26
January	5	21
February	4	51
March	4	47
April	4	43
May	5	25
June	4	35
July	5	26
August	4	48
September		
Total Year to Date	48	364

West Branch		
October	4	1
November	5	2
December	4	0
January	5	2
February	4	9
March	4	1
April	4	7
May	5	4
June	4	12
July	5	2
August	4	3
September		
Total Year to Date	48	43

Total Year to Date ALL Locations: 239 3168