Township Advisory Council of the Peter White Public Library Agenda

Wednesday, January 8, 2025 George Shiras III Room, 5:00 pm

Zoom access: https://us02web.zoom.us/j/82107613482?pwd=0BrgSUcLX9TYut2I9vRmcIrutJIC8q.1

Call to Order

Introductions

Approval of the Agenda*

Approval the Minutes of the Previous Meeting* October 9, 2024

Election of Officers*

Public Participation

Financial Reports

Library Director's Report

a) Staffing Updates

Old Business

a) PWPL Board Meeting Updates: October - November 2024

New Business

- a) TAC Board Reports
- b) 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:

- April 9, 2025
- 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/

PWPL Board of Trustees Meeting Minutes

Board of Trustees of the Peter White Public Library Regular Board Meeting Minutes Tuesday, October 22, 2024

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **October 22, 2024** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:01PM.

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; Stephanie Garn, Technical Services Department Head.

TAC Representatives Present: Suzanne Standerford, Sands Township.

Others present (online): None

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

The Minutes of the September 24, 2024 Board Meeting were approved as amended on a motion by Meyskens and seconded by Nelson. The motion is approved 5-0

Special Presentation – Heather Steltenpohl, Development Director. Steltenpohl gave a presentation on the Development Fund and its role at the Peter White Library. The Development Fund is a separate 501c 3 Nonprofit organization from the library. She discussed a list of endowment, project, assistance, and programming funds, including their histories, current values, and how each operate in relation to the budget. Steltenpohl also gave updates on the Friends of the Library fundraising, their book sales, and weekly functions. Meyskens asked if there is a board for the Development Fund—Steltenpohl said there is, and explained how it is usually assembled. Meyskens also asked about the community aspect of the fund, and Steltenpohl explained the importance of staying engaged with the community in multiple ways.

TAC Report: Suzanne Standerford, Sands Township. Standerford presented information from the minutes of the last Sands Township meeting. She was able to verify that the Kona Hills campground off of US-41 is moving forward with construction. Road NNA off of 553 was renamed as Goodman Road. The Township has been having maintenance issues with the garbage truck, so trash pickup has been inconsistent. The Board of Light and Power is trying to obtain an easement for space behind the Kwik Trip gas station at the Crossroads, for installation of a new transmission device. The third Saturday of every month, the township holds a program for recycling of old computers and electronics at a site on 553. Schmunk asked about the specific location of township lines, in relation to the Raging River campground. Township lines were discussed at length.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. A motion was brought by Steinhaus and seconded by Meyskens to approve the bills for September 2024, in the amount of \$299,539.23. The motion is approved 5-0.

Public Comment: None

Board Action Items: None

Other Business:

- a) Strategic Plan Update: Ingmire gave updates on the progress of the Action Items in the strategic plan. Nelson asked for more information about the Peace or Reflection rooms and they were discussed at length, including the possibility of offering these spaces to library staff and the public. Meyskens asked what Ingmire's longview for the future of libraries is, based on her recent attendance at statewide conferences. Ingmire said a major project continues to be addressing competing resources—such as digital materials, which can be costly—while maintaining the budget for all other library operations. Another ongoing project is gaining interest with, and providing services relevant to, the typical college aged demographic. Steltenpohl described how endowment funds can be created to address the evolving needs of the library, while also honoring the intent of the donation. MacDonald described how the varied options that digital resources present libraries with can honor the library's mission. Ingmire spoke about the ways that libraries work with one another to create evolving programs and aspects of their facilities.
- b) University of Michigan Survey Results: Ingmire presented a portion of a Post Pandemic Library Survey that was taken by some of the library's service population. Some findings include: active interest in the library being open on Sundays, borrowing of physical materials remaining the primary reason patrons use the library, customer service and materials are both highly rated, and major themes in what people would like to see go on, or be more accessible, in their community. Meyskens asked how building projects are prioritized, Ingmire said a formal list will be put together from various departments. MacDonald said that energy efficiency is also a major concern for many libraries, including Peter White. When addressing the low response rate of the survey, Schmunk suggested a survey method such as having a yes or no question of the week, and ways to make it easy for patrons to answer.
- c) MACC Update: Ingmire is in discussions with MACC about the ongoing public gallery program, with plans in the works for Peter White to staff the gallery, and the distribution of grant money from the State of Michigan. The name of the DEO Gallery itself is under discussion, in relation to the procedure through which PWPL spaces are named.

Public Comment: None

Board Member Comment:

- a) Trustee Manual: Review of Chapter 9, 2021 Edition: Intellectual Freedom.
- b) Meyskens commented on the cooperation with NMU's Children's Lit class, and the significant increase in library use.

Adjournment: Steinhaus made motion to adjourn, seconded by Nelson. The motion was approved 5-0. The meeting adjourned at 6:25PM.

Respectfully submitted,

Suzanne Williams Secretary

Upcoming meetings: November 19, 2024 Upcoming TAC meeting: January 8, 2025

Board of Trustees of the Peter White Public Library Regular Board Meeting Minutes Tuesday, November 19, 2024

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **November 19, 2024** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:02PM.

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

TAC Representatives Present: Barb Bradley, Skandia Township

Others present (online): Tom Bronken, Marquette Township; one member of the public online

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

The Minutes of the October 22, 2024 Board Meeting were approved on a motion by Steinhaus and seconded by Meyskens. The motion is approved 4-0.

Special Presentation - Bruce MacDonald, Assistant Director/IT Head. MacDonald gave a presentation on the current inventory of computers and general hardware on site at the library, for staff and public use. Wifi, network hardware, and general software are all up to date. Progress is being made on an app for patrons to navigate the library catalogue, events, and calendar. Since MacDonald's last report, staff computers, switches, and public computers have been updated. A new staff copier, installation of Windows 11 and Office 2024 on all PCs are next on deck. Digitization of the Mining Journal continues, and thanks to donors Polk Directories will be the new digitization target. Steinhaus asked about the possibility of checking out physical books using cellphones, MacDonald said, at this time, the library will continue to limit this capability to the on-site, self check-out kiosks. Meyskens asked what the library anticipates to be the major tech concerns and issues in the coming years. MacDonald discussed digital access, and explained how PWPL can receive tech support from Superiorland Library Cooperative. Williams asked if the wifi that reaches the parking lot us limited to use by library cardholders, MacDonald said it is not, but there are systems in place to monitor for inappropriate use and take action accordingly. Steinhaus asked if wifi stats have increased since NMU library has been closed, MacDonald said they are. Schmunk asked if staff who connect remotely are using PWPL machines or personal, MacDonald verified that they are using library owned machines.

TAC Report: Barb Bradley, Skandia Township. Bradley stated that the millage passed in Skandia Township, and that there were many tax proposals on the ballot in 2024. Skandia will be hosting a holiday celebration at the Community Center on December 20, which will include

a visit from Santa, music, and a parade. Bradley complimented the variety and quality of library programming offered throughout the year.

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 October 2024, in the amount of \$172,702.03. The motion is approved 4-0.

Public Comment: None

Board Action Items:

a) Board Meeting Dates 2025- Previously the board adopted October 28, 2025, in the schedule of meetings. The proposed change would move the meeting to October 21, 2025, to allow for staff to attend the 2025 MLA Conference. On a motion by Steinhaus and seconded by Meyskens, the PWPL Board of Trustees moves to change the October 2025 board meeting date to be October 21, 2025. The motion is approved 4-0.

Other Business: None

Public Comment: None

Board Member Comment:

- a) Board Appointments for 2025 –Schmunk verified that a ballot proposal eliminating term limits for individuals serving on City Boards did not pass.
- b) **Trustee Manual:** Review of Chapter 10, 2021 Edition: Ingmire explained how the responsibilities of the library Board and Director are carried out according to the operating procedures outlined in the Trustee Manual.
- c) Schmunk asked if there was solid information on the drop in Facebook engagement numbers, Ingmire said that she was unsure and would check with Communications Staff. Steinhaus asked if Food for Fines is a program that needs to be renewed yearly, Ingmire verified the board adopted an ongoing Food for Fines program in November 2022. Steinhaus asked if the city has the capability to restripe the parking lot, as the current state of the lines creates confusion. Ingmire said there is no definite answer on this, PWPL has received one quote for resealing and striping the lot from a private vendor. Schmunk had a donor inquire if their donation can be targeted, for digital resources for example; administrative staff verified that donations can be targeted. Ingmire explained how physical and digital circulation stats are used to inform the budget percentages for respective resources. Meyskens asked how the budget for materials compared to the library budget as a whole. Ingmire reported that historically PWPL material expenditures have been low, this upsurge in digital resources is helping to bring that better in balance.
- d) Steinhaus asked if the Women's Federated Clubhouse had reached out for assistance with using a room reservation system. Ingmire verified they had and were advised to look into the use of a google environment for managing this information. We are not able to help in that regard. Steinhaus also complimented the library Book Kits that are offered for patrons' book clubs.

Adjournment: Steinhaus made motion to adjourn, seconded by Meyskens. The motion was approved 4-0. The meeting adjourned at 6:03PM.

Respectfully submitted,

Suzanne Williams Secretary

Upcoming meetings: January 21, 2025 Upcoming TAC meeting: January 8, 2025

Finance Director Reports

Library Director Reports



October 22, 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*

eNewsletters

Total subscribed as of 10/14/2024: 2,850

				Subscribers as
September 2024	Con	stant Con	of:	
	Number	Average		
	of	Rate	Average	40/44/0004
	Deliveries	open	clicks	10/14/2024
Insider (General Newsletter)				2537
Friends				545
Off the Shelf	1	57%	5%	513
Digital Resources and Tech				416
Art and Exhibits				524
Local History				473
Weekly Program Update	5	63%	1%	590
Youth Services Insider	4	59%	1%	565

Staff Updates

- Grace Champion has joined us as Youth Services Programming Assistant.
- We will likely post a student page position in the next couple of months.

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.

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 -10/2/2024

- Helped a patron with a question about nearest Post Office drop box.
- Talked to a patron joining us for the new book group Heritage Room Book Group
- Visited with a staff member and their baby
- Talked to a patron who wanted to suggest some documentary showings for Marty.
- A patron gave me a recipe suggestion.
- Visited with a Friend who was arriving to work in the bookstore.
- Talked to a homeshool family as they arrived at PWPL.
- A man visiting the library told me about his passive aggressive 95-year-old mother, and her recollections about the Anatomy of a Murder filming.
- Talked to two staff about how patrons can be added to the donor wall.
- Helped direct a patron looking for the copier.
- Met with a board member.
- Talked to another Friend.
- League of Women Voters in for a room reservation, spoke with several of them.
- Talked to a member of the North Country Rrail about a book display idea.
- Visited with a couple teens in to use the library.
- Answered several questions about meeting locations.
- Talked to a patron about all of our frustrations with the elevator.
- Talked to a staff member about Director Chat schedule.
- Talked to a couple of patrons about how much they appreciate the library.

Total 28!!

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

September 3	Meeting about Repair Café
September 4	Director Chat
September 9	Meeting with Friend Marie
September 10	City Department Head Meeting
	Tasty Reads
September 11	NCLL Liaison Training
	Museum Director Lunch
September 12	Beautification Committee Presentation
September 13	Library of Michigan Director Meeting
September 16	Webinar on Minimum Wage and Sick Leave Changes
September 17	City Department Head Meeting
September 18	Staff Development Day Planning
September 20	SLFP student meeting
September 23	UPRLC Meeting
September 24	Feeding America – Summer Food Program Meeting
September 25-26	UPRLC Conference - Escanaba
September 27	Mentorshop SLFP
	PPPL Meeting

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 October 16th, 2024.

Highlights of General Fund Balance Sheet

Cash Position	As of 08-31-24	As of 09-30-24	Change
Cash- Checking Notes:	\$844,668.46	\$1,168,426.13	\$323,757.67

- 1. Cash receipts for September were \$639,907.29
- 2. Cash-Checking \$638,027.99
- 3. Checking-Bankcard \$1,879.30

General Fund Trust	As of 08-31-24	As of 09-30-24	Change
Cash/Investment Position	\$290,317.61	\$293,558.68	\$3,241.07

Notes:

1. Interest and Dividend payments of \$631.45 were reinvested in additional shares of the Mutual Funds

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As 08-31-24	As of 09-30-24	Change
	\$945,409.27	\$956,166.87	\$10,757.60

Notes:

1. Interest and Dividend payments of \$1,849.49 were reinvested in additional shares of the Mutual Funds

<u>Highlights of Revenue & Expenditure Report</u> {Numbers taken from City Reports 10/16/24}

Peter White Library Fund (O	perating)	
	Current Month	Current YTD
Total Revenue	\$ 39,550.42	\$ 2,336,676.41
Total Expenses	\$ (280,126.13)	\$ (2,336,919.28)
Net of Revenue & Expense	\$ (240,575.71)	\$ (242.87)

Comments

Cash Balance		September		
Month Ending Current Year		Month Ending Prior Year		
\$1,168,426.13	vs	\$1,011,297.05	=	\$ 157,129.08

Notes:

- September 2024 was a two pay period month. Total wages paid were \$86,126.15
- Actual expenses are approx. 97% of budget with approximately 100% of the FY year completed
 - Included you will find
 - FY 23-24 Professional & Contractual Account Breakdown
 - Raymond James September Statements
 - Utility Statements for September
 - September Balance Sheet and Revenue and Expenditure Reports for the Library's Operating Fund
 - September Balance Sheet Report for the Carrol Paul Memorial Fund
 - September Revenue & Expenditure Report for the Library Improvement Debt
 Fund

Respectfully Submitted ~ Jamie Goodwin



November 14, 2024

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. Yeah!

October - November 2024 Deo Gallery - LSAA Challenge Show (October) Member Show (November) Huron Mountain Club Gallery - David Berg, *Chiseled and Inked*

eNewsletters

Total subscribed as of 11/14/2024: 2,854

October 2024	Cons	Subscribers as of:		
	Number of Deliveries	Average Rate open	Average clicks	10/14/2024
Insider (General Newsletter)				2540
Friends				552
Off the Shelf	1	62%	4%	521
Digital Resources and Tech				417
Art and Exhibits	1	60%	1%	524
Local History	1	64%	1%	474
Weekly Program Update	4	64%	1%	594
Youth Services Insider	4	56%	1%	563

Staff Updates

- Heather Carpenter will join our Circulation Staff in Mid-November.
- We continue to struggle to find candidates for our custodial/maintenance position. While
 not a new issue, turnover is high, and the candidate pool is shallow. We are looking at costs
 associated with use of an outside cleaning service for bathrooms just to take some of the
 workload off our very small staff.

Meeting Room Reservation System

We are actively working to move away from LibCal and to Local Hop. This project has taken nearly

Page 1

Library Director Report

all my available time over the past couple of months. Ann has been working feverishly to get reservations added to both systems as we're using December as overlap to make sure things are working as intended. Staff were able to get a peek at the new platform during our Staff Development Day on November 11, 2024. While I couldn't directly demonstrate how to do it all in LocalHop, staff appreciated seeing this system as a demo and I'll be providing additional tips/training as we move forward with the rollout.

PWPL Book Groups

Book Groups are back in session! Andrea Marsh has created a really nice landing page for our book groups showing all the books currently being read and a backlist! https://pwpl.info/news-events/book-groups/

Additionally, extra copies of the most popular book group selections are being processed by Amy Salminen into book group kits, which are available for checkout. A listing of these titles is also available on our website: https://pwpl.info/book-group-kits/

Partner Programming

As we continue to explore ways to expand our reach, without overtaxing staff, we are working with organizations with expertise to take on programming that we would like to offer but lack the expertise of staff to run. Repair Café and Meditate Marquette sessions are examples of this.

The Repair Café is a program in cooperation with Marquette Sustainability and ECOREPS (NMU students). They are working to ensure volunteers show up and folks can bring in items that need repairs...and we try to fix things.

Meditate Marquette has been holding drop-in meditation sessions on Tuesday nights for quite a while now. They are growing and expanding the programming they offer and we're working with them on several of their programming series to provide space. In addition to the weekly meditation sessions, we're hosting the Year of Mindful Living. I anticipate more coming on board in 2025.

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 -11/6/2024

- Talked with a city staff member about the citizens academy.
- Talked with one of our regulars about food and magazines.
- Staff member consult.
- Talked to a grandma who comes weekly with her grandkids followed by the park or children's museum depending on the weather.
- Talked to a friend volunteer.
- Consulted with a friend regarding some equipment in their workroom.
- Talked with a patron leaving the new book group. Much appreciated addition.
- Staff chat.
- Several: keep up the good work, and congrats on the millage results.
- Helped a patron find a new title in Large Print and took a suggestion for a New Large Print section, which is being implemented now.
- Helped a patron find Marty bigfoot questions.

Page 2

- My family was in town for the High School musical, so talked with mom and dad for a few minutes.
- Talked to a patron who's on my someday should be a board member list... I keep trying!
- Helped to answer a question about scanner access in Reference.
- Helped (sort of) with a tricky circulation question.

Total 24

Library Director Professional Development/Outre	ach and Volunteer Activities - October 2024
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October 1 City Department Head Meeting MLA conference planning meeting October 2 **Director Chat** October 3 & 4 Youth Services Interviews October 8 Staff Development Day Meeting **Tasty Reads** October 9 **Township Advisory Council Meeting** October 10 **Artist Reception** October 11 Library of Michigan Director Chat October 16-18 Michigan Library Association Annual Conference October 22 City Department Head Meeting **Public Gallery Program Meeting Board of Trustees Meeting** October 23 City Clerks office meeting about early voting October 24 **PWPL** Department Head Meeting Post Pandemic Libraries Cohort Meeting October 25 October 26 Repair Café October 28 Marquette Study Group Presentation

October 29 Marquette Study Group Presentation
City Department Head Meeting

October 31 League of Women Voters Newsletter Meeting



Staff Development Day 2024

Please note

Each staff member is paid 8 hours from 9:00am-5:00pm. You will only be paid while onsite—this includes lunch. If you leave during lunch, be sure to adjust your time sheet.

8:30 am — 9:00 am

Community Room

- Breakfast croissants from 231 Patisserie, assorted yogurts, fruit, coffee, tea.
 - Paid for by the Friends of Peter White Public Library

9:00 am — 9:45 am

Community Room

• Welcome and introductions - Andrea Ingmire and Lynette Suckow

10:00 am — 11:30 am

Community Room

- MeL Resources <u>www.mel.org</u> Laura Warren-Gross, MeL Engagement Specialist, Midwest Collaborative for Library Services
 - 10:00 10:45 am General overview of MEL Resources
 - o 10:45 11:30 am Deep dive into Novelist

11:45 am - 12:00 pm

Lower-Level Reception Area

• Staff Photo – Andrea Marsh

12:15 - 12:30 pm

Community Room

Board Member Introductions

12:30 - 2:00 pm

Food setup in Lower-Level Reception Area

- Lunch and *department meeting time
- Jimmy John's Sandwiches, Salads from Peace Pie Co
 - Paid for by the Friends of Peter White Public Library

^{*} Please see your Department Head for details about what you should be doing during this block of time. Anyone without a department meeting or work-related task can help with lunch clean up.

Agenda – Page 2

2:15 - 3:30 pm

Community Room

- Super-Secret Fun Event Ben and Jamie
 - Paid for by the Friends of Peter White Public Library

3:30 - 3:45 pm

Teen Zone

- Snacks, Movie, and Puzzles
 - Paid for by the Friends of Peter White Public Library

4:00 - 4:45 pm

Community Room

• Local Hop and Mining Journal Demos

4:45pm - 5:00 pm

Community Room

- End of day wrap up and prizes.
 - Paid for by the Friends of Peter White Public Library

Staff Development Day Feedback

(You can leave your completed survey on the table at the end of the day or return to Andrea Ingmire by Wednesday, November 13th)

What was the most valuable part of the day for you?

What suggestions do you have for future trainings/staff development days?

What did you think of the food options? Is there anything you would like to see in the future?

Do you have any interest in joining the staff training committee? If so, please include your name!

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 November 14th, 2024.

Highlights of General Fund Balance Sheet

Cash Position	As of 09-30-24	As of 10-31-24	Change
Cash- Checking Notes:	\$1,168,426.13	\$1,096,038.48	(\$72,387.65)

- 1. Cash receipts for October were \$\$99,349.62
- 2. Cash-Checking \$86,758.23
- 3. Checking-Bankcard \$12,591.39

General Fund Trust	As of 09-30-24	As of 10-31-24	Change
Cash/Investment Position	\$293,558.68	\$287,583.90	(\$5,974.78)

Notes:

- 1. Interest and Dividend payments of \$420.10 were reinvested in additional shares of the Mutual Funds
- 2. Admin fees in the amount of \$627.21 were paid

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As 09-30-24	As of 10-31-24	Change
	\$956,166.87	\$927,843.15	(\$28,323.72)

Notes:

- 1. Interest and Dividend payments of \$1,187.72 were reinvested in additional shares of the Mutual Funds
- 2. Admin fees in the amount of \$2,042.94 were paid
- 3. The first disbursement of the fiscal year in the amount of \$8,900 was made and transferred to the Library's general operating fund

<u>Highlights of Revenue & Expenditure Report</u> {Numbers taken from City Reports 11/14/24}

Peter White Library Fund (Operating)

	Cu	rrent Month		C	Current YTD
Total Revenue	\$	896,701.40		\$	896,701.40
Total Expenses	\$	(199,138.97)	_	\$	(199,138.97)
Net of Revenue & Expense	\$	697,562.43	_	\$	697,562.43

Comments

Cash Balance		00	ctober		
Month Ending			onth Ending		
Current Year			Prior Year		
\$1,096,038.48	VS	\$	953,049.30	=	\$ 142,989.18

Notes:

- October 2024 was a two pay period month. Total wages paid were \$88,316.19
- Actual expenses are approx. 9% of budget with approximately 8% of the FY year completed
 - Included you will find
 - Raymond James October Statements
 - Utility Statements for October
 - October Balance Sheet and Revenue and Expenditure Reports for the Library's Operating Fund
 - October Balance Sheet Report for the Carrol Paul Memorial Fund
 - October 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: January 8, 2025

RE: Library Director Report

A. Staff Updates

New Staff Since July 2024:

- Grace Champion Youth Services Assistant
- Tehya Campbell Maintenance Assistant

Staff leaving/or have left PWPL:

Steven Ferguson, Margie Jeevar

Staff transitions:

N/A

Open Positions:

- Circulation Aide
- High School Page (not yet posted)



TO: Township Advisory Council FROM: Andrea Ingmire, Library Director

DATE: January 8, 2025 RE: Old Business

A. PWPL Board Meeting Updates

Policy Manual and Policy Review

No policies have made it before the board in the past quarter. We have been working very hard to get LocalHop implemented, and it has taken all available time to complete.

Title of Policy	Reviewed/Approved?

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.

Other Issues addressed

One modification was made to the Board Meeting schedule for 2025, the October meeting was moved to October 21, 2025 which is the regular meeting date for the Board of Trustees.



TO: Township Advisory Council FROM: Andrea Ingmire, Library Director

DATE: January 8, 2025 RE: New Business

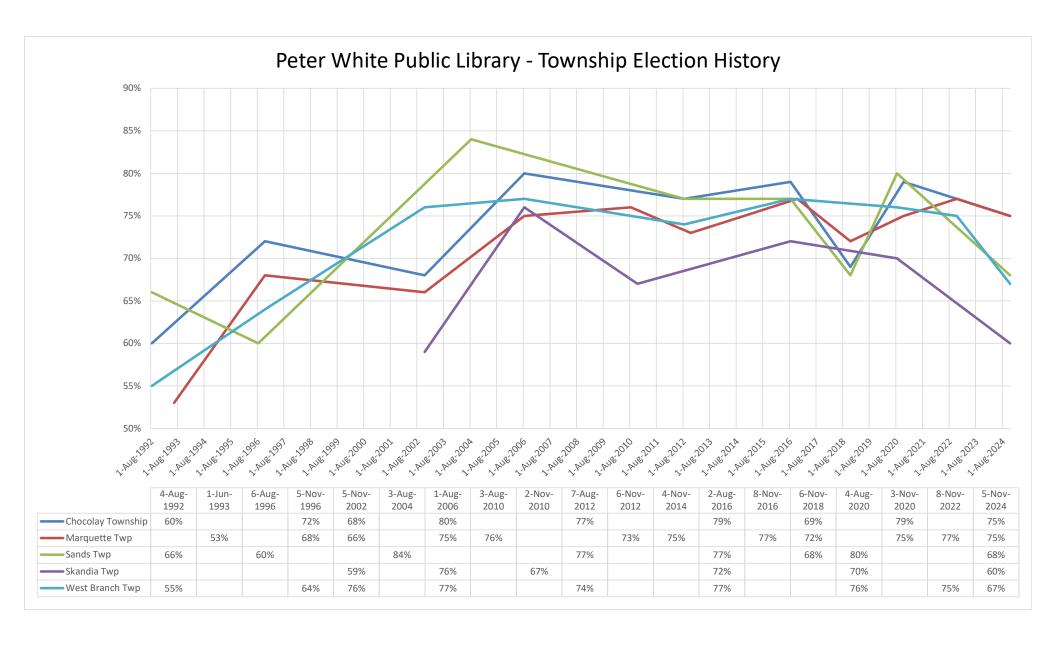
A. TAC Member Board Reports

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

B. 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

Average YTD/Day

	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												18,404
Hours Open	27												27

2024/2025		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Attendance	# Days Oper
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							0	
	Average Daily									
DECEMBER	Attendance	0							0	
DECEMBEN	Average Daily	J							,	
JANUARY	Attendance	0							0	
	Average Daily									
FEBRUARY	Attendance	0							0	
	Average Daily									
MARCH	Attendance	0							0	
	Average Daily	Ū							,	
APRIL	Attendance	0							0	
AFRIL	Average Daily	0							U	
	· .									
MAY	Attendance	0							0	
	Average Daily									
JUNE	Attendance	0							0	
	Average Daily									
JULY	Attendance	0							0	
JULY	Attendance Average Daily	0							U	
	,									
AUGUST	Attendance	0							0	
	Average Daily									
SEPTEMBER	Attendance	0							0	
	Average Daily									
Total		0	2,925	3,338	3,674	4,026	2,074	2,367	18,404	27

C. Program Attendance

	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
SRP TOTAL Programs for Children 0-5													0
SRP Onsite Events for 0-5													0
SRP Off Site Events for 0-5													0
SRP Virtual Events for 0-5													0
SRP Virtual Views for 0-5 (After the fact)													
SRP TOTAL Events Attendance for 0-5 (Live)													0
SRP TOTAL Programs for Children 6-11													0
SRP Onsite Events for 6-11													0
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)													0
TOTAL Programs for 0-5	28												28
Onsite Events for 0-5	28												28
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)	816												816
TOTAL Programs for 6-11	20												20
Onsite Events for 6-11	19												19
Off Site Events for 6-11	1												1
Attendance for Off Site Events for 6-11	65												65
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)	879												879
Total Children's Programs (0-11)	48					0	0	0	0	0	0	0	48
Total Children's Program Attendance (0-11)	1695	0	0	0	0	0	0	0	0	0	0	0	1695
TOTAL SRP Events Teen Programs 12-18													0
SRP Onsite Events for 12-18													0
SRP Off Site Events for 12-18													0
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)													0
TOTAL Teen Programs for 12-18	12												12
Onsite Events for 12-18	6												6

Off Site Events for 12-18	6												6
Attendance for Off Site Events for 12-18	525												525
Virtual Events for 12-18													0
Attendance for Virtual Events for 12-18													0
Virtual Views for 12-18 (After the fact)													0
TOTAL Teen Attendance for 12-18 (Live)	583												583
Total Teen Programs (12-18)	12	0	0	0	0	0	0	0	0	0	0	0	12
Total Teen Program Attendance (12-18)	583	0	0	0	0	0	0		0	0		0	583
Onsite Events	34	1	0	0	0	0	0	0	0	0	0	0	35
Onsite Event Attendance	582	2	0	0	0	0	0	0	0	0	0	0	584
Offsite Events	0	0	0	0	0	0	0	0	0	0	0	0	0
Offsite Event Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0
Virtual Events	5	0	0	0	0	0	0	0	0	0	0	0	5
Attendance for Virtual Events (Live)	22	0	0	0	0	0	0	0	0	0	0	0	22
Adult Virtual Views (After the Fact)	208	0	0	0	0	0	0	0	0	0	0	0	208
Total Adult Programs (does not include virtual #)	34	1	0	0	0	0	0	0	0	0	0	0	35
Total Adult Attendance (Live)	604	2	0	0	0	0	0	0	0	0	0	0	606
Total Attendance (Live and After the Fact)	604	208	0	6	24	208	0	1	2	0	0	0	1,053
Total Programs	94	1	0	0	0	0	0	0	0	0	0	0	95
Total Attendance (Live)	2,882	208	0	6	24	208	0		2	0		0	3,331
Total Virtual Views (After the fact)	208	0	0	0	0	0	0	_	0	0	-	0	208
				U									
				U							<u> </u>		
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
Passive Programs - NEW 23/24 Self Directed Activities - Youth Services	Oct-23	Nov-23			<u>~_</u> _		Apr-24	May-24					Total
		Nov-23			<u>~_</u> _		Apr-24	May-24					13 949
Self Directed Activities - Youth Services Number of participants - Youth Services	13	Nov-23			<u>~_</u> _		Apr-24	May-24					13
Self Directed Activities - Youth Services	13	Nov-23			<u>~_</u> _		Apr-24	May-24					13 949 0
Self Directed Activities - Youth Services Number of participants - Youth Services Self Directed Activities - Teens	13	Nov-23			<u>~_</u> _		Apr-24	May-24					13 949 0 0
Self Directed Activities - Youth Services Number of participants - Youth Services Self Directed Activities - Teens	13	Nov-23			<u>~_</u> _		Apr-24	May-24					13 949 0 0
Self Directed Activities - Youth Services Number of participants - Youth Services Self Directed Activities - Teens Number of participants - Teens	13	Nov-23			<u>~_</u> _		Apr-24	May-24					13 949 0 0 0
Self Directed Activities - Youth Services Number of participants - Youth Services Self Directed Activities - Teens Number of participants - Teens Self Directed Activites - Adult Services Number of participants - Adult Services	13	Nov-23			<u>~_</u> _		Apr-24	May-24					13 949 0 0 0 0 0
Self Directed Activities - Youth Services Number of participants - Youth Services Self Directed Activities - Teens Number of participants - Teens Self Directed Activites - Adult Services Number of participants - Adult Services Self Directed Activities - All ages	13	Nov-23			<u>~_</u> _		Apr-24	May-24					13 949 0 0 0 0 0 0
Self Directed Activities - Youth Services Number of participants - Youth Services Self Directed Activities - Teens Number of participants - Teens Self Directed Activites - Adult Services Number of participants - Adult Services	13	Nov-23			<u>~_</u> _		Apr-24	May-24					13 949 0 0 0 0 0
Self Directed Activities - Youth Services Number of participants - Youth Services Self Directed Activities - Teens Number of participants - Teens Self Directed Activites - Adult Services Number of participants - Adult Services Self Directed Activities - All ages	13	Nov-23			<u>~_</u> _		Apr-24				Aug-24		13 949 0 0 0 0 0 0

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 Tot	tal
Children's Circulation	7,299	-	-	-	-	-	-	-	-	-	-	-	7,299
Adult and Teen Circulation	10,171	-	-	-	-	-	-	-	-	-	-	-	10,171
Circulation of Physical Objects (Art, Kit	344	-	-	-	-	-	-	-	-	-	-	-	344
OverDrive E-Book Circulation	942												942
OverDrive E-Magazines	616												616
OverDrive E-Audiobook Circ	1,498												1,498
DD OverDrive Item Checkout	283												283
LDL OverDrive Item Checkout	207												207
MCLS Overdrive Item Checkout	572												572
SLC OverDrive Item Checkout	94												94
WPLC OverDrive Item Checkout	68												68
UNDC OverDrive Item Checkout	104												104
WDL OverDrive Item Checkout	43												43
MNLC OverDrive Item Checkout	168												168
MMLC OverDrive Item Checkout	-												-
TADL OverDrive Item Checkout	36												36
Hoopla E-Book Circulation	140												140
Hoopla E-Audiobook Circ	512												512
Hoopla Streaming Video Circ	92												92
Hoopla Streaming Music Circ	11												11
Hoopla Streaming Binge Pass	4												4
Kanopy Streaming Video Circ	569												569
.,													
Total Physical Circulation	17,814	-	-	-	-	-	-	-	-	-	-	-	17,814
Total Electronic Content Use	5,959	-	-	-	-	-	-	-	-	-	-	-	5,959
Total Circulation	23,773	-	-	-	-	-	-	-	-	-	-	-	23,773
					*	*							
Circulation by City/Township													
City of Marquette	9,336												9,336
Marquette Township	1,852												1,852
Chocolay Township	2,175												2,175
Sands Township	753												753
Skandia Township	487												487
West Branch Township	722												722
Turin Township	-												-
Wells Township	-												-
Ewing Township	-												-
Non-Residents	874	-	_	-	-	-	_	-	-	-	-	-	874
								<u> </u>			I I		
Check Outs via Self-Check	5,361												5,361
Online Renewals	3,927												3,927
Items Checked In	13,683												13,683
The street of th	10,000		l l										10,000
Adult Books Browsed	302												302
YS Books Browsed	1,009												1,009
			1										
Items Browsed	1,311	-	-	-	-	-	-	-	-	-	-	-	1,311

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											
Adult CD Music	197											

Adult Fiction	1688						
Adult Graphic Novels	90						
Adult Mysteries	651						
Adult Non-Fiction	1696						
Adult Paperbacks	51						
Adult Periodicals	223						
Adult Ready Ref (Study Rooms)	150						
Adult Reference	3						
Art Prints	14						
Adult Science Fiction	3						
Adult Atlas	0						
Adult Western Fiction	27						
Blu-Ray DVDs	52						
Book Club Kits	2						
DVDs	879						
DVD Non-Fiction	105						
Genealogy	0	1					
Index Table	0	1					
Juvenile Board Books	247	+	 				
Juvenile CD Books	62	+	 				
Juvenile CD Music	26		<u> </u>				
Juvenile DVDs	417						
Juvenile DVD Non-Fiction	70						
Juvenile Easy Picture Books	1646						
Juvenile Fiction	888						
Juvenile Games	34						
Juvenile Garnes Juvenile Graphic Novels	1211						
Juvenile Holiday Easy Pic Books	409						
Juvenile Holiday Fiction	28						
Juvenile Holiday Non-Fiction	49						
Juvenile Intermediate Fiction	325						
Juvenile Kits with CDs	4						
Juvenile Non-Fiction	1436						
Juvenile Periodicals	9						
Juvenile Easy Readers	409						
Juvenile Reference	2						
Juvenile Series Books	12	+					
Juvenile Tiny Books	15	+					
Juvenile Kit	255	+					
Library of Things	41	+					
Large Print Fiction	234						
Large Print Mysteries	62	+					
Large Print Non-Fiction	22	+					
Large Print Non-Fiction Large Print Science Fiction	4	+	+				
Large Print Western Fiction	0	+	+				
	0	+	+				
Michigan Fiction Reference Michigan Non-Fiction	51	+	+				
-		+	-				
Michigan Reference	16 27	+	-				
New Adult CD Books							
New Adult Fiction	605	+					
New Adult Graphic Novels	21	+					
New Adult Mysteries	276	1					
New Adult Non-Fiction	557						

			ı			ı						ı
New Adult Paperbacks	11											
New Adult Science Fiction	76											
New Blu-Ray DVDs	11											
New DVDs	162											
New DVDs Non-Fiction	23											
New Juvenile Easy Picture Books	407											
New Juvenile Fiction	420											
New Juvenile Non-Fiction	131											
New Teen Books	51											
New Teen Graphic Novels	66											
Sister City Fiction	1											
Sister City Non-Fiction	0											
Teen Fiction	269											
Teen Graphic Novels	370											
Teen Non-Fiction	6											
Teen Periodicals	0											
Teen CD Books	0											
	17470	0	0	0	0	0	0	0	0	0	0	0

Reference Transactions	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												132
Adult Reference	366												366
Technical/Other	409												409
Circulation Directional	112												112
Circulation Reference	72												72
YS Directional	273												273
YS Reference	236												236
Online Questions	30												30
Total Directional Questions	517	0	0	0	0	0	0	0	0	0	0	0	517
Total Reference Questions	674	0	0	0	0	0	0	0	0	0	0	0	674
Grand Total of Questions	1630	0	0	0	0	0	0	0	0	0	0	0	1630

Other Services	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												150
Passport Applications	32												32
Proctored Exams	4												4
Meeting Room Reservations	114												114
Meeting Room Drop-Ins	55												55
Notary Services	5												5

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	0	0	0	0	0	0	0	0	0	0	0	732
Total Borrowed from Other Libraries	845	0	0	0	0	0	0	0	0	0	0	0	845
Holds Placed	1873												1873
RSL ILL Borrowed	686												686
RSL ILL Lent	589												589
MelCat Items Borrowed	159												159
MelCat Items Lent	143		·			•		•					143

 Registered I 	Borrowers
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I. Registered Borrowers					- 1 0-							
	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-2
New Registered Borrowers	169											
Active 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-2
City of Marquette	1,793											
Marquette Township	298											
Chocolay Township	430											
Sands Township	150											
Skandia Township	55											
West Branch Township	53											
Turin Township	2											
Wells Township	3											
Ewing Township	1											
Non-Residents	75	0	0	0	0	0	0	0	0	0	0	
Total	2,860	0			_		0	_				
	, , , , , , , , , , , , , , , , , , , ,	-			-			<u> </u>				
All Registered Borrowers	# 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
	==, ==, = :	, _ ,	,,	02/02/20	52, 25, 25	00,00,00	0 1,00,00	55,55,55	00,00,00	0:,0=,=0	00,00,00	55,55,25
City of Marquette	10,558											
erry or marquette	10,550											
TOWNSHIP												
Chocolay	2,335											
Ewing	5											
Marquette Township	1,670											
Powell	90											
Sands	874											
Skandia	273											
Turin	8											
Wells	11											
West Branch	456											
Townships	5,722	0	0	0	0	0	0	0	0	0	0	
Service Area	16,280	0	0				0					
Other Areas	521	0	0				0					
		_	_			_					_	
Total	16,801	0	0	0	0	0	0	0	0	0	0	
		-			-		-	<u> </u>				
(included in total under specific head	lings)											
NMU Student	2,335											
Non Resident 3 Months	147											
Non Resident 6 Months	43											
Non Resident 12 Months	159											
Adult	12,845											
luvenile	886											
Young Adult	707											
I VUIIG AUUIL	707											

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												35
Teen Computer Sign-ups	24												24
Lab/Free Station Computer Sign-Ins	1,008												1008
Total Sessions/Logins	1067	0	0	0	0	0	0	0	0	0	0	0	1067
Laptop/Wireless Logins	1417												1417
Total Computer Logins	2484	0	0	0	0	0	0	0	0	0	0	0	2484
Library Website Hits	9,867												9867
Unique Visitors	11,807												11807

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												371
Kids Books	150												150
Teen Books	40												40
Magazines	131												131
Audiobooks	1												1
Videos	89												89
Various													0
Art Prints													0
ILLs	9												9
FY YTD Totals	791												791
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												29
Original	2												2
Volunteer Hours	16.00												16.00
Mending	309												309
Discards	898												898

		No of Pickups	No of Items
Marquette			
	October	5	149
	November		
	December		
	January		
	February		
	March April		
	May		
	June	1	
	July		
	August		
	September		
	Total Year to Date	5	149
	·		
Chocolay			
-	October	5	100
	November		
	December		
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September Total Year to Date	5	100
	Total Tour to Buto	 	100
Sands			
	October	5	29
	November		
	December		
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September Total Year to Date	5	29
	Total Teal to Date	5	29
Skandia			
Onunuu	October	5	20
	November		20
	December		
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	Total Year to Date	5	20
West Branch		1	
Dianon	October	5	9
	November	 	<u> </u>
	December		
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	Total Year to Date		

25