

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=OBrgSUcLX9TYut2I9vRmclrutJlC8q.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 is 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

September 2024	Constant Contact			Subscribers as of:
	Number of Deliveries	Average Rate open	Average 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 homeschool 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 Rail 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

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 October 16th, 2024.

Highlights of General Fund Balance Sheet

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

Notes:

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

<u>General Fund Trust</u>	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

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

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

Peter White Library Fund (Operating)						
			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		Month Ending		
Current Year		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	Constant Contact			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

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.

- 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/Outreach and Volunteer Activities – October 2024

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
October 25	Post Pandemic Libraries Cohort Meeting
October 26	Repair Café
October 28	Marquette Study Group Presentation
October 29	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** www.mel.org - *Laura Warren-Gross, MeL Engagement Specialist, Midwest Collaborative for Library Services*
 - 10:00 – 10:45 am - General overview of MEL Resources
 - 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.

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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!

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 November 14th, 2024.

Highlights of General Fund Balance Sheet

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

Notes:

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

<u>General Fund Trust</u>	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

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

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

Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 896,701.40	\$ 896,701.40
Total Expenses	<u>\$ (199,138.97)</u>	<u>\$ (199,138.97)</u>
Net of Revenue & Expense	<u>\$ 697,562.43</u>	<u>\$ 697,562.43</u>

Comments

Cash Balance	October		
Month Ending Current Year	Month Ending 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

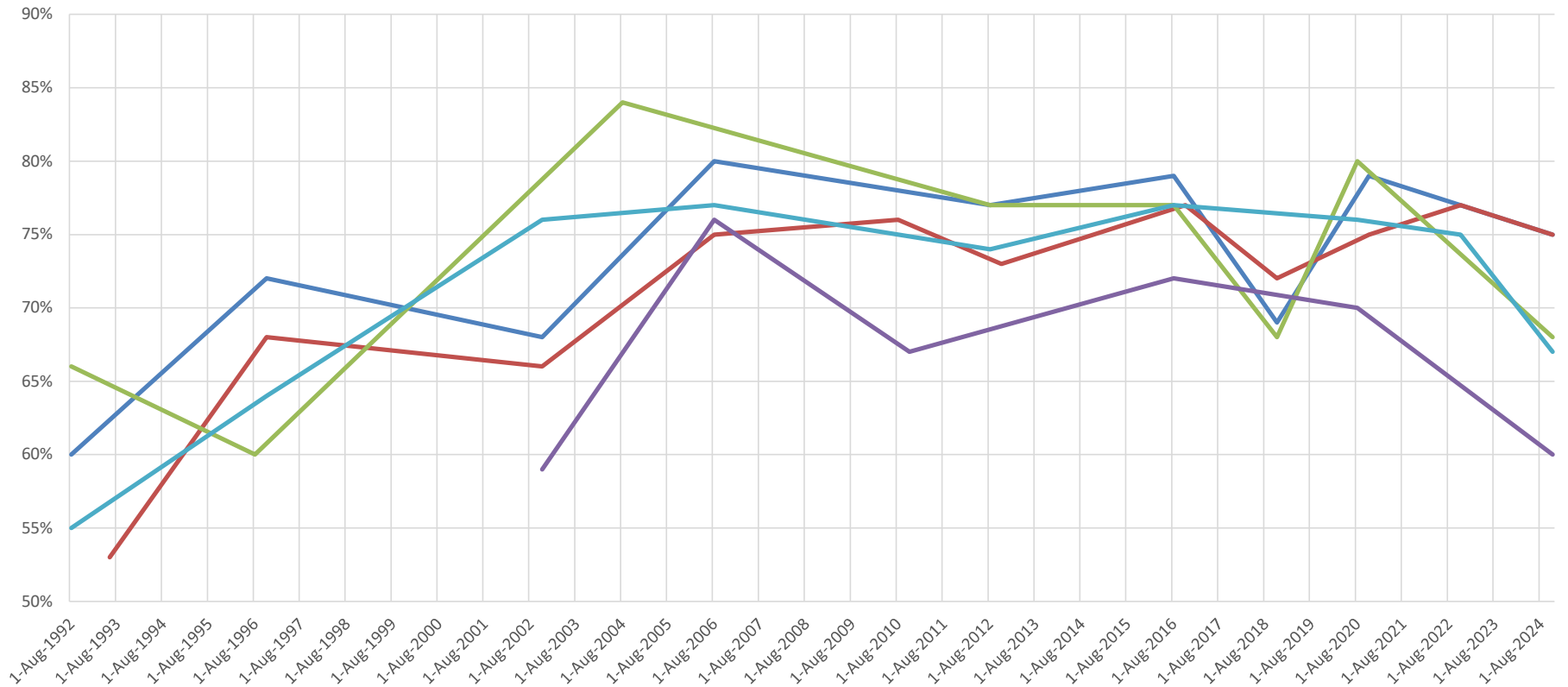
Township Advisory Council members can report on happenings in their township or their experience attending a PWPL Board meeting.

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

Peter White Public Library - Township Election History



	4-Aug-1992	1-Jun-1993	6-Aug-1996	5-Nov-1996	5-Nov-2002	3-Aug-2004	1-Aug-2006	3-Aug-2010	2-Nov-2010	7-Aug-2012	6-Nov-2012	4-Nov-2014	2-Aug-2016	8-Nov-2016	6-Nov-2018	4-Aug-2020	3-Nov-2020	8-Nov-2022	5-Nov-2024
Chocolay Township	60%			72%	68%		80%			77%			79%		69%		79%		75%
Marquette Twp		53%		68%	66%		75%	76%			73%	75%		77%	72%		75%	77%	75%
Sands Twp	66%		60%			84%				77%			77%		68%	80%			68%
Skandia Twp					59%		76%		67%				72%			70%			60%
West Branch Twp	55%			64%	76%		77%			74%			77%			76%		75%	67%

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												18,404
Hours Open	27												27

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							0	
	Average Daily									
DECEMBER	Attendance	0							0	
	Average Daily									
JANUARY	Attendance	0							0	
	Average Daily									
FEBRUARY	Attendance	0							0	
	Average Daily									
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									
Total		0	2,925	3,338	3,674	4,026	2,074	2,367	18,404	27
Average YTD/Day		0								

C. Program Attendance

[illegible]

[illegible][illegible][illegible][illegible]

[illegible]

[illegible]

[illegible]

[illegible][illegible][illegible]

Technology

[illegible]

[illegible]

2024-25 Book Drop Statistics by Township

		No of Pickups	No of Items
Marquette			
	October	5	149
	November		
	December		
	January		
	February		
	March		
	April		
	May		
	June		
	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

Sands			
	October	5	29
	November		
	December		
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	Total Year to Date	5	29

Skandia			
	October	5	20
	November		
	December		
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	Total Year to Date	5	20

West Branch			
	October	5	9
	November		
	December		
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September		
	Total Year to Date	5	9

Total Year to Date ALL Locations: 25 307