

**Township Advisory Council of the Peter White Public Library**  
**Agenda**  
**Wednesday, April 9, 2024**  
**George Shiras III Room, 5:00 pm**

**Zoom access:** <https://us02web.zoom.us/j/89222244971?pwd=IYITzLf2vdyLiY7XaBN3GR1tst65aW.1>

Call to Order

Introductions

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

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

January 8, 2025

Public Participation

Financial Reports

Library Director's Report

- a) Staffing Updates
- b) Township Report Schedule

Old Business

- a) PWPL Board Meeting Updates: January – March 2025

New Business

- a) Strategic Planning Committee
- b) TAC Board Reports
- c) PWPL Board Meeting Representatives
  - a. January 21, 2025
  - b. February 18, 2025
  - c. March 18, 2025
  - d. April 15, 2025

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:

- July 9, 2025 (joint meeting with the PWPL Board of Trustees)
- October 8, 2025

Library Board of Trustees meeting information available at: <https://pwpl.info/pwplboard/>

**Peter White Public Library Township Advisory Council**

**Shiras Room, PWPL**

**Minutes: January 8, 2024**

**Call to Order at 5:03 pm.**

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

**Introductions:** TAC members introduced themselves and welcomed new Chocolay Township member, Eve Lindsey.

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

**Approval of the Minutes of the October 9, 2024 Meeting:** Moved by Beth Linna, seconded by Natasha Lantz and unanimously approved with corrections to the TAC and Board of Trustees meeting dates.

**Public Participation:** None

**Financial Reports:** Andrea Ingmire reported on a welcome development with Marquette Township. They had for quite some time, been paying millage money due to the Library on a semi-annual basis and randomly sending checks for delinquent amounts. The law states that weekly payments should be made during tax collection time. Not a malevolent action by the Township, most likely the result of long-time practice and staff turnover, but a headache for the Library's bookkeeping, planning and budgeting. Some lucky communication between administrators has resulted in the issue being resolved and regular checks received by PWPL.

Andrea Ingmire is working on the state aid report. It includes statistics, budget numbers and revenue/expense reports from the last fiscal year.

Penal fines have increased and are back over \$100,000, which is good news for the budget. The cost of our digital platforms has also increased. Hoopla and Kanopy are very popular and that is great, but costs are rising with increased use. It is great when one of the Library's book club selections is on Hoopla, everyone has access to the book right away. Another driver of increased costs is the higher price of books presented as full cast reads. Some libraries have had to put daily caps on usage. At this point the Board will continue to monitor the situation. No caps yet, but they will not be lifting the daily per card check out limit.

PWPL is often dealing with three fiscal years at once. The fiscal year begins on October 1, so we are a couple of months into the current year. The audit of last fiscal year begins in January and will be completed in March. By June, the Library will be planning for the next fiscal year.

Tom Bronken asked about the increase in penal fines. We were told they had decreased because of the legalization of marijuana and because of the effects of Covid, but what is driving the increase now? There is no clear answer. Factors that may contribute could be the enforcement of weight restrictions and the increased efficiency at the courthouse. Staffing changes have helped with the backlog of cases created by Covid.

## **Library Director's Report:**

**Staff Updates:** New staff since July 2024 include Grace Champion, Youth Services Assistant and Tehya Campbell, Maintenance Assistant. The Library continues to face significant staff turnover. PWPL is considering hiring some summer employees. Though training new staff takes some time, summer hires could ease Circulation's load during the busy summer months. Also under consideration, bringing back 1 or 2 high school page positions. Andrea Ingmire is working with Departments Heads to improve the onboarding process to try to reduce turnover. Natasha Lantz asked about the turnover; is it city-wide, is it wages? The City deals with turnover too, especially in the public works department. Wages are an issue. The Library pays what they can afford to spend, setting their own wages in line with the budget. State minimum wage increases will begin in February. \$1.06 per hour will be required to bring the pages to the minimum wage. That's on top of the negotiated 4.5% wage increase. The issue will definitely impact negotiations. The Director did share some positive items. More tax revenue was received from the City than expected and in the next five to ten years some Brownfield projects will be coming to an end. In addition, the Bluff Street parking structure will be paid off resulting in approximately \$70,000.

## **Old Business:**

**Board Meeting Updates: October-November 2024:** The PWPL Board of Trustees did not work on any Policy issues during this time. They made an adjustment to their meeting schedule, returning to the original date for the October 21, 2025 meeting to avoid conflict with the Michigan Library Conference. Much time was spent on the transition to Local Hop, the new program for room reservations. It has required a total reworking of the Meeting Room page. Users can make room reservations and pay online. Users can make an account and review all their reservations and make changes to times and dates, if needed. Information about the available rooms and the options for set up and use are displayed on the Meeting Room page. Natasha Lantz asked about the rooms being vacated by MACC in October. Information on those spaces is being included on the Meeting Room page as the Library prepares for the upcoming changes and continues to iron out the details.

## **New Business:**

**TAC Board Reports:** Barb Bradley commented on the punch card system newly implemented at the Skandia/West Branch transfer station and the three-page letter outlining the rules and the expectations for civil behavior. Natasha Lantz confirmed that the transfer station has also been a hot topic in West Branch. She also commented on the changes in procedures at the West Branch Township Board meetings. TAC reps now have an actual spot on the agenda. Tom Bronken said the Marquette Township Board also has some new members and does include TAC on the agenda. Karrie Heikes commented on the snazzy new garbage truck purchased by Sands Township. It will provide more efficient and safer garbage collection.

Suzanne Standerford attended the October 22 Board meeting. She was so impressed by the informative presentation by Heather Steltenpohl on all the different pieces of the development fund that she requested a copy of the power point presentation. She also commented on strategic plan update presented to the Board. Andrea Ingmire pulled it up for TAC members to take a look at the recap and the goals for the final year of the plan. At a Department Head retreat in February, priorities for the next strategic plan will be discussed. Better engagement with the staff and the public is part of the plan.

Barb Bradley attended the November Board meeting. She learned a lot about Northern student's involvement with PWPL. One of NMU's education classes has been meeting at the Library while the Olson Library at NMU is closed. Andrea Ingmire added that it has proved to be a positive move, demonstrating the importance of public libraries and leading to more students becoming volunteers. The NMU students helped plan the homeschool winter event. Bruce MacDonald also gave a very informative (and humorous) presentation on technology. One topic was the digitalization of the Mining Journal. Andrea Ingmire talked more about the process, the Uplink program started with a grant at NMU, and the project undertaken to scan plat books and make them searchable. Natasha Lantz questioned the extent of the Mining Journal digitization. It is currently through 1966. We have the Mining Journal through 1982. At that point, copyright issues still must be resolved. Natasha suggested enlisting the help of our state representatives as this is important local history. Tom Bronken commented how well Bruce MacDonald fielded questions about privacy and security.

The director shared a graphic representation of the Township election results for the past several years with TAC. Despite some downturn in electoral support, it is still a positive result. The graph showed ups and downs through the years. This past election was a contentious one and, on some ballots several millages appeared.

Lastly, Tom Bronken is looking to "retire," inquiring if TAC knew of any interested Marquette Township residents.

**Board Meeting TAC Representatives:**

January 21, 2025: Natasha Lantz

February 18, 2025: Karrie Heikes

March 18, 2025: Suzanne Standerford

April 15, 2025: Beth Linna

**Council Member's Comments:** No further comments.

**Public Participation:** Larry Linna (Skandia Township Board) commented on the improvement in relations between the Skandia and West Branch Boards. The Joint Operation Meetings have been interesting and kind of fun. These meetings deal with not only the transfer station, but the Fire Department and the First Responders.

Tom Bronken commented that Marquette City and the Township are also working better together.

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

**Next TAC Meeting: April 9, 2025 at 5:00 pm.**

**Next Board of Trustees Meeting: January 21, 2025 at 5:00pm.**

Respectfully Submitted,

Beth Linna



# PWPL Board of Trustees Meeting Minutes

**Board of Trustees of the Peter White Public Library**  
**Regular Board Meeting**  
**Minutes**  
**Tuesday, January 21 2025**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **January 21, 2025** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:01PM.

**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; Marty Achatz, Adult Programming.

**TAC Representatives Present:** Natasha Lantz, West Branch Township

**Others present (online):** Rich Vanderveen, Betsy Rutz, Paul Marin (online)

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

**The Minutes** of the November 19, 2024 Board Meeting were approved on a motion by Steinhaus and seconded by Meyskens. The motion is approved 5-0.

**Special Presentation – Marty Achatz, Adult Programming Coordinator.** Achatz gave a summary of adult programs coming up in the next year. In March, programming for the NEA Big Read, writing workshops, a monthlong Community Blog project, and a spoken word focused aspect of the collection. In April, the 4<sup>th</sup> annual Great Lakes Poetry Festival will be held. June launches the Concert on the Steps series, every Wednesday night beginning on the 11<sup>th</sup>, and running into August. Achatz said due to popular demand, there will be some evening screenings of blockbuster films. Also due to increased interest there are plans to start a monthly writing program for adults. The Nerds with Words podcast will be changing from weekly release to monthly release. Schmunk referenced the library statistics and commented on the large amount of adults taking advantage of these programs. Achatz and Schmunk also discussed different ways the library can make searching for programs the most user friendly.

**TAC Report: Natasha Lantz, West Branch Township.** Lantz discussed issues concerning the transfer station that West Branch Township shares with Skandia Township. The Townships have concluded work on ongoing financial and operational planning, the next step will be getting that information to the community. There will be an increase in transfer station fees due to lack of necessary incremental increases in the past. The Townships are still scouting areas for the new, shared fire station. Road improvements are still a work in progress, talks continue with Marquette County Road Commission about the best approach. West Branch has two new board members. The Township will be removing their Facebook page due to ongoing negative commenting. A digital sign has replaced the outdated physical sign outside the Township Hall. Election of officers was held at the recent TAC meeting, with most officers staying in their current positions. Lantz requested Ingmire give a presentation, on the library, at an upcoming West Branch Township meeting. TAC Reps have now been given a place on the agenda at

their township meetings, whereas previously they were limited to giving input during the public comment period.

**Financial Reports – including Approval of the Bills:** Goodwin addressed questions and comments related to the bills and financial reports. Meyskens asked about the budget, and Goodwin verified it is on track, and asked about patterns of purchasing at the beginning of the fiscal years. Goodwin said October is primarily a big month for book purchases. A motion was brought by Williams and seconded by Nelson to approve the bills for November 2024 and December 2024, in the amount of \$216,926.68 for November, and \$162,027.21 for December. The motion is approved 5-0.

**Public Comment:** Rich Vanderveen and his daughter Betsy presented a project they are undertaking to fundraise for the library. Vanderveen has enlisted writer Jerry Dennis and artist Glenn Wolf to create a limited edition print that will be exchanged for donations. Vanderveen's goals with the "to be endowed" funds are to increase access to the library, and honor the printed word.

### **Board Action Items:**

- a) ***Personnel Committee Recommendation- Library Director Contract Addendum.*** In December 2024 the Board Personnel Committee met to discuss a Library Director Contract addendum that coordinates the performance evaluation timing set forth in GOV-6 with the Library Director's current contract, which was last approved in March 2022. The Library Director's last performance evaluation was conducted in September 2023. The Personnel committee recommends that the addendum be adopted as presented and that the next Library Director performance evaluation and contract negotiation to be completed by September 30, 2026. On a motion by Meyskens and seconded by Nelson, **the PWPL Board of Trustees moves to adopt the Library Director Contract Addendum as recommended by the PWPL Board Personnel Committee.** The Personnel Committee verified the timeline of contracts and library director reviews, and addressed a typo in section 3. Term of Employment, part d., changing "by-lays" to "by Laws." **The motion is approved 5-0**

### **Other Business:**

- 1) **Audit Engagement Letters:** Each year PWPL is included in the City of Marquette audit process. Again this year, Anderson Tackman is requesting that the Audit Engagement documents come before the Board of Trustees for review in a regular meeting. Any concerns should be reported to Steve Schmunk before Friday, January 24, 2025.
- 2) **Finance Committee Report:** On January 9, 2025 a regular meeting of the PWPL Board Finance Committee was held. The committee discussed many topics related to Library finances including items of immediate concern as well as plans for future needs at PWPL. The general conversation related to the PWPL Strategic Plan outlined three strategic priorities: Service, Sustainability, and Expertise, within the constraints of our Operating Budget. The discussion prioritized and classified immediate and long-term needs. The Finance Committee established the following list of immediate and long term needs:

Short term:

- MACC leaving PWPL, equipment needed and staffing impact.
- PWPL Maintenance Department – Plan for stability and eventual succession planning. • Staffing wages considering Minimum Wage increases, cost of living, and creating stability across our staff. The current Union Contract expires September 2025.
- Cement, parking lot, and grounds projects for Summer 2025.
- Battery backup replacement.
- eBook popularity and digital resource costs vs print materials.
- Continued partnership with the PWPL Development Fund and Friends of PWPL.

Long-term:

- Roofing/Atrium replacement. Consideration of sustainable energy options on roof.
- Replacement of the elevator – this will be done when it becomes necessary.
- Accessibility of building, excluding the elevator.

Meyskens complimented the clarity and effectiveness of the Finance Committee.

Meyskens asked about the procedure for cash handling and reconciliation, Goodwin explained the daily cash drawer balancing procedures.

- 3) **Strategic Plan Update:** 2025 is the final year for current Strategic Plan goals. New Goals will need to be set this year, charting a direction for library services in the next 3-5 years. Ideally all this work will be completed in 2025, with a rollout of new goals starting 2026.

PWPL Department Head and Administrative staff finalize the 2025 Activity Plan for presentation to the PWPL Board of Trustees at the next board meeting on February 18, 2025. Ingmire would like to focus on the Plan being more specific as the library moves into the next 3-5 years of the plan, including the potential use of third party experts with targeted surveys.

She also spoke at length about Township Election statistics. Meyskens asked about the continuity of the strategic plan, Ingmire explained how the categories are prioritized. Steltenpohl discussed a past plan that focused on increasing service for townships, which resulted in the book drops. Ingmire and Steltenpohl discussed different ways to examine the data and voter turnout. Meyskens asked about how the effectiveness of the plan, in conclusion, will be determined. Ingmire said reports on action items are part of the process, but the Department Heads are in active discussion on this.

**Public Comment: None**

**Board Member Comment:**

- a) **General Comments:** Schmunk thanked the Vanderveens for their fundraising efforts on behalf of the library. Schmunk asked for information regarding the leak on January 20, 2025. Ingmire said there had been an HVAC equipment failure in the library penthouse, which resulted in the loss of more than 100 non-fiction books due to water damage. An Insurance claim for HVAC repairs and material losses is in process. Facilities Department Head John Povey had been monitoring the system while offsite and noticed the issue and some staff, including Bruce MacDonald and Ben Sargent, were able to come in quickly and prevent more damage from being done. Meyskens also applauded Povey's quick work, and for Goodwin and Ingmire's work on the Finance Committee. Steinhaus commented that she would not be able to attend the February 18, 2025

Board of Trustees meeting. Schmunk confirmed there would be a quorum for this meeting.

- b) **Trustee Manual:** Review of Chapter 11, 2021 Edition; Friends of the Library: The Peter White Library has a very active Friends group Chapter 11 addresses collaboration, tax exempt status, and funding. The next PWPL Friends meeting is on February 6<sup>th</sup>.

**Adjournment:** Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 5-0. The meeting adjourned at 6:16PM.

Respectfully submitted,

Suzanne Williams  
Secretary

Upcoming meetings:	February 18, 2025
Upcoming TAC meeting:	April 8, 2025

**Board of Trustees of the Peter White Public Library**  
**Regular Board Meeting**  
**Minutes**  
**Tuesday, February 18, 2025**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **February 18, 2025** 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; Lori Nelson, Member; Joe Meyskens, Member

**Members Excused:** Carol Steinhaus, 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; Stephanie Garn, Technical Services Department Head.

**TAC Representatives Present:** Karrie Heikes, Sands Township; Tom Bronken, Marquette Charter Township

**Others present:** Rich Vanderveen and Laurel Kniskern

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

**The Minutes** of the January 21, 2025 Board Meeting were approved on a motion by Meyskens and seconded by Williams. The motion is approved 4-0.

**Special Presentation – Amy Salminen, Adult Services Department Head.** Salminen presented updates from the past year in the Adult Services Department, and services provided by the Reference Desk, which include passport processing, test proctoring, study rooms, and tech help. Adult services is responsible for digital resources, such as Hoopla, Kanopy, Libby, and online periodicals. At this moment, the Reference department facilities (2) monthly book groups and the library hosts two additional book groups. Their program Tech Coaching for Seniors, with Christine Ault, has become popular over the past year. Plans for the 2025 Adult Summer Reading Program are underway: the theme will be Color Your World. In partnership with the United Way of Marquette County, an on-site tax assistance program has been added for the 2025 tax season. March will feature NEA Big Read activities, alongside Adult Programming, related to Roz Chast's graphic memoir *Can't We Talk about Something More Pleasant*. Adult Services is also responsible for some publicity, including book displays and podcasts.

Williams asked how patron ratings of books, on the Summer Reading Program bookmarks, is used, Salminen said the ratings are used in publicity items like Top Ten lists and displays at summer's end. Meyskens asked what Salminen considers to be the biggest challenges facing her department in the next five to ten years. Salminen said the primary goal is keeping people engaged and interested, especially at a time when people are spending so much time on their phones. She also wants the library to remain a space people want to gather alongside being a

place for people to get books. Schmunk asked how for information on how the Reference Desk, managed by Salminen, is staffed. He also asked about Hoopla and Kanopy fee schedules. Salminen Hoopla fees are a per download basis (libraries can put some guardrails in). With Kanopy, the library can set a budget per month, and Libby has limited checkouts/downloads. She verified that the costs of use does regularly meet library budget for these services. Ingmire spoke about the nuance of offering digital resources, such as Hoopla and Kanopy, while not letting it overtake the budget.

**TAC Report - Karrie Heikes, Sands Township.** Heikes reported on current events in Sands Township. The past few township meetings have largely consisted of reworking proposals. At the last meeting, a township resident came to board to propose hosting a disaster preparedness informational event, geared toward helping people with large and/or multiple animals, to help people know what action to take in case of flooding and/or wildfire. While Lower Michigan has official protocol for this, the Upper Peninsula has none. The Township has agreed to hold an event in the future. The new garbage truck is up and running, with the old truck being used by another township.

**Financial Reports – including Approval of the Bills:** Goodwin addressed questions and comments related to the bills and financial reports. Meyskens asked about an increase of \$250,000 in revenue, Goodwin said the majority of this number is likely due to payments from Marquette Township coming in regularly during tax collection time. A motion was brought by Nelson and seconded by Meyskens to approve the bills for January 2025 in the amount of \$200,988.32. **The motion is approved 4-0.**

**Public Comment:** Rich Vanderveen thanked Steltenpohl, Ingmire, and all staff for their roles in setting up the newest endowment fund.

### **Board Action Items:**

- 1) Strategic Plan 2026-2028:** In January 2023, the Board of Trustees approved the 2023-2025 Strategic Plan, establishing long-term priorities and three-year goals. The current strategic plan is now in its final year. In addition to wrapping up 2025 activity plan items and an impact assessment for the 2023-2025 Strategic Plan goals, updated plan goals for 2026-2028 will need to be established. The previous strategic subcommittee consisted of board members, township advisory council members, and staff. This group presented a research based recommendation to the full Board of Trustees on how to proceed, and collaborated with the Strategic Plan facilitator to draft goals based on community feedback and collected data. A new subcommittee for 2026-2028 will function in the same way. On a motion by Williams and seconded by Meyskens, **The PWPL Board of Trustees moves to establish a subcommittee to assess options for strategic plan facilitation, budgeting, and process. This subcommittee will report back to the Board with a process recommendation and work directly on developing strategic plan goals for the upcoming period 2026-2028.** Meyskens asked for clarification on the subcommittee members, Ingmire said that ideally it will be composed of a few admin staff, some TAC, and some Board members. Nelson asked how the working group would establish focus topics for the Plan, Ingmire said initially the subcommittee will hone in on exactly how data will be collected and interpreted by the committee, and how that will inform the priorities of the new strategic plan. Schmunk verified the plan dates reflect a calendar year, not a fiscal year. He proposed

setting membership at the current meeting. Schmunk and Nelson volunteered to serve on the strategic planning subcommittee. **The motion is approved 4-0.**

- 2) **PWPL Employee Personnel Manual: PWPL Employee Administrative Manual** In February 2021, Library Director Andrea Ingmire reached out to Attorney Laura Katers Reilly to begin working on an Employee Personnel Manual. Over the past four years, the manual has undergone multiple revisions within PWPL staff but has not progressed to an actionable stage. At this time, PWPL will focus on deciding how the board will collaborate with Administration on reviewing and editing the document before it is sent for legal review. It is possible that this falls within the scope of the Board Personnel Committee, it is also possible that a new board committee needs to be established specifically for this work. Schmunk asked how the committee will be established, Ingmire recommended Goodwin and MacDonald from Admin. Ingmire said the goal is to create a manual to be specific to the operations of PWPL, as there are already manuals for general entity operations provided by the union. Williams and Meyskens volunteered on behalf of the Board. On a motion by Meyskens and seconded by Nelson, **The PWPL Board of Trustees moves to assign the Personnel Manual review to committee that will collaborate with Library Administration to move this document to completion.**

Meyskens and Williams volunteered to serve on the Personnel Manual Subcommittee. **The motion is approved 4-0.**

#### **Other Business:**

- 1) **PWPL Strategic Plan-Staff Activity Plan 2025:** Each year PWPL staff create an Activity Plan to support current Strategic Plan goals. On February 7, 2025 PWPL Department Head staff held a 4-hour retreat to discuss the 2025 Activity Plan and set priorities for this year. Ingmire presented the retreat summary. Meyskens spoke in favor of staff retreating and regrouping on a regular basis.
- 2) **State Aid Statistics:** The PWPL annual State Aid report has been submitted to the Library of Michigan. This report data is used to create comparisons across the state of Michigan but also to be a resource for libraries and communities who are interested in the work of their public entities. This document is used when creating the annual report, which serves as the basis for all community reports provided throughout the year. On Monday, February 10, 2025 the most recent data was presented to the City Commission for the first time using this most recent data. A copy of that presentation is available at: <https://pwpl.info/wp-content/uploads/2025/02/Annual-Report-2024-Final.pdf>

Meyskens asked how data specific to PWPL is tracked. MacDonald said he tracks items like door count and circulation. Ingmire said that because of the changes made to the format of the Library of Michigan reporting questionnaire over time, it would be difficult to track information specific to PWPL to mirror that of the Library of Michigan. PWPL tracking is also fragmented by department and not through the State Aid Stats.

#### **Public Comment: None**

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

- a) **Trustee Manual:** Review of Chapter 12, 2021 Edition; Continuing Education. Ingmire said the Library of Michigan provides a significant amount of ongoing education for libraries and their boards.
- b) Steltenpohl announced two new endowments: Vanderveen Center for Book, and a family and local history fund. Goodwin gave an update on the HVAC system, which is



still in need of being completely fixed, though Povey does have the system operational for daily use. Items damaged by the leak in January have been inventoried and are in the process of being submitted to insurance. Schmunk asked for clarification on endowment funds, if a new fund always need to be established when money becomes available, or if new money can go into existing fund—Steltenpohl said it can be done both ways. She will present updates on the two new endowments at the March board meeting.

**Adjournment:** Nelson made motion to adjourn, seconded by Meyskens. The motion was approved 4-0. The meeting adjourned at 6:21PM.

Respectfully submitted,

Suzanne Williams  
Secretary

Upcoming meetings:	March 18, 2025
Upcoming TAC meeting:	April 8, 2025

**Board of Trustees of the Peter White Public Library**  
**Regular Board Meeting**  
**Minutes**  
**Tuesday, March 18, 2025**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **March 18, 2025** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:01PM.

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

**Members Excused:** Suzanne Williams, Secretary.

**Library Staff Present:** Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Ann Richmond Garrett, Administrative Assistant; Jamie Goodwin, Finance Director; Andrea Marsh, Communication Coordinator.

**TAC Representatives Present:** Paul Marin, Marquette Township, Suzanne Standerford, Sands Township.

**Others present:** Two members of the public, none online.

**The Agenda** was amended to include a Resolution in Support of Retaining Funding for IMLS. On a motion by Meyskens and seconded by Steinhaus, the agenda is approved as amended 4-0.

**The Minutes** of the February 18, 2025 Board Meeting were approved on a motion by Steinhaus and seconded by Nelson. The motion is approved 3-0, with one abstention.

**Special Presentation –Andrea Marsh, Communication Coordinator.** Marsh gave a presentation on developments in the Communications position over the past year. Website statistics reveal the PWPL site traffic has increased in both website hits (by 7.87%) and unique visitors (by 78.52%). Future goals for the website include streamlining the menu and information for patrons, and increasing the ADA accessibility score. Marsh also works continually to keep PWPL social media visible and current. Meyskens asked about 5-10 year public reach goals for Marsh's department, Marsh responded that the content is focused on the PWPL service area, not for State or National reach. Schmunk asked if there were any changes in demographic trends as to who views the social media content, and if that can even be trapped. Marsh responded that this can be difficult to track, but there are some observable patterns as far as age and gender.

**TAC Report: Suzanne Standerford, Sands Township.** Standerford presented on changes in Sands Township since her last presentation in the Fall. The township got a new garbage truck, which has vastly improved service to the area. The old truck was obtained by Laurium Township. The township cemetery is in the process of being able to accommodate green burials.

**Financial Reports – including Approval of the Bills:** Goodwin addressed questions and comments related to the bills and financial reports. The HVAC system has been fixed, and paid for by the insurance company. A motion was brought by Meyskens and seconded by Nelson to approve the bills for February 2025, in the amount of \$178,291.71. The motion is approved 4-0.

**Public Comment:** None

**Board Action Items:**

- a) **Resolution of the Peter White Board of Trustees in Support of Retaining Funding for the Institute of Museum and Library Services (IMLS)-** The current state of funding for statewide library sharing and delivery services was discussed at length. Ingmire drafted a resolution of support to send to local, statewide, and federal officials, that the board can sign if they choose. Meyskens asked for clarification on how these systems work, Ingmire verified they do give patrons access to material from other locations, which includes rare and historical items. On a motion by Meyskens and seconded by Nelson **The Board of Trustees of the Peter White Public Library moves to adopt the Resolution in Support of Retaining Funding for the Institute of Museum and Library Services (IMLS.)** The Board discussed the best way to relay to the community how funding affects access to items they want. **The resolution was adopted 4-0.**

**Other Business:**

**1) City of Marquette Board and Committee Member Training:** Ingmire presented information acquired by her recent attendance to a liaison training for all city related board and committee members. In 2024, the Marquette City Commission updated their policy detailing procedures for their appointed boards, committees, and authorities. That policy has encouraged City Staff to begin a training process during the onboarding of new board and committee members. Some of the information was not applicable to PWPL Board Members.; however, there was a lot of useful information, and this training should be helpful overall for new board members coming in. The City Clerk plans to have regular (2-3 times/year) orientation sessions for committee members. It is their hope that all current members, as well as new appointees, will eventually attend a session, which will include summaries of FOIA and OMA and an overview of the Commission policy. Board members will receive more information on these training opportunities when it becomes available.

**2) Subcommittee Report – Personnel Manual Committee:** At the February 18, 2025, board meeting a subcommittee was formed to help PWPL Administrative Staff review the Personnel Manual prior to sending off for legal review. The Committee will meet on Monday, March 17 to set a schedule for review of this document. To conclude by the end of April 2025 Members of this subcommittee: Andrea Ingmire, Bruce MacDonald, Jamie Goodwin, Joe Meyskens, Suzanne Williams.

**3) Subcommittee Report – Strategic Plan Committee:** At the February 18, 2025, board meeting a subcommittee was formed to begin working on the PWPL Strategic Planning process. Andrea is working to get a committee formed with Township Advisory Council and PWPL staff. Members of this subcommittee (so far): Andrea Ingmire, Bruce MacDonald, Heather Steltenpohl, Stephanie Garn, Steve Schmunk, Lori Nelson, Natasha Lantz

**Public Comment:** None

**Board Member Comment:**

- a) Meyskens commented on the staff roster, and the percentage of employees who are new to working at the Peter White since 2020, being interested in the way institutional memory is passed between employees. He also commented on the high quality of services provided by Circulation, Youth, and Teen Services, as well as the Peer Insight Program started for staff, which supports cross training. Nelson complimented the popularity of the Teen Cooking program.
- b) **Trustee Manual:** Review of Chapter 13, 2021 Edition. Ingmire explained how different types of libraries are established and categorized.
- c) Steltenpohl reported the Friends of the Library raised \$7,000 in their recent, Spring Book Sale, which is only a few hundred dollars short of the last sale. Nelson asked about the path of a donated book, and where they are stored and sorted until they can be sold. Steltenpohl explained how each department is involved, when deciding what can be added to the collection, what can be sold, and what will be discarded.

**Adjournment:** Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 4-0. The meeting adjourned at 5:59PM.

Respectfully submitted,

Suzanne Williams  
Secretary

Upcoming meetings: April 15, 2025  
Upcoming TAC meeting: April 9, 2025

Finance Director Reports

Library Director Reports



**December 2024 - January 2025**

**Library Director's Report**

**Andrea Ingmire, Library Director**

**Art Galleries**

We received state MACC funding this year for the first time. As a result, there is funding to pay another staff member to help run this program. Adyson Guidebeck has been helping me with graphics and some of the artist communication. The call for exhibits will go out in early February for 2026 Public Gallery Program openings.

December 2024 - January 2025

Deo Gallery - Pier Wright, *Winter Work*

Huron Mountain Club Gallery - Winter Wonderland Walk

March - April 2025

Deo Gallery - High School Art Show

Huron Mountain Club Gallery - Todd Carter, *Knowing the Land*

**eNewsletters**

Total subscribed as of 1/16/2025: 2,860

<b>November 2024</b>	<b>Constant Contact</b>			Subscribers as of:
	Number of Deliveries	Average Rate open	Average clicks	12/3/2024
Insider (General Newsletter)				2857
Friends				553
Off the Shelf	1	62%	6%	520
Digital Resources and Tech	1	61%	3%	420
Art and Exhibits				528
Local History				480
Weekly Program Update	4	64%	1%	597
Youth Services Insider	5	61%	1%	562

<b>December 2024</b>	<b>Constant Contact</b>			Subscribers as of:
	Number of Deliveries	Average Rate open	Average clicks	1/16/2024

Insider (General Newsletter)				2554
Friends	1	58%	0%	564
Off the Shelf				530
Digital Resources and Tech				427
Art and Exhibits	1	54%	1%	535
Local History				486
Weekly Program Update	4	64%	2%	610
Youth Services Insider	3	62%	3%	572

### Staff Updates

- Luisa Barron joining our Circulation Department 1/22/25

### Meeting Room Reservation System

LocalHop is up and rolling! Next steps include adding Studios 1&2 to the platform so that existing reservations can be entered and (hopefully) this leads to a smoother transition between MACC and PWPL.

Room reservations are flooding in! There are many evenings when all available rooms are booked and busy.

### State Aid Report

The year end state aid reporting deadline is February 1, 2025. Once this report has been completed, I will work on our 2024 Annual Report to the community. This will not be completed by our January board meeting.

### Director Chat – No December session, 1/15/2025

- Talked with a woman who is a puzzle fan! She was looking for the new one, and is excited about National puzzle day.
- Talked to a patron from Skandia
- A woman stopped to say how nice the library is
- Talked to former two board members, one about the Surgeon General's report on Loneliness and the other about Libby holds.
- Talked to a patron who was at the library with his wife, he wanted to talk about how much he appreciates the library and remembers the old footprint. He offered thanks for the expansion.
- Talked to a regular patron.
- Talked to two patrons who like the AV change and are big audiobook fans!
- Several patrons stopped to say how much they love the library.
- Talked to two staff members and a staff member's spouse about a variety of things.
- Talked to a friend who was arriving to volunteer.
- Meditate Marquette was having a session, and I spoke with several attendees and the facilitators.
- Talked to a couple of folks who were at the library for a group meeting.

- Interest in employment from a regular patron 😊

12am; 11pm = Total 23

## Library Director Professional Development/Outreach and Volunteer Activities –

### November and December 2024

November 1	MSHS Costumes for LesMis production Meeting with Andrea M and Amanda P
November 5	Staff Development Day Meeting
November 6	City Department Head meeting Director Chat
November 7	Lake Superior Leadership Academy – Community Development Day
Chair	
November 8	Meeting with Amy S.
November 11	Staff Development Day
November 12	SICK
November 14	Meeting about Hoopla and Kanopy
November 15	Rick Edwards, TV6
November 16	Repair Café
November 18	LocalHop meeting
November 19	City Department Head Meeting PWPL Board Meeting
November 21	Meeting with Adyson G. PWPL Department Head Meeting
November 22	Post Pandemic Libraries UofM
November 25	Rotary Presentation at Holiday Inn Phone meeting with Alpena PL
November 26	City Department Head meeting
December 2	SLC Directors Meeting
December 3	Marquette Reading Club presentation
December 4	Joe M. Meeting
December 5	LWV Newsletter Review meeting
December 6	Days for Girls meeting about MACC storage
December 10	Tasty Reads
December 11	Testify on behalf of bills introduced by Rep Hill
December 12	Artist Reception
December 13	Coffee with SLFP student Yule Ball
December 16	DeLilBeration
December 17	City Department Head meeting
December 19	PWPL Department Head Meeting Meeting with donor
December 20	Post Pandemic Libraries UofM
December 23-January 3	Survived the holidays!



## 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 January 16, 2025.

### Highlights of General Fund Balance Sheet

Cash Position	As of 10-31-24	As of 12-31-24	Change
Cash- Checking	\$1,096,038.48	\$814,708.54	(\$281,329.94)

#### Notes:

1. Cash receipts for November & December were \$44,115.40 & \$49,690.22 respectively
2. Cash-Checking \$89,850.48
3. Checking-Bankcard \$3,955.14

<u>General Fund Trust</u>	As of 10-31-24	As of 12-31-24	Change
Cash/Investment Position	\$287,583.90	\$287,042.60	(\$541.30)

#### Notes:

1. Interest and Dividend payments of \$3131.73 were reinvested in additional shares of the Mutual Funds

### Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As 10-31-24	As of 12-31-24	Change
	\$927,843.15	\$926,076.70	(\$1,766.45)

#### Notes:

1. Interest and Dividend payments of \$10,046.60 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 01/16/2025}

Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 38,237.90	\$ 975,678.60
Total Expenses	<u>\$ (161,790.24)</u>	<u>\$ (574,589.97)</u>
Net of Revenue & Expense	<u><u>\$ (123,552.34)</u></u>	<u><u>\$ 401,088.63</u></u>

## Comments

<b>Cash Balance</b>	<b>December</b>		
Month Ending	Month Ending		
Current Year	Prior Year		
\$ 814,708.54	vs \$ 690,903.37	=	\$ 123,805.17

## Notes:

- November 2024 was a two pay period month. Total wages paid were \$98,909.35. Our first half payment to MERS was also paid in the amount of \$58,428
- December 2024 was a two pay period month. Total wages paid were \$101,505.97. Longevity payments were made this month in the amount of \$6,620. This accounts for the increase in payroll expenses from November
- Actual expenses are approx. 25% of budget with approximately 25% of the FY year completed
  - Included you will find
    - Raymond James November & December Statements
    - Utility Statements for November & December
    - December Balance Sheet and Revenue and Expenditure Reports for the Library's Operating Fund
    - December Balance Sheet Report for the Carrol Paul Memorial Fund
    - December 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 these Financial Statements are a close estimate of the Library's financial position as of February 13, 2025.

### Highlights of General Fund Balance Sheet

Cash Position	As of 12-31-24	As of 01-31-25	Change
Cash- Checking	\$818,479.11	\$1,075,139.97	\$256,660.86

#### Notes:

1. Cash receipts for January were \$457,649.18
2. Cash-Checking \$450,597.79
3. Checking-Bankcard \$7,051.39

<u>General Fund Trust</u>	As of 12-31-24	As of 01-31-25	Change
Cash/Investment Position	\$287,042.60	\$294,186.85	\$7,144.25

#### Notes:

1. Interest and Dividend payments of \$550.18 were reinvested in additional shares of the Mutual Funds
2. The quarterly admin fee was paid in the amount of \$601.59

### Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As 12-31-24	As of 01-31-25	Change
	\$926,076.70	\$942,563.89	\$16,487.19

#### Notes:

1. Interest and Dividend payments of \$1,559.08 were reinvested in additional shares of the Mutual Funds
2. The quarterly admin fee was paid in the amount of \$1,940.94
3. The second disbursement of the fiscal year in the amount of \$8,900 was made and transferred to the Library's general operating fund

# SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

## Highlights of Revenue & Expenditure Report

{Numbers taken from City Reports 02/13/2025}

Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 455,372.24	\$ 1,434,689.35
Total Expenses	<u>\$ (221,453.87)</u>	<u>\$ (796,055.64)</u>
Net of Revenue & Expense	<u>\$ 233,918.37</u>	<u>\$ 638,633.71</u>

## Comments

<b>Cash Balance</b>	<b>January</b>		
Month Ending	Month Ending		
Current Year	Prior Year		
\$ 1,075,139.97	vs \$ 749,987.87	=	\$ 325,152.10

## Notes:

- January 2025 was a three pay period month. Total wages paid were \$140,730.13
- Actual expenses are approx. 35% of budget with approximately 33% of the FY year completed
  - Included you will find
    - Raymond James January Statements
    - Utility Statements for January
    - January Balance Sheet and Revenue and Expenditure Reports for the Library's Operating Fund
    - January Balance Sheet Report for the Carrol Paul Memorial Fund
    - January Revenue & Expenditure Report for the Library Improvement Debt Fund

Respectfully Submitted ~ Jamie Goodwin



February 18, 2025

## Library Director's Report

Andrea Ingmire, Library Director

### Art Galleries

We received state MACC funding this year for the first time. As a result, there is funding to pay another staff member to help run this program. Adyson Guidebeck has been helping me with graphics and some of the artist communication. The call for exhibits will go out in early February for 2026 Public Gallery Program openings.

#### February 2025 - March 2025

Deo Gallery – Emily Weddle and Meredith Weddle D'Amore, *Second Nature*

Huron Mountain Club Gallery – Todd Carter, *Knowing the Land*

#### April 2025 – May 2025

Deo Gallery – High School Art Show

Huron Mountain Club Gallery – Knot Work Studio, *Mapping a Creative Community*



**We want to host your artwork in 2026!**

Application Period open: February 3 - March 16, 2025



### eNewsletters

Total subscribed as of 2/14/2025: 2,866

January 2025	Constant Contact	Subscribers as of:
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	Number of Deliveries	Average Rate open	Average clicks	2/14/2025
Insider (General Newsletter)				2562
Friends				570
Off the Shelf	1	67%	6%	535
Digital Resources and Tech				430
Art and Exhibits				540
Local History	1	64%	1%	493
Weekly Program Update	4	66%	2%	618
Youth Services Insider	2	60%	2%	575

### Staff Updates

- We are posting a Student Page and Full-time Maintenance Assistant openings by the end of February.

### Meeting Room Reservations

Room reservations continue to flood in! There are many evenings when all available rooms are booked and busy. We continue to look for ways to make the patron's experience more consistent and manageable for our staff. This is a high priority as we look ahead to the addition of Studio #1 in October.

### Director Chat – 2/5/25

- Talked to a patron who was looking for their loved one.
- Chatted with a staff member about Brene Brown and her amazing research.
- Talked to another staff member about the upcoming DH retreat.
- Another staff member stopped by to talk about NEA Big Read
- Talked to a couple Friends of PWPL
- Chatted with a Munising patron about Libby partner libraries and how to add them to her app
- Talked to a former staff member about their new dog.
- Talked to the spouse of a recently deceased Friend of PWPL.
- Talked to a member of the NMU Democrats looking to hold at TP drive for RATI.
- Chatted with a patron who is writing a blog post about Black History Month and wanted to include some PWPL resources.
- Talked to a few LWV who were in.
- Chatted with a couple of patrons about the state of our government and how that impacts Libraires.
- Talked to the person who bought our old house.
- Talked to a couple of Meditate Marquette folks.
- Verified some questions from a staff member about local hop.

**9-am; 8-pm = Total 17**

**Library Director Professional Development/Outreach and Volunteer Activities –  
January 2025**

January 3	Cultivating Care, Compassion, and Connection kickoff Interviews
January 4	Supervisor on Duty
January 6	Coffee with Tara from DDA – Parking at PWPL
January 7	City Department Head Meeting Lunch with SLFP Student Public Gallery Program meeting
January 8	Township Advisory Council Meeting
January 9	PWPL Finance Committee Meeting
January 10	Staff Member future options discussion Cultivating Care, Compassion, and Connection (4 C's)
January 13	Meeting with staff member and strategic planning
January 14	Tasty Reads
January 15	Meeting with Marty about programming Director Chat Museum Director Lunch
January 17	4 C's Library of Michigan Director Chat
January 21	City Department Head Meeting PWPL Board of Trustees Meeting
January 22	Meeting with patron about possible traveling art exhibit
January 24	4 C's
January 27	Repair café training meeting with Bella
January 28	City Department Head Meeting LWV Newsletter Committee
January 30	SLFP Mentorshop
January 31	4 C's Public Gallery Program meeting with Adyson and Amelia



**March 18, 2025**

**Library Director's Report**

**Andrea Ingmire, Library Director**

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## **ACTIVITY PLAN 2025**

I am looking for efficient ways to communicate progress on the 2025 Activity Plan items over the year, rather than trying to collect several months' worth of information at once.

### **SERVICE**

I've been working with the Lake Superior Art Association (LSAA) on a partnership agreement which would begin on October 1, 2025. With MACC leaving, the informal agreement between LSAA and MACC will end. We are working now to have a formal agreement in place so that come October 1, 2025 we can hit the ground running with LSAA as an arts partner. Our goal is to find ways to provide continued community art opportunities at PWPL.

### **EXPERTISE**

Administrative and Supervisory staff have been working on standards for employees. This includes an evening closing checklist and employee personnel manual review.

#### **Art Galleries**

February 2025 - March 2025

Deo Gallery – Emily Weddle and Meredith Weddle D'Amore, *Second Nature*

Huron Mountain Club Gallery – Todd Carter, *Knowing the Land*

April 2025 – May 2025

Deo Gallery – High School Art Show

Huron Mountain Club Gallery – Knot Work Studio, *Mapping a Creative Community*

Call to Artists closes on 3/16/2025. We have 7 gallery openings for 2026. The Public Gallery Program Jury will meet on April 3, 2025 to set the schedule for the upcoming gallery season.



## eNewsletters

Total subscribed as of 3/13/2025: 2,860

February 2025	Constant Contact			Subscribers as of:
	Number of Deliveries	Average Rate open	Average clicks	3/13/2025
Insider (General Newsletter)				2,567
Friends				575
Off the Shelf	1	65%	6%	542
Digital Resources and Tech	1	64%	2%	433
Art and Exhibits	1	54%	3%	545
Local History				498
Weekly Program Update	4	65%	2%	624
Youth Services Insider	4	60%	2%	576

## Staff Updates

- Icarus and Tehya both left our Maintenance Department so they could get full-time work in their fields of study.
- Megan LeBouf, Youth Services, submitted her resignation to take a full-time job with MARESA.
- We have many applicants for the Student Page and Full-time Maintenance openings.
- Part-time Custodian and Youth Service Program Assistant are posted in-house.

## Meeting Room Reservations

Room reservations continue to flood in! There are many evenings when all available rooms are booked and busy. We continue to look for ways to make the patron's experience more consistent and manageable for our staff. This is a high priority as we look ahead to the addition of Studio #1 in October.

Administrative and Supervisory staff have been working on standards for employees

## City of Marquette Board and Committee Training

On March 4, I attended a Board and Committee Liaison training at City Hall. Kyle Whitney, Marquette City Clerk led this session with input from Karen Kovacs, City Manager and Rachel Quale, Assistant Deputy Clerk. The purpose of the liaison training was to give us an opportunity to sit in on an overview of what all the Board and Committee volunteers will be offered from City Hall regarding training for performing their roles on behalf of the City of Marquette. It was a good session, and I learned that we should be making a motion and voting to excuse board members who aren't attending a meeting to track that in the minutes. The city will offer this training several times a year for volunteers to attend.

## Director Chat – 3/5/2025

- Blizzard closing.

**Library Director Professional Development/Outreach and Volunteer Activities –  
February 2025**

February 3	SLC Library Director Chat
February 4	City Department Head Meeting
February 5	Director Chat SOD Meeting
February 6	Rep Karl Bohnak – MLA meet up Friends of PWPL Meeting
February 7	Department Head Retreat
February 10	TAC Rep Meeting City Commission Annual Report
February 11	City Department Head Meeting Tasty Reads
February 13	Artist Reception
February 14	Cultivating Care, Compassion, and Connection Program
February 17	Media Training PPPL
February 18	PWPL Board Meeting
February 19	Website Menu Meeting Public Art Gallery Meeting
February 20	PWPL Department Head Meeting
February 21	Cultivating Care, Compassion, and Connection Program
February 25	City Department Head Meeting ESTA Webinar
February 26	Peer Insight Program Kickoff Meeting
February 28	Cultivating Care, Compassion, and Connection Program

## SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

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

### Highlights of General Fund Balance Sheet

Cash Position	As of 01-31-25	As of 02-28-25	Change
Cash- Checking	\$1,075,139.97	\$1,175,366.34	\$100,226.37
Notes:			

1. Cash receipts for February were \$278,532.32
2. Cash-Checking \$276,341.92
3. Checking-Bankcard \$2,190.40

<u>Highlights of General Fund Trust</u>	As of 01-31-25	As of 02-28-25	Change
Cash/Investment Position	\$294,186.85	\$293,623.81	(\$563.04)

Notes:

1. Interest and Dividend payments of \$492.13 were reinvested in additional shares of the Mutual Funds

### Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As 01-31-25	As of 02-28-25	Change
	\$942,563.89	\$940,571.81	(\$1,992.08)

Notes:

1. Interest and Dividend payments of \$1,393.30 were reinvested in additional shares of the Mutual Funds

### Highlights of Revenue & Expenditure Report

# SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

{Numbers taken from City Reports 03/13/2025}

Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 269,410.26	\$ 1,704,099.61
Total Expenses	<u>\$ (156,320.78)</u>	<u>\$ (952,390.66)</u>
Net of Revenue & Expense	<u>\$ 113,089.48</u>	<u>\$ 751,708.95</u>

## Comments

<b>Cash Balance</b>	<b>February</b>		
Month Ending Current Year	Month Ending Prior Year		
\$ 1,175,366.34	vs \$ 711,309.87	=	\$ 464,056.47

## Notes:

- February 2025 was a two pay period month. Total wages paid were \$93,934.19
- Actual expenses are approx. 41% of budget with approximately 42% of the FY year completed
  - Included you will find
    - Raymond James February Statements
    - Utility Statements for February
    - February Balance Sheet and Revenue and Expenditure Reports for the Library's Operating Fund
    - February Balance Sheet Report for the Carrol Paul Memorial Fund
    - February Revenue & Expenditure Report for the Library Improvement Debt Fund

Respectfully Submitted ~ Jamie Goodwin

# Background Information

TO: Township Advisory Council  
FROM: Andrea Ingmire, Library Director  
DATE: April 9, 2025  
RE: Library Director Report

#### **A. Staff Updates**

##### **New Staff Since January 2025:**

- Joe Secreast – Maintenance Assistant
- Natalie Joyal – Student Page

##### **Staff leaving/or have left PWPL:**

- Icarus Farnham, Tehya Campbell, Meghan LeBouf, Sharon Madjar, Thayer Yates

##### **Staff transitions:**

- N/A

##### **Open Positions:**

- Custodial Assistant
- Youth Services Program Assistant (2)
- Adult Services Assistant (in-house)

#### **B. Township Report Schedule**

I have been working on scheduling township visits. Due to a very busy spring and vacation in May, some of this year's meetings are bleeding into summer.

On March 19, 2025 I attended the Marquette Township Board Meeting.

- June 10 – Sands Township
- May 21 – Skandia Township
- June 9 – Choccolay (??) not confirmed
- July 15 – West Branch (??) not confirmed

TO: Township Advisory Council  
FROM: Andrea Ingmire, Library Director  
DATE: April 9, 2025  
RE: Old Business

## **A. PWPL Board Meeting Updates**

### **Director Contract Addendum**

In December 2024 the Board Personnel Committee met to discuss a Library Director contract addendum that coordinates the performance evaluation timing set forth in GOV-6 with the Library Director's current contract, last approved in March 2022. The next Library Director performance evaluation and contract negotiation will be completed by September 30, 2026.

This addendum resulted in no financial impact and was approved by the Board of Trustees.

### **Audit Engagement Letters**

Engagement letters with Anderson Tackman were discussed, and Steve Schmunk and Andrea Ingmire signed off on these documents following the board meeting as no reports were forthcoming regarding known issues or suspected fraud. The library's Audit was filed by the deadline, and the report can be accessed at our website: <https://pwpl.info/about/annual-reports-rfps/>

### **Finance Committee Report**

The Board Finance Committee met and reported on short and long-term financial considerations for the library.

### **Strategic Planning Update**

At the February meeting the board received the updated Activity Plan for 2025 and established a subcommittee to make a recommendation to the board regarding facilitation and process for the upcoming period 2026-2028. Natasha Lantz has volunteered to represent the TAC. If another TAC member or two are interested in being on this subcommittee, we would welcome that.

### **Policy Manual and Policy Review**

The board also established a subcommittee to review the Employee Administrative Manual draft before it is sent to the library's attorney for review. It is our goal to bring this document before the board at the May or June board meeting.

### **Resolution of Support for IMLS Funding**

At the March meeting the board approved a resolution in support of continued funding for IMLS (Institute for Museum and Library Services). More about changes to IMLS is available at our website: <https://pwpl.info/post-4169/>

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.

TO: Township Advisory Council  
FROM: Andrea Ingmire, Library Director  
DATE: April 9, 2025  
RE: New Business

**A. Strategic Plan Committee**

**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.



# Activity Plan 2025

Presented 2/18/2025

## SERVICE

### **Build and strengthen core services of PWPL.**

- Build clear patron experience standards, developing staff scripts to ensure consistent, high quality patron service across departments.
- Prioritize library programming and marketing functions on those which support the library mission, and meet the needs of our community.
- Maintain high levels of service during MACC transition, ensuring good patron experience as the spaces move to PWPL management.
- Collaborate with volunteers and community partners for expanded service opportunities.

## SUSTAINABILITY

### **Library will be both environmentally and financially sustainable.**

- Establish Development Fund goals that meet long term strategic planning priorities.

## EXPERTISE

### **Maintain a qualified, well trained staff focused on providing excellent patron experience. Expand our reach with the help of volunteers, interns, and community partners.**

- Complete employee manual which includes clear expectations and accountability.
- Build upon existing internal communication methods and create guidelines for their use.
- Explore employee growth opportunities.

# Statistics

A. Library Visits

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Total
Library Visits (Door Count)	18,404	14,234	12,333	13,552	13,972								72,495
Hours Open	269	221	225	244	236								1,195

2024/2025		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Attendance	# Days Open
OCTOBER	Attendance	0	2,925	3,338	3,674	4,026	2,074	2,367	18,404	
	Average Daily		731	668	735	805	518	592	682	27
NOVEMBER	Attendance	0	2,237	2,626	2,725	1,988	2,180	2,478	14,234	
	Average Daily		746	657	681	663	545	496	619	23
DECEMBER	Attendance	0	2,954	1,914	2,110	1,882	1,709	1,764	12,333	
	Average Daily		591	638	703	470	427	441	536	23
JANUARY	Attendance	0	1,733	2,290	2,184	3,244	2,214	1,887	13,552	
	Average Daily		587	572	546	649	443	472	542	25
FEBRUARY	Attendance	0	2,678	2,413	2,696	2,512	1,845	1,828	13,972	24
	Average Daily		669	603	674	628	461	457	582	
MARCH	Attendance	0							0	
	Average Daily									
APRIL	Attendance	0							0	
	Average Daily									
MAY	Attendance	0							0	
	Average Daily									
JUNE	Attendance	0							0	
	Average Daily									
JULY	Attendance	0							0	
	Average Daily									
AUGUST	Attendance	0							0	
	Average Daily									
SEPTEMBER	Attendance	0							0	
	Average Daily									
<b>Total</b>		<b>0</b>	<b>12,527</b>	<b>12,581</b>	<b>13,389</b>	<b>13,652</b>	<b>10,022</b>	<b>10,324</b>	<b>72,495</b>	<b>122</b>
<b>Average YTD/Day</b>		<b>0</b>								

### C. Program Attendance

[illegible]



**Circulation Transactions**

	October-24	November-24	December-24	January-25	February-25	March-25	April-25	May-25	June-25	July-25	August-25	September-25	Total
Children's Circulation	7,299	6,978	5,224	6,514	6,403	-	-	-	-	-	-	-	32,418
Adult and Teen Circulation	10,171	9,871	8,398	9,755	8,612	-	-	-	-	-	-	-	46,807
Circulation of Physical Objects (Art, Kit	346	375	70	89	82	-	-	-	-	-	-	-	962
OverDrive E-Book Circulation	942	955	955	958	888								4,698
OverDrive E-Magazines	616	761	747	943	860								3,927
OverDrive E-Audiobook Circ	1,498	1,469	1,482	1,685	1,419								7,553
DD OverDrive Item Checkout	283	284	246	274	227								1,314
LDL OverDrive Item Checkout	207	193	192	159	163								914
MCLS Overdrive Item Checkout	572	597	510	558	520								2,757
SLC OverDrive Item Checkout	94	101	100	98	111								504
WPLC OverDrive Item Checkout	68	78	69	58	59								332
UNDC OverDrive Item Checkout	104	115	100	118	83								520
WDL OverDrive Item Checkout	43	35	48	36	51								213
MNLC OverDrive Item Checkout	168	232	218	169	165								952
MMLC OverDrive Item Checkout	-	-	-	5	3								8
TADL OverDrive Item Checkout	36	74	39	48	N/A								197
Hoopla E-Book Circulation	140	151	177	162	135								765
Hoopla E-Audiobook Circ	512	593	577	626	593								2,901
Hoopla Streaming Video Circ	92	77	104	89	95								457
Hoopla Streaming Music Circ	11	7	4	5	15								42
Hoopla Streaming Binge Pass	4	6	7	9	7								33
Kanopy Streaming Video Circ	569	497	460	661	491								2,678
Total Physical Circulation	17,816	17,224	13,692	16,358	15,097	-	-	-	-	-	-	-	80,187
Total Electronic Content Use	4,384	4,516	4,513	5,138	4,503	-	-	-	-	-	-	-	23,054
Total Circulation	22,200	21,740	18,205	21,496	19,600	-	-	-	-	-	-	-	103,241

**Circulation by City/Township**

City of Marquette	9,336	9,140	8,263	9,961	9,211								45,911
Marquette Township	1,852	1,682	1,611	1,906	1,775								8,826
Chocolay Township	2,175	2,141	1,990	2,516	2,179								11,001
Sands Township	753	657	733	781	816								3,740
Skandia Township	487	362	409	507	443								2,208
West Branch Township	722	1,108	864	823	799								4,316
Turin Township	-	-	-	-	-								-
Wells Township	-	-	-	-	-								-
Ewing Township	-	-	-	-	-								-
Non-Residents	874	686	542	685	592	-	-	-	-	-	-	-	3,379

Check Outs via Self-Check	5,361	5,250	4,550	5,762	5,168								26,091
Online Renewals	3,927	3,739	3,903	3,722	3,756								19,047
Items Checked In	13,683	12,900	12,567	13,322	12,970								65,442

Adult Books Browsed	302	182	252	258	311								1,305
YS Books Browsed	1,009	727	675	773	881								4,065
Items Browsed	1,311	909	927	1,031	1,192	-	-	-	-	-	-	-	5,370

**Circulation by Collection**

	October-24	November-24	December-24	January-25	February-25	March-25	April-25	May-25	June-25	July-25	August-25	September-25
Adult CD Books	165	125	139	142	136							
Adult CD Music	197	152	181	171	110							

Adult Fiction	1688	1747	1579	1863	1572							
Adult Graphic Novels	90	68	48	63	44							
Adult Mysteries	651	547	484	544	518							
Adult Non-Fiction	1696	1491	1272	1688	1595							
Adult Paperbacks	51	71	42	34	72							
Adult Periodicals	223	241	210	221	200							
Adult Ready Ref (Study Rooms)	150	133	118	171	145							
Adult Reference	3	1	0	0	0							
<b>Art Prints</b>	14	14	16	19	10							
Adult Science Fiction	3	188	190	202	206							
Adult Atlas	0	0	0	0	0							
Adult Western Fiction	27	50	25	26	18							
Blu-Ray DVDs	52	47	34	70	58							
<b>Book Club Kits</b>	2	4	1	1	1							
DVDs	879	954	918	971	946							
DVD Non-Fiction	105	110	79	119	101							
Genealogy	0	3	0	0	0							
Index Table	0	0	0	0	0							
Juvenile Audio (Tonies, etc.)	0	0	68	244	299							
Juvenile Board Books	247	348	196	269	293							
Juvenile CD Books	62	81	73	82	70							
Juvenile CD Music	26	20	17	34	19							
Juvenile DVDs	417	359	417	387	324							
Juvenile DVD Non-Fiction	70	72	39	24	35							
Juvenile Easy Picture Books	1646	1433	833	1561	1420							
Juvenile Fiction	888	902	772	916	785							
<b>Juvenile Games</b>	34	73	11	22	31							
Juvenile Graphic Novels	1211	1089	821	856	895							
Juvenile Holiday Easy Pic Books	409	346	438	63	96							
Juvenile Holiday Fiction	28	20	80	7	5							
Juvenile Holiday Non-Fiction	49	58	68	6	10							
Juvenile Intermediate Fiction	325	342	295	331	294							
Juvenile Kits with CDs	4	2	2	5	0							
Juvenile Non-Fiction	1436	1293	719	1156	1232							
Juvenile Periodicals	9	11	3	2	3							
Juvenile Easy Readers	409	503	351	509	548							
Juvenile Reference	2	2	0	0	0							
Juvenile Series Books	12	18	13	20	20							
Juvenile Tiny Books	15	6	8	20	24							
<b>Juvenile Kit</b>	255	264	20	30	19							
<b>Library of Things</b>	41	20	22	17	21							
Large Print Fiction	234	222	182	215	179							
Large Print Mysteries	62	36	53	43	43							
Large Print Non-Fiction	22	24	10	13	7							
Large Print Science Fiction	4	0	0	1	3							
Large Print Western Fiction	0	3	4	5	2							
Michigan Fiction Reference	0	0	0	0	0							
Michigan Non-Fiction	51	63	32	34	35							
Michigan Reference	16	6	0	0	2							
New Adult CD Books	27	37	31	43	22							
New Adult Fiction	605	482	439	442	332							
New Adult Graphic Novels	21	13	13	13	7							
New Adult Mysteries	276	265	263	230	198							

New Adult Non-Fiction	557	560	434	478	435							
New Adult Paperbacks	11	9	3	4	6							
New Adult Science Fiction	76	82	61	63	62							
New Blu-Ray DVDs	11	9	11	11	7							
New DVDs	162	174	180	228	171							
New DVDs Non-Fiction	23	22	28	30	24							
New Juvenile Easy Picture Books	407	398	308	370	273							
New Juvenile Fiction	420	376	277	310	273							
New Juvenile Non-Fiction	131	210	123	135	121							
New Large Print	0	33	21	24	32							
New Teen Books	51	40	36	23	21							
New Teen Graphic Novels	66	58	35	24	29							
Sister City Fiction	1	0	0	0	1							
Sister City Non-Fiction	0	4	1	2	1							
Teen Fiction	269	228	178	229	224							
Teen Graphic Novels	370	276	290	422	324							
Teen Non-Fiction	6	11	7	9	5							
Teen Periodicals	0	0	0	0	0							
Teen CD Books	0	0	0	2	1							
	17470	16849	13622	16269	15015	0	0	0	0	0	0	0



<b>Reference Transactions</b>	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Total
Adult Directional	132	69	67	79	114								461
Adult Reference	366	299	247	366	352								1630
Technical/Other	409	337	301	383	288								1718
Circulation Directional	112	42	56	51	85								346
Circulation Reference	72	80	36	44	85								317
YS Directional	273	264	279	287	354								1457
YS Reference	236	231	207	201	161								1036
Online Questions	30	23	40	42	34								169
<b>Total Directional Questions</b>	<b>517</b>	<b>375</b>	<b>402</b>	<b>417</b>	<b>553</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2264</b>
<b>Total Reference Questions</b>	<b>674</b>	<b>610</b>	<b>490</b>	<b>611</b>	<b>598</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2983</b>
<b>Grand Total of Questions</b>	<b>1630</b>	<b>1345</b>	<b>1233</b>	<b>1453</b>	<b>1473</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7134</b>

<b>Other Services</b>	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Total
Study Room Reservations	150	133	118	171	145								717
Passport Applications	32	35	25	56	39								187
Proctored Exams	4	1	6	3	7								21
Meeting Room Reservations	114	87	88	98	125								512
Meeting Room Drop-Ins	55	42	55	66	50								268
Notary Services	5	5	8	6	2								26

Interlibrary Loan	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Total
Total Loaned to Other Libraries	732	710	622	807	718	0	0	0	0	0	0	0	3589
Total Borrowed from Other Libraries	845	709	759	1,011	817	0	0	0	0	0	0	0	4141
Holds Placed	1873	1809	1503	2189	1784								9158
RSL ILL Borrowed	686	565	562	798	642								3253
RSL ILL Lent	589	548	478	627	583								2825
MelCat Items Borrowed	159	144	197	213	175								888
MelCat Items Lent	143	162	144	180	135								764

I. Registered Borrowers

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25
New Registered Borrowers	169	139	153	176	147							

<b>Active Registered Borrowers</b>	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25
City of Marquette	1,793	1,606	1,533	1,690	1,669							
Marquette Township	298	303	287	332	323							
Chocolay Township	430	363	361	405	382							
Sands Township	150	134	132	156	153							
Skandia Township	55	39	44	51	41							
West Branch Township	53	61	59	76	71							
Turin Township	2	0	3	0	2							
Wells Township	3	1	2	2	3							
Ewing Township	1	2	1	1	1							
Non-Residents	75	74	66	85	79	0	0	0	0	0	0	0
<b>Total</b>	<b>2,860</b>	<b>2,583</b>	<b>2,488</b>	<b>2,798</b>	<b>2,724</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>All Registered Borrowers</b>	# of Patrons	# of Patrons	# of Patrons	# of Patrons	# of Patrons	# of Patrons	# of Patrons	# of Patrons	# of Patrons	# of Patrons	# of Patrons	# of Patrons
	10/31/24	11/30/24	12/31/24	01/31/25	02/28/25	03/31/25	04/30/25	05/31/25	06/30/25	07/31/25	08/31/25	09/30/25
City of Marquette	10,558	10,592	10,671	10,693	10,731							
<b>TOWNSHIP</b>												
Chocolay	2,335	2,355	2,368	2,355	2,358							
Ewing	5	5	5	5	5							
Marquette Township	1,670	1,679	1,706	1,712	1,719							
Powell	90	88	82	68	67							
Sands	874	880	885	876	878							
Skandia	273	272	273	276	275							
Turin	8	8	8	8	8							
Wells	11	11	11	10	10							
West Branch	456	459	462	456	451							
Townships	5,722	5,757	5,800	5,766	5,771	0	0	0	0	0	0	0
<b>Service Area</b>	<b>16,280</b>	<b>16,349</b>	<b>16,471</b>	<b>16,459</b>	<b>16,502</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Areas	521	525	525	469	464	0	0	0	0	0	0	0
<b>Total</b>	<b>16,801</b>	<b>16,874</b>	<b>16,996</b>	<b>16,928</b>	<b>16,966</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

(included in total under specific headings)

NMU Student	2,335	2,229	2,356	2,389	2,419							
Non Resident 3 Months	147	151	153	106	107							
Non Resident 6 Months	43	42	37	30	30							
Non Resident 12 Months	159	162	157	139	141							
Adult	12,845	12,880	12,979	12,892	12,899							
Juvenile	886	896	914	907	910							
Young Adult	707	720	711	709	711							
Books By Mail Patron	17	17	18	17	17							

## Technology

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Total
Y.S. Computer Sign-ups	35	38	28	57	44								202
Teen Computer Sign-ups	24	20	8	28	31								111
Lab/Free Station Computer Sign-Ins	1,008	796	731	852	870								4257
Total Sessions/Logins	1067	854	767	937	945	0	0	0	0	0	0	0	4570
Laptop/Wireless Logins	1417	1498	1327	1193	1363								6798
<b>Total Computer Logins</b>	2484	2352	2094	2130	2308	0	0	0	0	0	0	0	11368
Library Website Hits	9,867	14,585	12,131	15,654	14,934								67171
Unique Visitors	11,807	11,827	9,673	12,725	12,383								58415

Items Added	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	FY YTD Totals
Adult Books	371	273	291	228	336								1499
Kids Books	150	153	151	68	161								683
Teen Books	40	25	94	30	60								249
Magazines	131	121	113	126	123								614
Audiobooks	1	20	43	61	9								134
Videos	89	27	23	10	36								185
Various		1	10										11
Art Prints													0
ILLs	9	10	22	18	34								93
<b>FY YTD Totals</b>	791	630	747	541	759								3468
Other Statistics	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	YTD Totals
Cataloging Review	29	28	72	35	76								240
Original	2	5	10	11	4								32
Volunteer Hours	16.00	16.00	16.50	12.00	16.00								76.50
Mending	309	189	274	314	288								1374
Discards	898	728	1,028	2221	1,111								5986

# 2024-25 Book Drop Statistics by Township

		No of Pickups	No of Items
<b>Marquette</b>			
	October	5	149
	November	4	113
	December	4	99
	January	5	144
	February	4	73
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	<b>Total Year to Date</b>	22	578

<b>Chocolay</b>			
	October	5	100
	November	4	144
	December	4	162
	January	5	108
	February	4	73
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	<b>Total Year to Date</b>	22	587

<b>Sands</b>			
	October	5	29
	November	4	36
	December	4	26
	January	5	71
	February	4	12
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	<b>Total Year to Date</b>	22	174

<b>Skandia</b>			
	October	5	20
	November	4	57
	December	4	59
	January	5	52
	February	4	11
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	<b>Total Year to Date</b>	22	199

<b>West Branch</b>			
	October	5	9
	November	4	0
	December	4	13
	January	5	20
	February	4	4
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	<b>Total Year to Date</b>	22	46

**Total Year to Date ALL Locations:** 110 1584