

Board of Trustees of the Peter White Public Library
Agenda
Tuesday, June 17, 2025
George Shiras III Room, 5:00 pm

Zoom access: <https://us02web.zoom.us/j/82364874416?pwd=LEbly4Pq81wRPUWsDzhY0fzYdMTRhC.1>

Call to Order

Board Member Introductions

*Approve Agenda**

*Approve the Minutes of the Previous Meeting**

May 20, 2025

Special Presentation – Melissa Alan, Circulation Department Head

Township Advisory Council Report – Barb Bradley, Skandia Township

*Financial Reports – including Approval of the Bills**

Total May Payments: \$166,574.06

Wages & Benefits Paid in the Amount of: \$111,905.75

Bills Paid in the Amount of: \$45,630.45

Utilities Paid in the Amount of: \$9,037.86

Public Comment** –

(**The PWPL Board of Trustees welcome and appreciate public comments. Board Members will not engage in dialog during the public comment period. Board Members may choose to respond to public comments during the Board Member Comment period.)

*Board Action Items**

- 1) *Cement Project Bids*
- 2) *Budget FY24/25 - Adjustments*
- 3) *Strategic Planning Committee Report*
- 4) *MGT 5.2 Social Media Policy – First Reading*
- 5) *Administrative Manual – First Reading*

Other Business

- 1) *Standing Board Committees*
- 2) *Bench Update*
- 3) *Budget FY25-26 Work Session*

Public Comment

Board Member Comment

- a) *Trustee Manual – 2021 Edition, Chapter 2, Bylaws*
https://mel.org/ld.php?content_id=76965541

Standing Reports

Correspondence
Library Director's Report
Assistant Library Director's Report
Development Director's Report
Management Reports
Statistical Reports

Adjournment

*These items (*bold/italics*) require a vote by the Board of Trustees.

Upcoming Meetings

Board of Trustees:

July 9, 2025 – Joint meeting with Township Advisory Council
August 5, 2025

Board of Trustees Committee Meetings:
Township Advisory Council:

June 16, 2025 – Strategic Planning Committee
July 9, 2025

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, May 20, 2025

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **May 20, 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; Heather Addison, 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; Ben Sargent, Technical Services Assistant; Amanda Pierce, Teen Services Coordinator.

TAC Representatives Present: Paul Marin, Marquette Township, Laurel Kniskern; Marquette Township.

Others present (online): None

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

The Minutes of the April 15, 2025 Board Meeting were approved as corrected on a motion by Meyskens and seconded by Nelson. The motion is approved 3-0 with one abstention.

Election of Officers: Steve Schmunk presented a slate of Board Members, Suzanne Williams to remain as Secretary, and himself as president. Schmunk called for any members to volunteer for these positions if interested, none came forward. The election of officers was approved on a motion by Addison and seconded by Nelson. The motion is approved 4-0.

Special Presentation – Kathryn Pelton - Anderson, Tackman & Company, PLC. Pelton provided the Board with the audit packet for review. The yearly audit follows a risk based, as opposed to itemized, approach. The audit also includes a summary, which would include any areas of concern if applicable to that year. Meyskens asked how expenditure overages and deficits are addressed by the audit, Pelton discussed at length. Schmunk asked for clarification on the wording in the copier lease portion, Pelton confirmed costs are related to total library copiers, not a single copier.

TAC Report: Paul Marin, Marquette Township. Marin presented Laurel Kniskern as Tom Bronken's replacement on TAC. The township's goal is to have at least one of their members present at each library board meeting.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. Goodwin met with Mark Aho Financial to check the status of investments, he gave reassurance all is in good standing. Funding is

ahead of schedule at 70%. Meyskens asked about the presence of a past Board member's name on current financial statements, Goodwin confirmed that the entity has been contacted multiple times for its removal. Schmunk asked about the way in which designated donations are listed in reports, Goodwin confirmed that these are estimates as donations are coming in, in multiple forms, at all times. A motion was brought by Nelson and seconded by Addison to approve the bills for April 2025, in the amount of \$190,484.80. The motion is approved 4-0.

Public Comment: None

Board Action Items:

- a) *Grounds projects 2025 General Trust Fund –sealing parking lot, benches in gardens.*
In January 2025 the Finance Committee reported to the board regarding short-term and long-term building projects that are coming up. One of those initiatives is a collection of grounds projects including: numerous sidewalk repairs and filling of parking lot walkway beds, sealing and striping of parking lot, and replacement of benches in garden. Following the thresholds set forth in the MGT-10 Purchasing Policy, the board will likely not need to approve bids below a certain amount. However, the Administrative Staff would like board approval to use the General Fund Trust funds to pay for these projects.
Seasonal management of the walkway beds, especially in relation to water/ice runoff and patron safety, was discussed at length. It was determined that filling the beds is still the best option, as the current pea gravel is not sustainable, and the previous landscaping did not last. PWPL is hoping to have all RFP information for parking lot restriping, by the June board meeting, as well as hoping to have the outdoor benches repaired by the end of the year. Maintenance staff has proposed handling the bench repairs themselves, and with board approval can proceed with determining project cost.
Ultimately, it was decided by the board that the Grounds Project 2025-General Trust Fund board action item be delayed until they have all more information on total project costs.

Other Business:

- a) Strategic Plan Subcommittee Update: At the February 18, 2025, board meeting a subcommittee was formed to begin working on Phase 2 of the PWPL Strategic Plan. Members of this committee: Andrea Ingmire, Heather Steltenpohl, Sarah Rehborg, Stephanie Garn, Steve Schmunk, Lori Nelson, Natasha Lantz (TAC), and Kerrie Heikes (TAC). The committee met on April 30, 2025 and decided to move forward with an RFQ which is attached. The committee also decided to meet on June 16, 2025 to review all quotes prior to the PWPL Board meeting on June 17, 2025. The committee will make a recommendation to the PWPL Board at the June meeting regarding the next steps in this process.
- b) Cement Work Update: discussed at length with the pending board action item.
PWPL Administrative Manual and Social Media Update: will be discussed at June meeting as changes were suggested by the lawyer. The committee will reconvene in the interim to review and make necessary changes.

Public Comment: None

Board Member Comment:

- a) Trustee Manual: Review of Chapter 1, 2021 Edition: Ingmire gave an overview of trustee rights, responsibilities, and bylaws. She explained how the PWPL Friends group functions, as the standard operations of each Friends entity is unique for each library.
- b) Schmunk asked about internet access points outside the library (since the funds to provide that came from a covid era program) and their potential to be affected by federal funding cuts. MacDonald said the cost for PWPL to continue to provide that service, should it come to that, would be relatively low.
- c) Meyskens commented on the years of service reflected by the current staff roster and has been encouraged by the emphasis on cross training, for the future of the library. The presentation of data in a digestible format was also discussed at length. Meyskens also highlighted the library participation in the Gather to Grow food program. The functionality of the MyLibro digital program was also discussed at length.
- d) Nelson commented on Adult Services' Amy Salminen's participation in NMU's mentor program.
- e) Schmunk asked if there have been any noticeable funding changes since the last meeting. Ingmire said overall there have not been, but the IMLS dismantling has been stalled by an active lawsuit, which could potentially bring their staff back onsite.

Adjournment: Nelson made motion to adjourn, seconded by Addison. The motion was approved 4-0. The meeting adjourned at 6:40PM.

Respectfully submitted,

Steve Schmunk
President

Upcoming Meetings

Board of Trustees:

June 17, 2025

Board of Trustees Committee Meetings

Strategic Plan Committee:

June 16, 2025

Township Advisory Council – Joint meeting with PWPL Board: July 9, 2025

Financial Reports

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

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

Highlights of General Fund Balance Sheet

Cash Position	As of 04-30-25	As of 05-31-25	Change
Cash- Checking	\$916,329.94	\$857,303.13	(\$59,026.81)
Notes:			
1. Cash receipts for May were \$107,562.85			
2. Cash-Checking \$104,849.16			
3. Checking-Bankcard \$2,713.69			

Highlights of General Fund Trust

	As of 04-30-25	As of 05-31-25	Change
Cash/Investment Position	\$287,962.70	\$295,710.62	\$7,747.92
1. Interest and Dividend payments of \$490.29 were reinvested in additional shares of the Mutual Funds			

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As 04-30-25	As of 05-31-25	Change
	\$913,461.18	\$938,329.24	\$24,868.06

1. Interest and Dividend payments of \$1,556.70 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 06/09/2025}

Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 115,481.79	\$ 1,942,182.51
Total Expenses	<u>\$ (167,111.53)</u>	<u>\$ (1,531,023.70)</u>
Net of Revenue & Expense	<u><u>\$ (51,629.74)</u></u>	<u><u>\$ 411,158.81</u></u>

Comments

Cash Balance	May		
Month Ending Current Year	Month Ending Prior Year		
\$ 857,303.13	vs \$ 711,714.53	=	\$ 145,588.60

Notes:

- May 2025 was a two pay period month. Total wages paid were \$91,464.16
- Actual expenses are approx. 67% of budget with approximately 67% of the FY year completed
 - Included you will find
 - Raymond James May Statements
 - Utility Statements for May
 - May Balance Sheet and Revenue and Expenditure Reports for the Library's Operating Fund
 - May Balance Sheet Report for the Carrol Paul Memorial Fund
 - May Revenue & Expenditure Report for the Library Improvement Debt Fund

Respectfully Submitted ~ Jamie Goodwin



Securities offered through Raymond James Financial Services

RAYMOND JAMES

April 30 to May 30, 2025

MARK AHO

Raymond James Financial Services, Inc.
Raymond James Financial Services Advisors, Inc.**PWPL General Fund Account Summary - #258KY554**

Advisory

Registered to: PETER WHITE PUBLIC LIBRARY | 217 N FRONT ST | MARQUETTE MI 49855-4220173

		This Statement	Year to Date
Value This Statement	Beginning Balance	\$287,962.70	\$287,042.60
\$295,710.62	Deposits	\$0.00	\$0.00
	Income	\$490.29	\$2,746.69
	Withdrawals	\$0.00	\$0.00
	Expenses	\$0.00	\$(1,210.19)
Last Statement	Change in Value	\$7,257.63	\$7,131.52
Prior Year-End	Ending Balance	\$295,710.62	\$295,710.62
\$287,962.70			
\$287,042.60			
Time-Weighted Performance*			
YTD			
3.00%			
2024			
7.19%			

Performance Inception: 10/29/2018

Important Messages

- Your account purpose is Wealth Accumulation & Provide Income, with a moderate risk tolerance and a time horizon exceeding 20 years.

Your PortfolioFor more information,
visit raymondjames.com/clientaccess

	Quantity	Price	Value	Gain or (Loss) ^o	Estimated Annual Income
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Cash & Cash Alternatives

Raymond James Bank Deposit Program [⊕] 0.15% - Selected Sweep Option			\$3,000.63		\$4.50
Raymond James Bank			\$3,000.63		

Your bank priority state: MI[⊕] Please see the Raymond James Bank Deposit Program on the Understanding Your Statement page.

Estimated Income Yield for RJBDP was calculated as of 5/30/2025.

Cash & Cash Alternatives Total			\$3,000.63		\$4.50
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Mutual Funds

AMERICAN INTERNATIONAL VANTAGE FUND CL F2 N/L (AIVFX)	1,557.601	\$19.120	\$29,781.33	\$13,116.78 ^B	\$397.19
COHEN & STEERS REALTY SHARES FUND CL I N/L (CSJIX)	133.151	\$67.760	\$9,022.31	\$4,003.65 ^B	\$242.33



Your Portfolio (continued)

	Quantity	Price	Value	Gain or (Loss) [°]	Estimated Annual Income
Mutual Funds (continued)					
EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDY)	5,044.864	\$7.260	\$36,625.71	\$10,845.98 ^B	\$2,204.61
FEDERATED HERMES KAUFMANN SMALL CAP FD INSTL SHRS IS N/L (FKAIX)	625.434	\$49.080	\$30,696.30	\$8,441.93 ^B	\$475.33
JPMORGAN LARGE CAP GROWTH FUND CL I N/L (SEEGX)	193.591	\$79.870	\$15,462.11	\$(722.06) ^B	\$0.06
MFS INCOME FUND CL I N/L (MFIIX)	7,705.878	\$5.850	\$45,079.39	\$4,330.60 ^B	\$2,388.82
NEUBERGER BERMAN LARGE CAP VALUE INSTL CL N/L (NBPIX)	347.415	\$46.290	\$16,081.84	\$2,194.61 ^B	\$357.14
T. ROWE PRICE ALL CAP OPPORS FUND INVESTOR CL N/L (PRWAX)	209.776	\$74.510	\$15,630.41	\$(553.77) ^B	\$10.57
JPMORGAN UNDISCOVERED MANAGERS BEHAVIORAL VAL CL L N/L (UBVLX)	372.649	\$79.620	\$29,670.31	\$19,701.73 ^B	\$588.04
Mutual Funds Total			\$228,049.71	\$61,359.45	\$6,664.09
Exchange-Traded Products (ETPs)					
FREEDOM 100 EMERGING MARKETS ETF (FRDM)	339.000	\$37.820	\$12,820.98	\$1,519.37	\$364.09
FIRST TRUST VALUE LINE DIVIDEND INDEX FUND (FVD)	364.000	\$44.750	\$16,289.00	\$4,499.01	\$380.02
FIRST TRUST LOW DURATION OPPORTUNITIES ETF (LMBS)	727.000	\$48.900	\$35,550.30	\$1,253.94	\$1,483.08
Exchange-Traded Products Total			\$64,660.28	\$7,272.32	\$2,227.19
Please see the Exchange-Traded Products on the Understanding Your Statement page.					
Portfolio Total			\$295,710.62	\$68,631.77	\$8,895.78

^B Please see Cost Basis on the Understanding Your Statement page regarding Open End Mutual Funds.

[°] Please see Cost Basis on the Understanding Your Statement page.

Log in to Client Access at <https://www.raymondjames.com/clientaccess> to view additional position details, filter, sort, or download up to 18 months of activity and see available delivery options for account documents.



Your Activity

Date	Activity Type	Description	Quantity/ Price	Amount
Income				
05/01/2025	Dividend - Taxable	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDX) \$.03454 per share x 5,021.105 shares		\$173.44
05/01/2025	Dividend - Taxable	MFS INCOME FUND CL I N/L (MFIIX) \$.02514 per share x 7,673.128 shares		\$192.90
05/30/2025	Interest at RJ Bank Deposit Program	Raymond James Bank Deposit Program		\$0.36
05/30/2025	Dividend - Taxable	FIRST TRUST LOW DURATION OPPORTUNITIES ETF (LMBS) \$.17000 per share x 727.000 shares		\$123.59
Income Total				\$490.29
Purchases, Sales and Redemptions				
05/01/2025	Reinvest	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDX) \$.03454 per share x 5,021.105 shares	23.759 \$7.29997	\$(173.44)
05/01/2025	Reinvest	MFS INCOME FUND CL I N/L (MFIIX) \$.02514 per share x 7,673.128 shares	32.750 \$5.89007	\$(192.90)





RAYMOND JAMES

Securities offered through Raymond James Financial Services

April 30 to May 30, 2025

MARK AHO

Raymond James Financial Services, Inc.
Raymond James Financial Services Advisors, Inc.**PWPL Helen Paul Trust Account Summary - #2259T374**

Advisory

Registered to: PETER WHITE PUBLIC LIBRARY | 217 N FRONT ST | MARQUETTE MI 49855-4220173

		This Statement	Year to Date
Value This Statement		\$913,461.18	\$926,076.70
\$938,329.24			
Last Statement	Prior Year-End		
	\$913,461.18	\$926,076.70	
	Time-Weighted Performance*		
	YTD	3.28%	
	2024	7.35%	
Beginning Balance		\$913,461.18	\$926,076.70
Deposits		\$0.00	\$0.00
Income		\$1,556.70	\$8,396.71
Withdrawals		\$0.00	\$(17,800.00)
Expenses		\$0.00	\$(3,890.49)
Change in Value		\$23,311.36	\$25,546.32
Ending Balance		\$938,329.24	\$938,329.24

Performance Inception: 10/29/2018

Important Messages

- Your account purpose is Wealth Accumulation & Provide Income, with a moderate risk tolerance and a time horizon exceeding 20 years.

Your PortfolioFor more information,
visit raymondjames.com/clientaccess

	Quantity	Price	Value	Gain or (Loss) ^o	Estimated Annual Income
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Cash & Cash Alternatives

Raymond James Bank Deposit Program ⓘ 0.15% - Selected Sweep Option			\$9,549.05		\$14.32
Raymond James Bank			\$9,549.05		

Your bank priority state: MI

ⓘ Please see the Raymond James Bank Deposit Program on the Understanding Your Statement page.

Estimated Income Yield for RJBDP was calculated as of 5/30/2025.

Cash & Cash Alternatives Total			\$9,549.05		\$14.32
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Mutual Funds

AMERICAN INTERNATIONAL VANTAGE FUND CL F2 N/L (AIVFX)	4,990.470	\$19.120	\$95,417.79	\$41,689.50 ^B	\$1,272.57
COHEN & STEERS REALTY SHARES FUND CL I N/L (CSJIX)	426.896	\$67.760	\$28,926.47	\$11,140.92 ^B	\$776.95

Your Portfolio (continued)

	Quantity	Price	Value	Gain or (Loss) [°]	Estimated Annual Income
Mutual Funds (continued)					
EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDY)	14,867.490	\$7.260	\$107,937.98	\$24,351.29 ^B	\$6,497.09
FEDERATED HERMES KAUFMANN SMALL CAP FD INSTL SHRS IS N/L (FKAIX)	2,003.941	\$49.080	\$98,353.42	\$24,385.82 ^B	\$1,523.00
JPMORGAN LARGE CAP GROWTH FUND CL I N/L (SEEGX)	620.543	\$79.870	\$49,562.77	\$(2,314.63) ^B	\$0.19
MFS INCOME FUND CL I N/L (MFIIX)	24,699.097	\$5.850	\$144,489.72	\$12,111.97 ^B	\$7,656.72
NEUBERGER BERMAN LARGE CAP VALUE INSTL CL N/L (NBPIX)	1,112.638	\$46.290	\$51,504.01	\$5,986.84 ^B	\$1,143.79
T. ROWE PRICE ALL CAP OPPORS FUND INVESTOR CL N/L (PRWAX)	672.423	\$74.510	\$50,102.24	\$(1,775.17) ^B	\$33.89
JPMORGAN UNDISCOVERED MANAGERS BEHAVIORAL VAL CL L N/L (UBVLX)	1,194.642	\$79.620	\$95,117.40	\$59,159.68 ^B	\$1,885.15
Mutual Funds Total			\$721,411.80	\$174,736.22	\$20,789.35
Exchange-Traded Products (ETPs)					
FREEDOM 100 EMERGING MARKETS ETF (FRDM)	1,087.000	\$37.820	\$41,110.34	\$4,821.53	\$1,167.44
FIRST TRUST VALUE LINE DIVIDEND INDEX FUND (FVD)	1,167.000	\$44.750	\$52,223.25	\$14,167.64	\$1,218.35
FIRST TRUST LOW DURATION OPPORTUNITIES ETF (LMBS)	2,332.000	\$48.900	\$114,034.80	\$3,796.39	\$4,757.28
Exchange-Traded Products Total			\$207,368.39	\$22,785.56	\$7,143.07
Please see the Exchange-Traded Products on the Understanding Your Statement page.					
Portfolio Total			\$938,329.24	\$197,521.78	\$27,946.74

^B Please see Cost Basis on the Understanding Your Statement page regarding Open End Mutual Funds.

[°] Please see Cost Basis on the Understanding Your Statement page.

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Your Activity

Date	Activity Type	Description	Quantity/ Price	Amount
Income				
05/01/2025	Dividend - Taxable	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDX) \$.03656 per share x 14,793.408 shares		\$540.80
05/01/2025	Dividend - Taxable	MFS INCOME FUND CL I N/L (MFIIX) \$.02514 per share x 24,594.122 shares		\$618.30
05/30/2025	Interest at RJ Bank Deposit Program	Raymond James Bank Deposit Program		\$1.16
05/30/2025	Dividend - Taxable	FIRST TRUST LOW DURATION OPPORTUNITIES ETF (LMBS) \$.17000 per share x 2,332.000 shares		\$396.44
Income Total				\$1,556.70
Purchases, Sales and Redemptions				
05/01/2025	Reinvest	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDX) \$.03656 per share x 14,793.408 shares	74.082 \$7.30001	\$(540.80)
05/01/2025	Reinvest	MFS INCOME FUND CL I N/L (MFIIX) \$.02514 per share x 24,594.122 shares	104.975 \$5.88997	\$(618.30)





BOARD OF LIGHT & POWER

2200 Wright Street, Marquette, MI 49855

Pay by Phone 1.833.625.0246

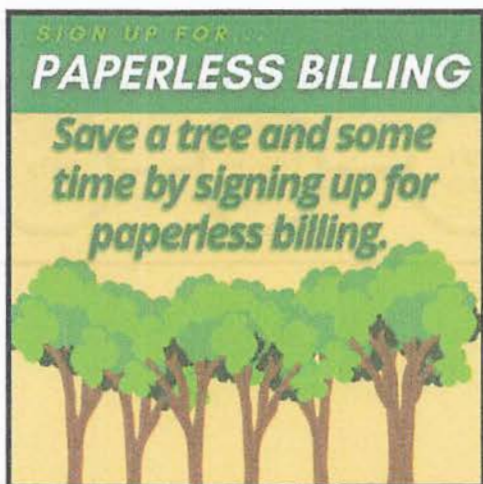
Phone 1.906.228.0311 **Fax** 1.906.228.0329

Web www.mblp.org **Email** info@mblp.org

Office Hours Mon - Fri 8:00 AM - 4:30 PM

Message Center

Paperless Billing is easy and efficient and gives you secure 24/7 access to the same bill you get in the mail. To enroll, sign up for our customer portal, SmartHub, scan the QR code on the back of your bill or contact our Customer Service Representatives at 906-228-0311.



KEEP Please do not staple or paperclip payment.

SEND



BOARD OF LIGHT & POWER

2200 Wright Street, Marquette, MI 49855

Service Address:

217 N FRONT ST, LIBRARY
MARQUETTE MI 49855

CITY OF MARQUETTE
300 W BARAGA AVE
MARQUETTE MI 49855-4712

Account Number: 339129

CITY OF MARQUETTE

Bill Date: 04/22/2025



Billing Summary

Balance From Last Billing	\$6,891.41
Payments Received - Thank you!	-\$6,891.41
Balance Forward	\$0.00

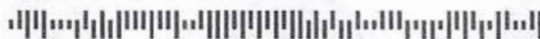
Service Summary

Electric Service	\$6,160.44
Current Charges Due by 05/12/2025	\$6,160.44
Total Account Balance	\$6,160.44

ACH - DO NOT PAY - The Total Amount Due will be automatically debited from your bank account on the Payment Due Date.

Bill Date	04/22/2025
Account Number	339129
Current Charges due by 05/12/2025	\$6,160.44
Balance Forward	\$0.00
Total Amount Due	\$6,160.44
ACH Payment - Do Not Pay Drafted on 05/12/2025	

MARQUETTE BOARD OF LIGHT AND POWER
2200 WRIGHT ST
MARQUETTE, MI 49855-1366



242020000339129000616044000616044042220250



BOARD OF LIGHT & POWER

2200 Wright Street, Marquette, MI 49855



- PAY YOUR BILL
- MONITOR USAGE
- REPORT AN OUTAGE

Account: 339129

Service Address: 217 N FRONT ST, LIBRARY :

Meter #	Rate	Days			Readings		Meter Multiplier	kWh	kW Demand
		From	To	Days	Previous	Present			
357978570	U5	03/20/2025	04/17/2025	28	39291	39488	192	37824	134.016



Current Charges - Bill Date 04/22/2025

Flat Rate		\$130.25
kWh Charge	37,824 kWh @ 0.0770	\$2,912.45
Demand Charge	134.016 kW @ 21.5000	\$2,881.34
Fuel Adjustment	37,824 kWh @ 0.00625	\$236.40
Current Charges		\$6,160.44
Balance Forward		\$0.00
Total Amount Due		\$6,160.44

Energy Usage Comparison



If electric service has been shutoff, any attempt to restore service by anyone other than an authorized Marquette Board of Light and Power employee is illegal and dangerous.

A complete set of rules, regulations and rate schedules for electric service can be found on our website at www.mblp.org.

To report an electrical outage or tree on the line, call 906-228-0311, extension 1.



Know what's below.
Call before you dig.



Get Connected. Get Answers.

Past Due Invoices: On current Bills, the net amount is due within 20 days from the billing date. After 20 days, a service charge of \$5.00 or 2%, whichever is greater, will be added to the net amount due. Failure to receive an invoice does not release customers from their obligation to pay. Customers who may be unable to pay should contact the billing office at the Marquette Board of Light & Power or call 906-228-0311. If service is disconnected for non-payment, full payment of the outstanding amount due is required before service will be restored. A service charge will also be applied. A deposit or additional deposit may also be assessed.

Ways to Pay Your Bill



Auto Pay

Visit mblp.org/smarthub or call the main office to set this up.



By Phone

Credit or debit card.
1.833.625.0246



Online

Visit mblp.org/pay-now



Pay in Person

24 hr drop box to the left of our main entrance.



Mail

Mail check or money order to:
MBLP
2200 Wright Street
Marquette, MI 49855



BOARD OF LIGHT & POWER

2200 Wright Street, Marquette, MI 49855

Pay by Phone 1.833.625.0246

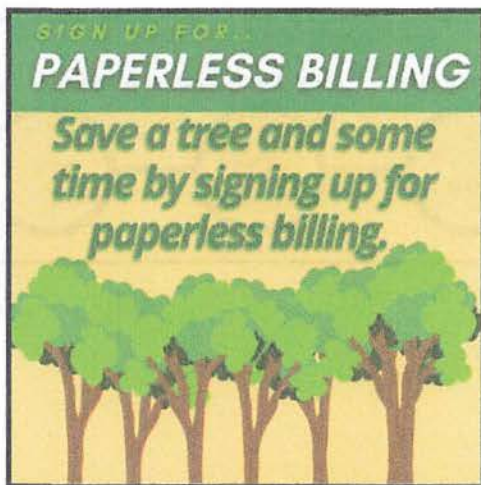
Phone 1.906.228.0311 **Fax** 1.906.228.0329

Web www.mblp.org **Email** info@mblp.org

Office Hours Mon - Fri 8:00 AM - 4:30 PM

Message Center

Paperless Billing is easy and efficient and gives you secure 24/7 access to the same bill you get in the mail. To enroll, sign up for our customer portal, SmartHub, scan the QR code on the back of your bill or contact our Customer Service Representatives at 906-228-0311.



KEEP Please do not staple or paperclip payment.

SEND



BOARD OF LIGHT & POWER

2200 Wright Street, Marquette, MI 49855

Service Address:

217 N FRONT ST, PWPL GARAGE
MARQUETTE MI 49855

CITY OF MARQUETTE
300 W BARAGA AVE
MARQUETTE MI 49855-4712

Account Number: 339130

CITY OF MARQUETTE

Bill Date: 04/22/2025



Billing Summary

Balance From Last Billing	\$45.84
Payments Received - Thank you!	-\$45.84
Balance Forward	\$0.00

Service Summary

Electric Service	\$48.30
Current Charges Due by 05/12/2025	\$48.30
Total Account Balance	\$48.30

ACH - DO NOT PAY - The Total Amount Due will be automatically debited from your bank account on the Payment Due Date.

Bill Date	04/22/2025
Account Number	339130
Current Charges due by 05/12/2025	\$48.30
Balance Forward	\$0.00
Total Amount Due	\$48.30
ACH Payment - Do Not Pay Drafted on 05/12/2025	

MARQUETTE BOARD OF LIGHT AND POWER
2200 WRIGHT ST
MARQUETTE, MI 49855-1366



24202000033913000000048300000004830042220253



BOARD OF LIGHT & POWER

2200 Wright Street, Marquette, MI 49855

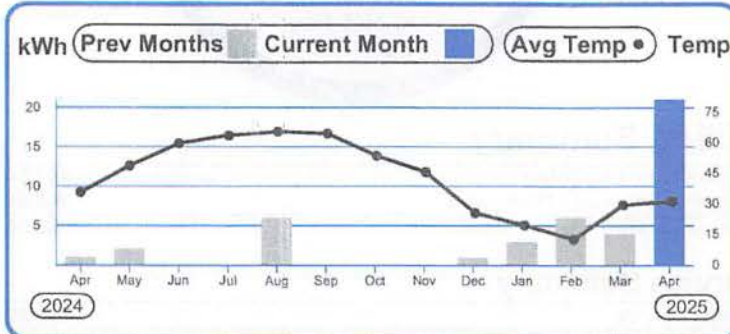


- PAY YOUR BILL
- MONITOR USAGE
- REPORT AN OUTAGE

Account: 339130

Service Address: 217 N FRONT ST, PWPL GARAGE :

Meter #	Rate	Days		Days	Readings		Meter Multiplier	kWh	kW Demand
		From	To		Previous	Present			
250013031	U3	03/20/2025	04/17/2025	28	1906	1927	1	21	0.000



Current Charges - Bill Date 04/22/2025

Flat Rate		\$45.25
kWh Charge	21 kWh @ 0.1390	\$2.92
Fuel Adjustment	21 kWh @ 0.00625	\$0.13
Current Charges		\$48.30
Balance Forward		\$0.00
Total Amount Due		\$48.30

Energy Usage Comparison



If electric service has been shutoff, any attempt to restore service by anyone other than an authorized Marquette Board of Light and Power employee is illegal and dangerous.

A complete set of rules, regulations and rate schedules for electric service can be found on our website at www.mblp.org.

To report an electrical outage or tree on the line, call 906-228-0311, extension 1.



Past Due Invoices: On current Bills, the net amount is due within 20 days from the billing date. After 20 days, a service charge of \$5.00 or 2%, whichever is greater, will be added to the net amount due. Failure to receive an invoice does not release customers from their obligation to pay. Customers who may be unable to pay should contact the billing office at the Marquette Board of Light & Power or call 906-228-0311. If service is disconnected for non-payment, full payment of the outstanding amount due is required before service will be restored. A service charge will also be applied. A deposit or additional deposit may also be assessed.

Ways to Pay Your Bill



Auto Pay

Visit mblp.org/smarthub or call the main office to set this up.



By Phone

Credit or debit card.
1.833.625.0246



Online

Visit mblp.org/pay-now



Pay in Person

24 hr drop box to the left of our main entrance.



Mail

Mail check or money order to:
MBLP
2200 Wright Street
Marquette, MI 49855

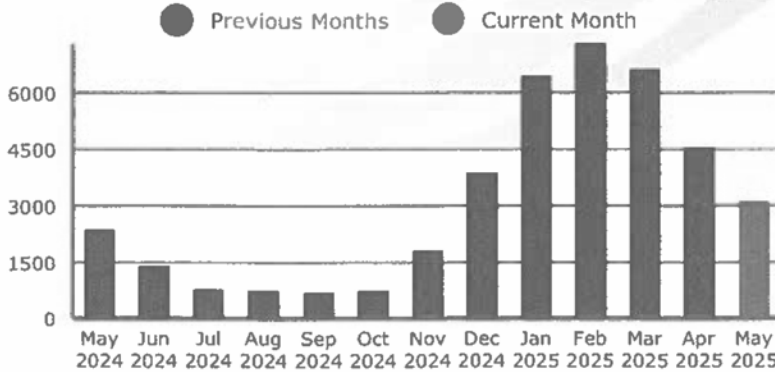


Natural Gas *works for Michigan*

Account Information

Account Number 0242631.501
Name CITY OF MARQUETTE
Service Address 217 N Front St
Peter White Public Library
Account Type General Service 3 Direct Pay

Usage History



Please return bottom portion with your payment.

See Back for Details



PO BOX 5004 PORT HURON, MI 48061-5004



Make the
natural choice
choose eBill Today!

Account Summary

Balance Forward \$0.00
Current Charges \$2,181.15

Total Amount Due by **06/04/25**

\$2,181.15

SEMCO ENERGY News

Residential budget enrollment starts May 1st. To enroll visit our website at www.semcoenergygas.com.

Account Number 0242631.501
Service Address 217 N Front St
Peter White Public Library

Current Charges Due 06/04/25
TOTAL AMOUNT DUE \$2,181.15

Direct Payment Plan

Your account is enrolled in the Direct Payment Plan. The amount of \$2,181.15 will be deducted from your bank on 06/04/25.



0265856-SEMS310849-SE.OVR-1005466000005
CITY OF MARQUETTE
300 W BARAGA AVE
MARQUETTE MI 49855-4712

Usage Detail

Meter Number:	Usage Period:	Previous Read:	Current Read:	Meter Factor:	Therm Factor:	Usage:
401858	04/02/25-05/01/25	36833 (Actual)	39774 (Actual)	1.000	1.054	3099.814 THM

Important Messages

The MICHIGAN PUBLIC SERVICE COMMISSION (MPSC) regulates SEMCO ENERGY Gas Company.

IF GAS SERVICE HAS BEEN SHUT OFF, ANY ATTEMPT TO RESTORE SERVICE BY ANYONE OTHER THAN AN AUTHORIZED SEMCO EMPLOYEE IS ILLEGAL AND DANGEROUS.

Any inquiry or complaint about the bill must be made before the due date. Call Customer Service at 1-800-624-2019 or mail inquiries and complaints directly to SEMCO ENERGY Gas Company at PO Box 5004, Port Huron, MI 48061-5004.

To report a Gas Leak or Emergency, call 1-888-GAS-1-GAS (888-427-1427).

SEMCO ENERGY Gas Company will pay interest at a rate as ordered by the MPSC on all deposits. Interest will be credited semi-annually on the customer's gas bill. Upon termination of service or satisfactory payment by the customer for a period of 12 successive months, the deposit with the remaining interest will be refunded to the customer of record.

Rate Class
1-Residential Customers 3-GS2 6601-28500 Therms
2-GS1 0-6600 Therms 4-GS3 28501 Therms and above

A complete set of rules, regulations, and rate schedules for gas service are available upon request and can be reviewed with company assistance.



Account Detail

Days Billed: 29

Previous Balance \$2,689.97
Payment - Thank you! (\$2,689.97)
Balance Forward \$0.00

Current Charges

SEMCO Cost of Gas (0.393700) \$1,220.40
Customer Charge \$116.20
MRP Charge \$43.78
IRIP Charge \$88.15
Distribution Charge (0.680760) \$61.27
Distribution Charge 2 (0.119670) \$360.18
Balance & Demand Charge (0.093930) \$291.17

Total Current Charges \$2,181.15

Total Amount Due by 06/04/25

\$2,181.15

NOTE: A deposit may be required at any time if: 1) there is unsatisfactory payment history within the first six (6) months of establishing service, 2) two (2) or more disconnect notices have been issued within the last 12 months, 3) service has been disconnected for nonpayment, or 4) unauthorized usage has occurred.

	Direct Pay	Online	eBill	Phone	Mail
	To enroll contact: 1-800-624-2019 or visit semcoenergygas.com	24/7 access semcoenergygas.com	To enroll contact: 1-800-624-2019 or visit semcoenergygas.com	1-800-624-2019 Customer Service Monday-Friday 8 a.m. - 4:30 p.m. Automated access 24/7	Mail Payments to: SEMCO ENERGY Gas Company PO Box 740812 Cincinnati, OH 45274-0812

**MAKE CHECKS PAYABLE AND RETURN TO:**

CITY OF MARQUETTE

UTILITY BILLING

300 W BARAGA AVE

MARQUETTE MI 49855-4712

OFFICE: (906) 228-0420

**Account Number:**

Service Address:

3488706202

217 N FRONT ST

View account online @ www.marquettemi.gov - click on "Pay" to search.
Autopay Available (Checking or Savings) - Forms are on our website under the
departments tab, financial services, utility billing
Paperless billing available! Email utilitybilling@marquettemi.gov



CITY OF MARQUETTE

300 W BARAGA AVE

MARQUETTE, MI 49855-4712

Bill Date	
05/08/2025	
Amount Due	589.97
Due Date	05/29/2025
After Due Date	595.87
DO NOT REMIT PAYMENT. YOUR BANK ACCOUNT WILL BE CHARGED ON THE DUE DATE.	

Please return this portion with your payment. Thank You!

MAKE CHECKS PAYABLE AND RETURN TO:

CITY OF MARQUETTE

UTILITY BILLING

300 W BARAGA AVE

MARQUETTE MI 49855-4712

(906) 228-0420

**Pay-by-phone 855-246-9466 (fees may apply)**

Bill Date	
05/08/2025	
Amount Due	589.97
Due Date	05/29/2025

Account information is available online at www.marquette mi.gov - click on Pay a Bill button

Service Information		Account Summary	Billing Data
Account Number	Endpoint ID	Previous Balance	Usage Dates
3488706202	0120140453	\$0.00	
Service Address CITY OF MARQUETTE 217 N FRONT ST MARQUETTE MI 49855		Add Current Bill	From: 03/28/2025 To: 04/28/2025
		Total Due	Number of Billing Days
		After Due Date Pay:	32

Meter Readings and Usage Per Thousand Gallons				
Meter Serial #	Current Reads	Previous Reads	Current Usage	Last Year's Use
68800854	2843	2824	19	21
68800737	1032	1032	0	

CURRENT CHARGES			Messages
SERVICE	READ DATE	AMOUNT	PAPERLESS BILLING IS NOW AVAILABLE: VISIT WWW.MARQUETTEMI.GOV TO SIGN UP. CLICK PAY, START STOP TRANSFER SERVICE, CHOOSE UPDATE MAILING ADDRESS/PAPERLESS BILLIN
WATER GENERAL 2"	4/28/2025	\$267.10	
SEWER GENERAL	4/28/2025	\$322.87	

Fund 271 PETER WHITE LIBRARY FUND			
GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
Cash and cash equivalents			
271-000-001.000	Cash-Checking	1,172,563.84	859,484.23
271-000-004.000	Cash-Petty	1,690.00	1,690.00
271-000-007.000	Cash-Money Market	3,159.87	3,000.63
271-000-010.000	Cash-Checking Bankcard	12,591.39	2,967.92
Cash and cash equivalents		1,190,005.10	867,142.78
Investments			
271-000-017.000	Investments in Securities	290,398.81	292,709.99
Investments		290,398.81	292,709.99
Taxes receivable			
271-000-020.000	Taxes Receivable-Current	70,164.17	0.00
271-005-022.000	Taxes Receivable-Delinquent Personal	2,155.86	1,622.46
Taxes receivable		72,320.03	1,622.46
Accounts receivable			
271-000-043.000	Accounts Receivable-Sundry	7,542.59	0.00
Accounts receivable		7,542.59	0.00
Due from other governments			
Due from other governments		0.00	0.00
Due from other funds			
Due from other funds		0.00	0.00
Prepaid expenditures			
271-000-123.000	Prepaid Expenses	69,812.29	1,016.17
Prepaid expenditures		69,812.29	1,016.17
Land and other non-depreciable assets			
Land and other non-depreciable assets		0.00	0.00
Capital assets, net of depreciation			
Capital assets, net of depreciation		0.00	0.00
Total Assets		1,630,078.82	1,162,491.40
*** Liabilities ***			
Accounts payable			
271-000-202.000	Accounts Payable	20,711.04	440.76
Accounts payable		20,711.04	440.76
Due to other funds			
Due to other funds		0.00	0.00
Due to other authorities			
271-000-216.000	Due to DDA - TIF	6,110.21	0.00
271-000-230.000	Due to Brownfield TIF	2,281.66	0.00
Due to other authorities		8,391.87	0.00
Accrued wages payable			
271-000-257.000	Accrued Wages Payable	25,019.83	0.00

Fund 271 PETER WHITE LIBRARY FUND		Current Year	
GL Number	Description	Beg. Balance	Balance
*** Liabilities ***			
	Accrued wages payable	25,019.83	0.00
	Deferred revenue		
271-000-335.000	Deferred Revenue-Property Tax	825,064.25	0.00
	Deferred revenue	825,064.25	0.00
	Accrued leave payable		
	Accrued leave payable	0.00	0.00
	Total Liabilities	879,186.99	440.76
*** Fund Balance ***			
	Fund balance		
271-000-390.000	Fund Balance	750,891.83	750,891.83
	Fund balance	750,891.83	750,891.83
	Total Fund Balance	750,891.83	750,891.83
	Beginning Fund Balance		750,891.83
	Net of Revenues VS Expenditures		411,158.81
	Ending Fund Balance		1,162,314.68
	Total Liabilities And Fund Balance		1,162,491.40

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	05/31/2025 NORM (ABNORM)	MONTH 05/31/25 INCR (DECR)	BALANCE NORM (ABNORM)		09/30/2024 NORM (ABNORM)
Fund 271 - PETER WHITE LIBRARY FUND							
Revenues							
Dept 000							
271-000-402.000	Current Real Property Taxes	1,051,460.00	789,304.92	0.00	262,155.08	75.07	1,006,709.54
271-000-410.000	Current Personal Property Taxes	51,210.00	37,854.97	0.00	13,355.03	73.92	51,192.30
271-000-410.001	Small Taxpayer Exemption Loss	0.00	9,028.15	3,374.63	(9,028.15)	100.00	0.00
271-000-437.000	Industrial Facility Tax	0.00	0.01	0.00	(0.01)	100.00	(0.01)
271-000-445.000	Penalties and Int on Taxes	2,000.00	2,801.68	11.43	(801.68)	140.08	2,158.88
271-000-510.000-50267	Federal Grants-NEA Big Read	16,600.00	16,600.00	1,750.00	0.00	100.00	0.00
271-000-510.000-60002	Federal Grants-Public Gallery Progra	0.00	7,200.00	0.00	(7,200.00)	100.00	0.00
271-000-543.000	State Aid	38,400.00	19,286.44	0.00	19,113.56	50.23	36,702.52
271-000-574.000	State Revenue Sharing	40,000.00	40,000.00	0.00	0.00	100.00	40,000.00
271-000-580.000	Shared Services-Townships	700,000.00	742,919.05	71,496.87	(42,919.05)	106.13	717,454.46
271-000-642.000	Non-Resident Fee/Services	32,000.00	28,246.07	3,477.10	3,753.93	88.27	41,553.67
271-000-655.000	Fines and Forfeits	4,000.00	3,511.63	446.39	488.37	87.79	5,205.27
271-000-658.000	Penal Fines	80,000.00	45,174.87	0.00	34,825.13	56.47	102,296.80
271-000-665.000	Interest/Dividends	10,000.00	12,984.66	7,747.92	(2,984.66)	129.85	95,929.24
271-000-667.000	Rent	34,000.00	25,257.44	4,177.40	8,742.56	74.29	34,560.00
271-000-671.000	Vending Machine Revenue	3,000.00	2,224.10	106.00	775.90	74.14	3,923.55
271-000-675.000	Private Sources	120,000.00	61,481.19	4,090.00	58,518.81	51.23	82,746.37
271-000-676.000	Reimbursements	3,000.00	9,375.15	1,530.33	(6,375.15)	312.51	7,330.82
271-000-678.000	Payment In Lieu of Taxes	2,500.00	0.00	0.00	2,500.00	0.00	3,740.48
271-000-679.000	Carrol Paul Trust	35,600.00	26,700.00	8,900.00	8,900.00	75.00	35,000.00
271-000-679.022	PWPL Development Fund	18,560.00	0.00	0.00	18,560.00	0.00	0.00
271-000-679.022-73021	PWPL Development Fund-Technology	10,880.00	0.00	0.00	10,880.00	0.00	4,600.00
271-000-679.022-73022	PWPL Development Fund-Youth Svcs	3,550.00	0.00	0.00	3,550.00	0.00	2,000.00
271-000-680.000	Designated Donations	10,000.00	10,432.26	1,525.00	(432.26)	104.32	23,478.06
271-000-680.001	Designated Donations-Adult Programin	5,000.00	3,540.06	1,020.01	1,459.94	70.80	4,234.92
271-000-680.002	Designated Donations-Youth Programin	10,000.00	15,540.00	1,450.00	(5,540.00)	155.40	14,247.00
271-000-680.002-73023	Designated Donations-Teen Programing	2,000.00	5,227.20	1,015.00	(3,227.20)	261.36	9,210.00
271-000-680.003	Designated Donations-Adult Materials	10,000.00	18,733.78	2,780.00	(8,733.78)	187.34	11,258.27
271-000-680.004	Designated Donations-Youth Materials	1,500.00	4,110.54	200.00	(2,610.54)	274.04	6,783.12
271-000-680.004-73023	Designated Donations-Teen Materials	100.00	2,340.00	0.00	(2,240.00)	2,340.00	700.00
271-000-684.000	Fund Raising/Events	700.00	639.98	220.98	60.02	91.43	1,583.53
271-000-695.000	Retail Sales/Other	3,000.00	1,668.36	162.73	1,331.64	55.61	4,550.84
Total Dept 000		2,299,060.00	1,942,182.51	115,481.79	356,877.49	84.48	2,349,149.63
TOTAL REVENUES		2,299,060.00	1,942,182.51	115,481.79	356,877.49	84.48	2,349,149.63
Expenditures							
Dept 790 - OPERATIONS							
271-790-702.000	Wages	1,119,400.00	678,047.27	80,522.87	441,352.73	60.57	1,028,088.75
271-790-702.000-60002	Wages-Public Gallery Program	0.00	436.22	173.05	(436.22)	100.00	0.00
271-790-703.000	Accrued Leave Reserve	6,000.00	3,029.60	283.20	2,970.40	50.49	4,798.21
271-790-715.000	Longevity	6,860.00	6,620.00	0.00	240.00	96.50	7,330.00
271-790-716.000	Social Security	85,640.00	52,148.61	6,125.56	33,491.39	60.89	78,876.54
271-790-716.000-60002	Social Security-Public Gallery Progr	0.00	33.36	13.24	(33.36)	100.00	0.00
271-790-717.000	Health Insurance	262,000.00	174,532.71	20,441.59	87,467.29	66.62	243,065.53
271-790-718.000	Life Insurance	1,500.00	643.45	158.10	856.55	42.90	1,125.92
271-790-719.000	Unemployment Insurance	2,500.00	5,212.89	0.00	(2,712.89)	208.52	2,750.69
271-790-720.000	Disability Insurance	3,300.00	1,503.16	337.02	1,796.84	45.55	1,795.30
271-790-721.000	Workers Compensation	2,500.00	1,991.00	0.00	509.00	79.64	2,430.00
271-790-722.000	Retirement-MERS	116,860.00	116,856.00	0.00	4.00	100.00	169,092.00
271-790-724.000	Retirement-DC	50,000.00	35,889.00	4,406.24	14,111.00	71.78	47,690.80
271-790-727.000	Materials Supplies - Magazines	11,100.00	11,031.10	348.28	68.90	99.38	11,012.70

User: JGOODWIN
DB: Marquette

DB: Marquette		PERIOD ENDING 05/31/2025					
GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	05/31/2025 NORM (ABNORM)	MONTH 05/31/25 INCR (DECR)	BALANCE NORM (ABNORM)		09/30/2024 NORM (ABNORM)
Fund 271 - PETER WHITE LIBRARY FUND							
Expenditures							
271-790-728.000	Postage	7,000.00	6,260.65	209.06	739.35	89.44	4,108.76
271-790-740.000	Office & Operating Supplies-Admin	9,000.00	3,864.69	368.40	5,135.31	42.94	8,024.71
271-790-740.003	Operating Supplies-Tech Svcs	7,140.00	4,285.60	950.09	2,854.40	60.02	7,070.07
271-790-740.004	Operating Supplies-IT Serv	6,000.00	5,392.82	533.88	607.18	89.88	5,845.54
271-790-741.000	Music Supplies	1,600.00	570.94	0.00	1,029.06	35.68	947.12
271-790-742.000	Library Activities Admin	6,500.00	1,199.63	1,199.63	5,300.37	18.46	6,813.41
271-790-742.001	Library Activities - Adult Programs	4,000.00	2,036.59	602.04	1,963.41	50.91	3,118.68
271-790-742.002	Library Activities - Youth Programs	2,400.00	2,146.75	179.15	253.25	89.45	2,398.76
271-790-742.002-73023	Library Activities - Teen Programs	600.00	34.35	0.00	565.65	5.73	597.46
271-790-743.000	Computer Programs	6,000.00	6,179.98	93.75	(179.98)	103.00	4,424.44
271-790-744.000	CPT Adult Prog (Music)	10,000.00	4,000.00	250.00	6,000.00	40.00	9,978.00
271-790-746.000	CPT-Digital Media	24,500.00	14,789.13	2,035.29	9,710.87	60.36	18,755.64
271-790-746.002	CPT-Youth Programing (Music)	2,400.00	1,626.77	98.98	773.23	67.78	2,397.21
271-790-746.002-73023	CPT-Teen Programing (Music)	600.00	300.00	0.00	300.00	50.00	600.00
271-790-747.000	Electronic Materials	13,500.00	12,323.01	0.00	1,176.99	91.28	14,094.38
271-790-775.000	Custodial Supplies	10,000.00	7,107.04	2,060.18	2,892.96	71.07	8,867.71
271-790-801.000	Professional/Contractual	138,450.00	87,572.05	5,114.63	50,877.95	63.25	132,296.67
271-790-801.003	Prof/Contr-Waste Mgmt & Snow Removal	15,500.00	13,001.50	3,378.00	2,498.50	83.88	7,280.50
271-790-850.000	Communications	10,500.00	6,265.94	783.76	4,234.06	59.68	9,324.74
271-790-860.000	Transportation	3,500.00	2,798.04	217.00	701.96	79.94	2,874.74
271-790-865.000	Conference/Seminars	4,000.00	1,223.00	0.00	2,777.00	30.58	1,384.00
271-790-880.000	Community Promotion	4,000.00	2,330.00	235.00	1,670.00	58.25	4,476.48
271-790-890.000	Designated Donations Exp	10,000.00	26,225.29	5,982.21	(16,225.29)	262.25	22,268.72
271-790-890.000-60002	Designated Donat Exp-Public Gallery	0.00	863.89	200.00	(863.89)	100.00	0.00
271-790-890.001	Desig Donat Exp-Adult Programs	5,000.00	2,055.05	443.80	2,944.95	41.10	4,399.05
271-790-890.001-50267	Desig Donat Exp-NEA Big Read Grant	16,600.00	14,447.86	300.00	2,152.14	87.04	0.00
271-790-890.002	Desig Donat Exp-Youth Programs	12,000.00	14,054.49	7,556.41	(2,054.49)	117.12	14,239.24
271-790-890.002-73023	Designated Donations Exp-Teen Progra	0.00	3,384.58	192.85	(3,384.58)	100.00	9,237.00
271-790-891.000-73021	Development Fund Exp-Technology	10,880.00	0.00	0.00	10,880.00	0.00	2,300.00
271-790-891.000-73022	Development Fund Exp-Youth Svcs	2,840.00	264.04	0.00	2,575.96	9.30	1,596.29
271-790-891.000-73023	Development Fund Exp-Teen Services	710.00	0.00	0.00	710.00	0.00	399.32
271-790-900.000	Printing/Publishing	1,000.00	799.24	0.00	200.76	79.92	687.00
271-790-910.000	Insurance	26,000.00	27,767.80	0.00	(1,767.80)	106.80	25,490.00
271-790-920.000	Purchased Power	88,000.00	47,043.69	6,208.74	40,956.31	53.46	89,681.87
271-790-921.000	Purchased Natural Gas	35,000.00	17,183.96	2,689.97	17,816.04	49.10	20,317.77
271-790-922.000	Purchased Water	10,000.00	4,058.75	589.97	5,941.25	40.59	10,277.19
271-790-923.000	Purchased Stormwater	690.00	464.00	58.00	226.00	67.25	600.00
271-790-930.000	Repair/Maintenance	25,000.00	28,299.48	815.99	(3,299.48)	113.20	15,281.19
271-790-940.000	Rental	5,700.00	2,722.03	800.58	2,977.97	47.75	4,940.22
271-790-950.000	Friends Sponsored/Incentive Program	1,000.00	471.59	147.85	528.41	47.16	928.87
271-790-951.000	Vending Supplies Expense	3,000.00	1,552.48	420.00	1,447.52	51.75	2,435.47
271-790-960.000	Membership Fees	3,500.00	3,795.46	1,638.00	(295.46)	108.44	2,377.03
271-790-976.000	Capital Outlay-Bldg Improvements	10,000.00	0.00	0.00	10,000.00	0.00	181,146.00
271-790-977.000	Capital Outlay-Equipment	2,500.00	2,019.20	0.00	480.80	80.77	10,700.00
271-790-977.000-73001	Capital Outlay-Audio Equipment	1,000.00	319.36	319.36	680.64	31.94	1,000.00
271-790-983.000-73004	Capital Outlay-Adult & Reference Boo	36,000.00	26,107.46	3,670.98	9,892.54	72.52	32,845.52
271-790-983.000-73006	Capital Outlay-Youth Books	8,000.00	6,487.06	1,151.64	1,512.94	81.09	7,251.20
271-790-983.000-73010	Capital Outlay-Audio Books	4,000.00	2,156.13	40.59	1,843.87	53.90	3,384.10
271-790-983.000-73012	Capital Outlay-DVDs	4,000.00	3,132.62	430.95	867.38	78.32	3,733.49
271-790-983.000-73019	Capital Outlay-"Library of Things"	1,000.00	52.97	39.99	947.03	5.30	424.13
271-790-983.000-73023	Capital Outlay-Teen Books	3,000.00	2,224.56	430.85	775.44	74.15	2,648.76
271-790-983.002	Capital Outlay-Desig Donations-Youth	500.00	3,489.48	1,117.07	(2,989.48)	697.90	6,800.90
271-790-983.002-73010	Capital Outlay-Desig Donations-Youth	0.00	500.00	0.00	(500.00)	100.00	499.59
271-790-983.002-73023	Capital Outlay-Desig Donations-Teen	100.00	729.59	0.00	(629.59)	729.59	629.05
271-790-983.003	Capital Outlay-Desig Donations-Adult	8,000.00	15,068.74	747.74	(7,068.74)	188.36	11,291.69
271-790-997.000	Reserves	9,190.00	0.00	0.00	9,190.00	0.00	0.00

		PERIOD ENDING 05/31/2025						
GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT	END BALANCE
		AMENDED BUDGET	05/31/2025	MONTH 05/31/25		BALANCE	USED	09/30/2024
			NORM (ABNORM)	INCR (DECR)		NORM (ABNORM)		NORM (ABNORM)
Fund 271 - PETER WHITE LIBRARY FUND								
Expenditures								
Total Dept 790 - OPERATIONS		2,299,060.00	1,531,023.70	167,111.53		768,036.30	66.59	2,343,546.12
TOTAL EXPENDITURES		2,299,060.00	1,531,023.70	167,111.53		768,036.30	66.59	2,343,546.12
Fund 271 - PETER WHITE LIBRARY FUND:								
TOTAL REVENUES		2,299,060.00	1,942,182.51	115,481.79		356,877.49	84.48	2,349,149.63
TOTAL EXPENDITURES		2,299,060.00	1,531,023.70	167,111.53		768,036.30	66.59	2,343,546.12
NET OF REVENUES & EXPENDITURES		0.00	411,158.81	(51,629.74)		(411,158.81)	100.00	5,603.51

Fund 794 CARROL PAUL MEMORIAL FUND			
GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
Cash and cash equivalents			
	Cash and cash equivalents	0.00	0.00
Investments			
794-000-017.000	Investments in Securities	956,166.87	938,329.24
	Investments	956,166.87	938,329.24
Total Assets		956,166.87	938,329.24
*** Liabilities ***			
Accounts payable			
	Accounts payable	0.00	0.00
Total Liabilities		0.00	0.00
*** Fund Balance ***			
Fund balance			
794-000-396.000	Restricted Retained Earnings	956,166.87	938,329.24
	Fund balance	956,166.87	938,329.24
Total Fund Balance		956,166.87	938,329.24
Beginning Fund Balance			956,166.87
Net of Revenues VS Expenditures			0.00
Fund Balance Adjustments			(17,837.63)
Ending Fund Balance			938,329.24
Total Liabilities And Fund Balance			938,329.24

DB: Marquette

		PERIOD ENDING 05/31/2025					
		2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE		END BALANCE
GL NUMBER	DESCRIPTION	AMENDED BUDGET	05/31/2025 NORM (ABNORM)	MONTH 05/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	% BDGT USED	09/30/2024 NORM (ABNORM)
Fund 371 - LIBRARY IMPROVEMENT DEBT FUND							
Revenues							
Dept 000							
371-000-402.000	Current Real Property Taxes	292,110.00	217,989.28	0.00	74,120.72	74.63	233,236.88
371-000-410.000	Current Personal Property Taxes	21,670.00	15,994.35	0.00	5,675.65	73.81	18,812.28
371-000-410.001	Small Taxpayer Exemption Loss	0.00	1,825.39	682.31	(1,825.39)	100.00	0.00
371-000-437.000	Industrial Facility Tax	20,020.00	14,938.57	0.00	5,081.43	74.62	16,071.23
371-000-445.000	Penalties and Int on Taxes	0.00	743.47	2.60	(743.47)	100.00	454.41
371-000-678.000	Payment In Lieu of Taxes	0.00	0.00	0.00	0.00	0.00	755.83
371-000-697.000	Fund Balance Carried Forward	9,820.00	0.00	0.00	9,820.00	0.00	0.00
Total Dept 000		343,620.00	251,491.06	684.91	92,128.94	73.19	269,330.63
TOTAL REVENUES		343,620.00	251,491.06	684.91	92,128.94	73.19	269,330.63
Expenditures							
Dept 906 - Debt Service							
371-906-801.000	Professional/Contractual	520.00	520.00	0.00	0.00	100.00	520.00
371-906-991.000	Debt Service-Principal	250,000.00	250,000.00	0.00	0.00	100.00	235,000.00
371-906-995.000	Debt Service-Interest	93,100.00	93,100.00	0.00	0.00	100.00	97,950.00
Total Dept 906 - Debt Service		343,620.00	343,620.00	0.00	0.00	100.00	333,470.00
TOTAL EXPENDITURES		343,620.00	343,620.00	0.00	0.00	100.00	333,470.00
Fund 371 - LIBRARY IMPROVEMENT DEBT FUND:							
TOTAL REVENUES		343,620.00	251,491.06	684.91	92,128.94	73.19	269,330.63
TOTAL EXPENDITURES		343,620.00	343,620.00	0.00	0.00	100.00	333,470.00
NET OF REVENUES & EXPENDITURES		0.00	(92,128.94)	684.91	92,128.94	100.00	(64,139.37)

Background Information

- Board Action Items**
- Old Business**
- New Business**

TO: PWPL Board of Trustees
FROM: Andrea Ingmire, Library Director
DATE: June 17, 2025
RE: Board Action Items

1) Request for Proposals – Grounds Concrete Repair Project

Background:

In spring 2025, Facilities Manager, John Povey reached out to several contractors to get an estimate of the costs associated with repairing several sidewalks and filling beds in the parking lot with cement. Closner Construction & Sales Inc was the only company to provide an estimate. This estimate was over \$25,000, in accordance with the PWPL [MGT 8 – Purchasing Policy](#) an RFP was posted on May 22, 2025 with a submission deadline of June 11, 2025.

- Parker and Sons Contracting - \$82,900
- Closner Construction & Sales Inc - \$63,160

Staff have reviewed the bids as presented and feel that Closner Construction and Sales should be awarded the project due to costs and previous positive work with PWPL.

Fiscal Effect:

Use of General Fund Trust to pay for this project.

Recommendation:

Accept the proposal from Closner Construction & Sales Inc for the Grounds Concrete Repair Project to be paid for by the General Fund Trust.

Alternatives:

As determined by the PWPL Board of Trustees.

Attachments:

- o RFP – Grounds Concrete Repair Project
- o Bids as received

REQUEST FOR PROPOSALS (RFP)

Grounds Concrete Repair Project – Peter White Public Library

Issue Date: May 22, 2025

Proposal Due Date: June 11, 2025 by 5:00 PM

Evaluation Date: June 17, 2025

1. Introduction

The Peter White Library Board of Trustees is soliciting proposals from qualified contractors for the removal and replacement of concrete at three designated areas on library property. The project includes demolition of existing surfaces, subgrade preparation, new concrete placement, finishing, and clean-up. Proposals will be evaluated based on cost, experience, timeline, and adherence to specifications.

2. Project Location

Peter White Public Library
217 North Front Street
Marquette, MI 49855

3. Scope of Work

The successful contractor will be responsible for the following:

- **Demolition & Removal:**

- Location 1. Remove and dispose of a **6' x 16' concrete driveway section**

- Location 2. Remove and dispose of a **10' x 46' sidewalk near the front book drop** (not including the newer concrete upon which the book drop and bollards sit.)

- Location 3. Remove and dispose of any additional substrate from **parking lot islands** (pea gravel will be removed in advance by others)

- **Subgrade Preparation, at all locations:**

- Compact and level subgrade to ensure proper drainage and structural support

- **Concrete Installation, at all locations:**

- Pour **4-inch thick concrete slabs**

- Use **4000 PSI concrete mix**

- Reinforce with **6x6 W1.4/W1.4 WWF (10/10 welded wire fabric)**

- Apply a **broom finish** for slip resistance

- Install **control and expansion joints** as appropriate

- **Clean-Up & Disposal, at all locations:**

- Remove all construction debris and old materials from the site

- Leave the site clean and safe for public access

4. Proposal Requirements

Please include the following in your proposal:

- Company name, address, and contact information
 - Summary of qualifications and relevant experience
 - Itemized cost estimate (labor, materials, equipment, cleanup)
 - Estimated start and completion dates
 - Proof of insurance and licensing
 - References from recent similar projects
-

5. Submission Instructions

Deadline: All proposals must be received by **June 11, 2025 at 5:00 PM.**

Proposals may be submitted by either of the following methods:

- **Email:** aing@pwpl.info
 - **Mail or In-Person Delivery:**
Peter White Public Library
Attn: Andrea Ingmire Library Director, Concrete RFP
217 North Front Street
Marquette, MI 49855
-

6. Evaluation Criteria

Proposals will be reviewed by the XX Library Board of Trustees on **June 17, 2025**. Selection will be based on:

- Adherence to project specifications
 - Total cost and value
 - Contractor qualifications and experience
 - Timeline for completion
 - References and past performance
-

7. Additional Information

Site visits can be scheduled by contacting:

John Povey

Facilities Manager

jpovey@pwpl.info

906-235-4262

See attached photos.

The Peter White Public Library reserves the right to reject any or all proposals, to waive informalities, and to select the contractor deemed to be in the best interest of the Library.









Closner Construction & Sales, Inc
GENERAL • BUILDING • CONTRACTORS
2050 Enterprise Street • Marquette, Michigan 49855
(906) 225-1146 • Fax (906) 225-0506

Proposal

Proposal Submitted to: Peter White Public Library 217 N Front St Marquette, MI 49855		Attn: Andrea Ingmire Date: 15-May-25 Phone: 906-228-9510 E-mail: aing@pwpl.info
Job Name: Concrete Sidewalks	Location: Peter White Public Library, Marquette, MI	
Architect: NA	Date of Plans: NA	

We hereby submit an estimate for the following scope of work:

Below descriptions of work were discussed during an on-site meeting between Jeff Goodney with Closner Construction and John Povey with Peter White Public Library (PWPL) on May 6th. Subsequent emails between Jeff and Andrea Ingmire with PWPL confirmed the scope of work.

1) North Dumpster and Receiving Area: Remove 6' x 16' concrete driveway section and replace with new concrete driveway. The new concrete slab will be 4" thick and will have 4,000 psi concrete with a broom finish, doveled into the existing slabs, and reinforced with 6x6 10/10 WWF reinforcing.

2) West Sidewalk Around Book Drop Box: Remove 10' x 46' concrete sidewalk section and replace with new concrete sidewalk. The new concrete slab will be 4" thick and will have 4,000 psi concrete with a broom finish, doveled into the existing slabs, and reinforced with 6x6 10/10 WWF reinforcing.

3) Infill Parking Lot Island at Pea Gravel Areas Currently: Per email from Andrea Ingmire, the pea gravel will be removed and disposed of by others. We've assumed this pea gravel is 4" thick and have not included any additional soil removal. Infill both sides of existing concrete sidewalk with new concrete slab that will be 4" thick and have 4,000 psi concrete (standard gray color) with a broom finish, doveled into the existing slabs, and reinforced with 6x6 10/10 WWF reinforcing. Approximately 1,800 SF.

Addendums Acknowledged: NA

Inclusions: Daily cleanup, Final cleanup, and Disposal fees for our work.

Exclusions: Painting of curbing, Parking lot striping, Engineering, Design Services, Marquette City Zoning, and Marquette County Plan Review and Permits. Performance and Payment Bond, Testing, and Utility usage fees. Winter heat and protection - Assumed work would be completed summer of 2025.

We propose to furnish material, labor, and equipment to complete the above scope of work, for the amount of:

\$63,160 Sixty three thousand one hundred sixty ----- 00/100 dollars

Authorized Signature: **Jeff Goodney, President**

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Proposal Accepted By:

Printed Name: **Date:**



Parker and Sons Contracting LLC

6156 US 41 South Marquette MI 49855
parkerandsonsproperties@gmail.com
(906) 829-0725

Submission of Project Proposal

Peter White Public Library - Grounds Concrete Repair

- **Proposal Requirements**
 - Company name: Parker and Sons Contracting LLC
 - Owner and Project Superintendent: Derek Parker (906) 202-0123
 - Project Manager: Greg Franklin (906) 251-0337
 - Office Manager: Brianna Harsch (906) 360-3362
 - Address: 6156 US 41 South Marquette MI 49855

- **Qualifications - Insurance - Licensing**
 - Company Builders License No. 262500327
 - Qualifying Officer: Derek Parker
 - Qualifying Officer License No. 242000809
 - See Exhibit A - Proof of Licensing
 - See Exhibit B - Proof of Insurance

- **Relevant Experience 2025**
 - Industrial 27,000sq ft Elf Site renovation and ownership
 - Birchmont Motel 29 room renovation and ownership
 - Park Place Event Center renovation and ownership
 - Parker Heights Subdivision creation
 - All dirt work, sewer and road construction for Parker Heights
 - Built two custom homes from the ground up with one currently in progress located in Parker Heights
 - Soucy Electric industrial warehouse construction
 - Commercial automotive garage build in Ishpeming

- Residential driveway installments and sidewalks within the city of Marquette
- Commercial and Residential concrete foundations and floors
- Custom residential remodeling
- Engineered and constructed Squaw Beach sea wall project in Big Bay
- Multiple MDOT curb cuts and driveways constructed
- Subcontract trucks and equipment for Payne and Dolan, performing road construction
- Timeline For Completion
 - Project starting between July and August 2025
 - Completion timeline approximately 7-10 business days
- References
 - Tim Soucy - (906) 273-2072
 - Joe Derocha - (906) 361-6686
 - Andy Allan - (906) 360-3252
 - Ryan Hammack - (815) 978-6661

EXHIBIT A

Q548709

GRETCHEN WHITMER
Governor

**Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Individual Builder License**

DEREK P PARKER
349 MCMASTER RD
SKANDIA, MI 49885

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

License No.
242000809

Expiration Date:
05/31/2026

This document is duly
issued under the laws of the
State of Michigan

R318321

GRETCHEN WHITMER
Governor

**Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Company Builder License**

PARKER AND SONS PROPERTIES LLC
6156 US HWY 41 SOUTH
MARQUETTE, MI 49855

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

Qualifying Officer:
Derek P Parker
Qualifying Officer #
242000809

License No.
262500327

Expiration Date:
05/31/2028

This document is duly
issued under the laws of the
State of Michigan

EXHIBIT B



PARK&SO-01

SNIEMELA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/16/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Acrisure Great Lakes Partners Insurance Services, LLC 223 West Grand River Ave #1 Howell, MI 48843	CONTACT NAME: Sarah Niemela PHONE (A/C, No, Ext): (906) 315-7223 FAX (A/C, No): E-MAIL ADDRESS: saniemela@acrisure.com
INSURED Parker & Sons Properties, LLC 6156 US Hwy 41 South Marquette, MI 49855	INSURER(S) AFFORDING COVERAGE INSURER A : Benchmark Insurance Company 41394 INSURER B : Incline Casualty Company 11090 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:		GRBCP5007747	9/23/2024	9/23/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		CA5003543	9/23/2024	9/23/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB CLAIMS-MADE DED ☒ RETENTION \$ 10,000		GRBUM5003298	9/23/2024	9/23/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ AGG \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y N/A	GRB WC7000314 1	7/24/2024	7/24/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
All coverages are subject to insurance policy terms and conditions.

CERTIFICATE HOLDER

CANCELLATION

City of Marquette 300 W. Baraga Ave. Marquette, MI 49855	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

PARKER & SONS CONTRACTING

6156 US 41 S
Marquette, MI 49855

906-829-0725

derek@parkerandsonscontracting.com

License No. 242000809



PARKER & SONS

ESTIMATE

Estimate Date: 06/10/2025

Peter White Public Library	aing@pwpl.info
217 North Front Street Marquette, MI	
Grounds Concrete Repair Project	

SCOPE OF WORK:

Materials:

Concrete 4000 PSI	\$6,930.00
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6x6 W1.4/W1.4 WWF (10/10 welded wire fabric)	\$1,343.00
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4"x1/2" Expansion Joint	\$500.00
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Dowels, epoxy, forming lumber, fasteners	\$400.00
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Tax	\$751.00
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Total:	\$9,724.00
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Equipment:

Quad axle dump truck	\$2,160.00
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F550 dump truck	\$1,920.00
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Dump trailer	\$700.00
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Loader/mini excavator/skid steer	\$15,400.00
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Pick up trucks and work vans	\$2,005.00
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Heavy equipment mobilization and demobilization	\$2,000.00
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Compactor	\$500.00
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Jack hammer	\$400.00
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Concrete saw	\$400.00
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Wet cut concrete saw	\$1,000.00
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Hand and finishing tools	\$1,000.00
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Temporary sanitation facility	\$500.00
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SCOPE OF WORK:

Total:	\$27,985.00
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Disposal:	\$2,500.00
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Labor for demolition, concrete prep/finish, traffic control/barricades, clean up and landscaping of any disturbed soils.	\$42,696.00
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TOTAL	\$82,900.00
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Signature of acceptance:

Date:

* Please note: You must pay 50% of estimate for work to begin.

TO: PWPL Board of Trustees
FROM: Andrea Ingmire, Library Director
DATE: June 17, 2025
RE: Board Action Items

2) Budget FY24/25 – Adjustments

Background:

Library Budgets are created with the information at hand and often represent estimates and not actual revenues and expenses. As the fiscal year progresses these numbers become more accurate. The fiscal year is currently over 67% complete and the bulk of revenues have been collected.

Finance Director, Jamie Goodwin, has reviewed the current fiscal year budget and is providing a budget amendment for board review. Notes of changes are provided in the attached document and in summary as follows.

Revenue increases include Small Taxpayer Exemption Loss of \$9,028 and Township Contract Revenue back taxes estimated increase of \$42,000. A detailed listing of the Township Revenues is attached. Also noted are increases in room reservation revenues, insurance claim funding from the January 20th HVAC leak, and the State of Michigan Arts and Culture grant for the Public Gallery Program. In addition, the library has received an outstanding amount of designated donations for programming and materials this year of nearly \$38,000. Designated donation funding includes Friends of PWPL requests.

Increased expenditures of note include a rise in the unemployment rate, additional full-time position, battery backup replacement and other building repair projects, expenditures of designated donation lines for programming and materials, and grant expenses. As a net positive in expenditures is the low gas usage.

Fiscal Effect:

Budget revenues and expenses are in balance, with an increase in budget of \$104,408 for a total budget of \$2,403,463.00. Includes a reserve amount of \$55,456, an increase of \$46,258 from the initial budget proposal.

Recommendation:

PWPL Board of Trustees moves to approve the budget amendments as presented.

Alternatives:

As determined by the PWPL Board of Trustees.

Attachments:



TO: PWPL Board of Trustees
FROM: Andrea Ingmire, Library Director
DATE: June 17, 2025
RE: Board Action Items

- o Peter White Public Library Fiscal Year 2024/2025 Budget
- o Township Revenue and Penal Fines

Peter White Library Fiscal Year 2024-2025

REVENUES					
City of Marquette:		Budget 24-25	Amended 6/17/25	Change	Notes
Real Property Tax	271-000-402.000	\$ 1,051,450.00	\$ 1,051,450.00	\$ -	
Personal Property Tax	271-000-410.000	\$ 51,210.00	\$ 51,210.00	\$ -	
Small Taxpayer Exemption Loss	271-000-410.001		\$ 9,028.00	\$ 9,028.00	a number the City did not include last FY when planning
Industrial Facility Tax	271-000-437.000			\$ -	
Current Year Penalty	271-000-445.000	\$ 2,000.00	\$ 2,800.00	\$ 800.00	adjust to actual revenue received to date
Payment in Lieu of Taxes	271-000-678.000	\$ 2,500.00	\$ 2,500.00	\$ -	
Subtotal:		\$ 1,107,160.00	\$ 1,116,988.00	\$ 9,828.00	
State Grants:		Budget 24-25	Amended 6/17/25	Change	Notes
State Revenue Sharing	271-000-574.000	\$ 40,000.00	\$ 40,000.00	\$ -	
State Aid Grants	271-000-543.000	\$ 38,400.00	\$ 38,400.00	\$ -	
Subtotal:		\$ 78,400.00	\$ 78,400.00	\$ -	
Township Contract:			Amended 6/17/25	Change	Notes
Township Contract Revenue	271-000-580.000	\$ 700,000.00	\$ 742,000.00	\$ 42,000.00	To account for actual revenue received which includes back taxes from Marquette Township
Subtotal:		\$ 700,000.00	\$ 742,000.00	\$ 42,000.00	
Penal Fines:		Budget 24-25	Amended 6/17/25	Change	Notes
Penal Fines	271-000-658.000	\$ 80,000.00	\$ 80,000.00	\$ -	
Subtotal:		\$ 80,000.00	\$ 80,000.00	\$ -	
Fines, Fees, Rental, Other:		Budget 24-25	Amended 6/17/25	Change	Notes
Services--Non Resident	271-000-642.000	\$ 32,000.00	\$ 32,000.00	\$ -	
Library Fines	271-000-655.000	\$ 4,000.00	\$ 4,000.00	\$ -	
Interest	271-000-665.000	\$ 10,000.00	\$ 10,000.00	\$ -	
Land & Building Rental	271-000-667.000	\$ 34,000.00	\$ 36,000.00	\$ 2,000.00	increase in room reservations consistent with statistics
Gain on Sale of Fixed Assets	271-000-673.000				
Reimbursements	271-000-676.000	\$ 3,000.00	\$ 9,500.00	\$ 6,500.00	to account for HVAC insurance claim
Vending Machine Revenue	271-000-671.000	\$ 3,000.00	\$ 3,000.00	\$ -	
Retail Sales	271-000-695.000	\$ 3,000.00	\$ 2,000.00	\$ (1,000.00)	decrease in t-shirt sales
Subtotal:		\$ 89,000.00	\$ 96,500.00	\$ 7,500.00	

Peter White Library Fiscal Year 2024-2025

REVENUES					
Fund Raising, Grants, Special Events:		Budget 24-25	Amended 6/17/25	Change	Notes
Private Sources	271-000-675.000	\$ 120,000.00	\$ 120,000.00	\$ -	
Carroll Paul Trust Fund	271-000-679.000	\$ 35,600.00	\$ 35,600.00	\$ -	
General Fund Trust - Disbursement	271-000-674.000				
PWPL Development Fund -Gen Operating	271-000-679.022	\$ 18,565.00	\$ 18,565.00	\$ -	
PWPL Development Fund- Tech	271-000-679.022-73021	\$ 10,880.00	\$ 10,880.00	\$ -	
PWPL Development Fund -YS	271-000-679.022-73022	\$ 3,550.00	\$ 3,550.00	\$ -	
Designated Donations	271-000-680.000	\$ 10,000.00	\$ 27,000.00	\$ 17,000.00	to be consistent with revenue received thus far
Designated Donations -Adult Programs	271-000-680.001	\$ 5,000.00	\$ 3,540.00	\$ (1,460.00)	
Designated Donations -YS Programs	271-000-680.002	\$ 10,000.00	\$ 15,540.00	\$ 5,540.00	
Designated Donations -Teen Programs	271-000-680.002-73023	\$ 2,000.00	\$ 5,220.00	\$ 3,220.00	
Designated Donations -Adult Materials	271-000-680.003	\$ 10,000.00	\$ 18,730.00	\$ 8,730.00	
Designated Donations -YS Materials	271-000-680.004	\$ 1,500.00	\$ 4,110.00	\$ 2,610.00	
Designated Donations -Teen Materials	271-000-680.004	\$ 100.00	\$ 2,340.00	\$ 2,240.00	
Ticket sales / Events Donation	271-000-684.000	\$ 700.00	\$ 700.00	\$ -	
Subtotal:		\$ 227,895.00	\$ 265,775.00	\$ 37,880.00	
Grants:			Amended 6/17/25	Change	Notes
Grant - NEA Grant Big Read	271-000-510.000-50267	\$ 16,600.00	\$ 16,600.00	\$ -	
Grant -Public Gallery Program (Federal)	271-000-510.000-60002		\$ 7,200.00	\$ 7,200.00	grant was received after the budget was set
Subtotal:		\$ 16,600.00	\$ 23,800.00	\$ 7,200.00	
Fund Balance					
TOTAL REVENUES:		\$ 2,299,055.00	\$ 2,403,463.00	\$ 104,408.00	
Total Revenues (no fund balance)		\$ 2,299,055.00	\$ 2,403,463.00	\$ 104,408.00	

Peter White Library Fiscal Year 2024-2025

EXPENDITURES					
Fringe Benefits:		Budget 24-25	Amended 6/17/25	Change	Notes
Salaries & Wages	271-790-702.000	\$ 1,119,400.00	\$ 1,119,400.00	\$ -	
Wages -Public Gallery Program	271-790-702.000-60002		\$ 900.00	\$ 900.00	grant was received after the budget was set
Accrued PTO Expenses	271-790-703.000	\$ 6,000.00	\$ 6,000.00	\$ -	
Longevity	271-790-715.000	\$ 6,860.00	\$ 6,620.00	\$ (240.00)	adjust to actual amount paid in fy
Employers Social Security	271-790-716.000	\$ 85,631.00	\$ 85,631.00	\$ -	
Employers Social Security: Public Gallery Program	271-790-716.000-60002	\$ -	\$ 75.00	\$ 75.00	grant was received after the budget was set
Hospitalization Insurance	271-790-717.000	\$ 262,000.00	\$ 262,000.00	\$ -	
Employees' Life Insurance	271-790-718.000	\$ 1,500.00	\$ 1,500.00	\$ -	
Unemployment Comp. Insurance	271-790-719.000	\$ 2,500.00	\$ 6,500.00	\$ 4,000.00	raise in unemployment rate tied to City
Worker's Compensation Insurance	271-790-721.000	\$ 2,500.00	\$ 2,000.00	\$ (500.00)	adjust to actual amount paid in fy
Long Term Disability	271-790-720.000	\$ 3,300.00	\$ 2,000.00	\$ (1,300.00)	
Retirement (MERS - DB)	271-790-722.000	\$ 116,856.00	\$ 116,856.00	\$ -	
Retirement (MERS - DC)	271-790-724.000	\$ 50,000.00	\$ 56,000.00	\$ 6,000.00	addition of Full Time Maint. Assistant Dept Head
Subtotals:		\$ 1,656,547.00	\$ 1,665,482.00	\$ 8,935.00	
Materials:		Budget 24-25	Amended 6/17/25	Change	Notes
Magazine	271-790-727.000	\$ 11,100.00	\$ 11,100.00	\$ -	
Computer Software	271-790-743.000	\$ 6,000.00	\$ 6,300.00	\$ 300.00	due to new website additions we were unaware of
Capital Outlay Computer Equipment	271-790-977.000	\$ 2,500.00	\$ 2,500.00	\$ -	
Development Fund - Technology	271-790-891.000-73021	\$ 10,880.00	\$ 10,880.00	\$ -	
CPT Capital Outlay Audio Equipment	271-790-977.000-73001	\$ 1,000.00	\$ 1,000.00	\$ -	
Capital Outlay: Designated Materials	271-790-983.003	\$ 8,000.00	\$ 18,730.00	\$ 10,730.00	to be consistent with revenue received thus far
Capital Outlay: Designated YS Materials	271-790-983.002	\$ 500.00	\$ 4,110.00	\$ 3,610.00	
Capital Outlay: Designated Teen Materials	271-790-983.002-73023	\$ 100.00	\$ 2,340.00	\$ 2,240.00	
Adult & Reference Books	271-790-983.000-73004	\$ 36,000.00	\$ 36,000.00	\$ -	
Youth Books	271-790-983.000-73006	\$ 8,000.00	\$ 8,000.00	\$ -	
Teen Books	271-790-983.000-73023	\$ 3,000.00	\$ 3,000.00	\$ -	
CPT Audio Books	271-790-983.000-73010	\$ 3,500.00	\$ 3,500.00	\$ -	
CPT Audio Books - YS	271-790-983.002-73010	\$ 500.00	\$ 500.00	\$ -	
CPT DVD	271-790-983.000-73012	\$ 4,000.00	\$ 4,000.00	\$ -	
Library of Things		\$ 1,000.00	\$ 1,000.00	\$ -	
CPT - Digital Media	271.790-746.000	\$ 24,500.00	\$ 25,000.00	\$ 500.00	
Electronic Materials	271-790-747.000	\$ 13,500.00	\$ 13,500.00	\$ -	
Subtotals:		\$ 134,080.00	\$ 151,460.00	\$ 17,380.00	

Peter White Library Fiscal Year 2024-2025

EXPENDITURES					
Operating, Printing, Prof & Contractual:		Budget 24-25	Amended 6/17/25	Change	Notes
Postage	271-790-728.000	\$ 7,000.00	\$ 7,500.00	\$ 500.00	increase in mailing -particularly passports consistent with statistics
Operating Supplies Administration	271-790-740.000	\$ 9,000.00	\$ 9,000.00	\$ -	
Operating Supplies Tech Services	271-790-740.003	\$ 7,140.00	\$ 7,140.00	\$ -	
Operating Supplies IT	271-790-740.004	\$ 6,000.00	\$ 6,000.00	\$ -	
CPT Music Supplies	271-790-741.000	\$ 1,600.00	\$ 1,600.00	\$ -	
Library Activities Admin Programs	271-790-742.000	\$ 6,500.00	\$ 6,500.00	\$ -	
Library Activities Adult Programs	271-790-742.001	\$ 4,000.00	\$ 4,000.00	\$ -	
Library Activities Youth Programs	271-790-742.002	\$ 2,400.00	\$ 2,400.00	\$ -	
Library Activities Teen Programs	271-790-742.002-73023	\$ 600.00	\$ 600.00	\$ -	
CPT Music Adult Programs	271-790-744.000	\$ 10,000.00	\$ 10,000.00	\$ -	
CPT Music Youth Programs	271-790-746.002	\$ 2,400.00	\$ 2,400.00	\$ -	
CPT Music Teen Programs	271-790-746.002-73023	\$ 600.00	\$ 600.00	\$ -	
Professional & Contractual	271-790-801.000	\$ 138,450.00	\$ 138,450.00	\$ -	
Prof & Contractual Snow and Waste	271-790-801.003	\$ 15,500.00	\$ 14,000.00	\$ (1,500.00)	increased landfill fees absorbed by light winter
Communications	271-790-850.000	\$ 10,500.00	\$ 10,000.00	\$ (500.00)	
Transportation	271-790-860.000	\$ 3,500.00	\$ 3,500.00	\$ -	
Conferences	271-790-865.000	\$ 4,000.00	\$ 4,000.00	\$ -	
Community Promotion	271-790-880.000	\$ 4,000.00	\$ 4,000.00	\$ -	
Printing & Publishing	271-790-900.000	\$ 1,000.00	\$ 1,500.00	\$ 500.00	
Rental	271-790-940.000	\$ 5,700.00	\$ 5,700.00	\$ -	
Designated Donation	271-790-890.000	\$ 10,000.00	\$ 27,000.00	\$ 17,000.00	to be consistent with revenue received thus far
Design Donations Adult Programs	271-790-890.001	\$ 5,000.00	\$ 3,540.00	\$ (1,460.00)	
Design Donations Youth Programs	271-790-890.002	\$ 10,000.00	\$ 15,540.00	\$ 5,540.00	
Design Donations Teen Programs	271-790-890.002	\$ 2,000.00	\$ 5,220.00	\$ 3,220.00	
Development Fund - YS Programs	271-790-891.000-73022	\$ 2,840.00	\$ 2,840.00	\$ -	
Development Fund - Teen Programs	271-790-891.000-73023	\$ 710.00	\$ 710.00	\$ -	
NEA Big Read Grant	271-790-890.001-50267	\$ 16,600.00	\$ 16,600.00	\$ -	
Public Art Gallery Grant	271-790-890.000-60002		\$ 6,225.00	\$ 6,225.00	grant was received after the budget was set
Membership Fees	271-790-960.000	\$ 3,500.00	\$ 4,000.00	\$ 500.00	
Staff Development	271-790-950.000	\$ 1,000.00	\$ 1,000.00	\$ -	
Vending Machine Supplies	271-790-951.000	\$ 3,000.00	\$ 3,000.00	\$ -	
Subtotals:		\$ 294,540.00	\$ 324,565.00	\$ 30,025.00	

Peter White Library Fiscal Year 2024-2025

EXPENDITURES					
Building Operations:		Budget 24-25	Amended 6/17/25	Change	Notes
Custodial Supplies	271-790-775.000	\$ 10,000.00	\$ 10,000.00	\$ -	
Insurance & Bonds	271-790-910.000	\$ 26,000.00	\$ 27,800.00	\$ 1,800.00	
Public Utilities Power	271-790-920.000	\$ 88,000.00	\$ 88,000.00	\$ -	
Public Utilities Gas	271-790-921.000	\$ 35,000.00	\$ 25,000.00	\$ (10,000.00)	propane costs remain lower than expected
Public Utilities Water	271-790-922.000	\$ 10,000.00	\$ 10,000.00	\$ -	
Storm Drain Utilities	271-790-923.000	\$ 690.00	\$ 700.00	\$ 10.00	city gave me a slightly different # when preparing the budget
Repair and Maintenance Supplies	271-790-930.000	\$ 25,000.00	\$ 35,000.00	\$ 10,000.00	to absorb HVAC expense and various maint. Projects happening
Building Improvements	271-790-976.000	\$ 10,000.00	\$ 10,000.00	\$ -	
Subtotals:		\$ 204,690.00	\$ 206,500.00	\$ 1,810.00	
Reserves	271-790-956.000	\$ 9,198.00	\$ 55,456.00	\$ 46,258.00	
GRAND TOTAL EXP.: (Includes Reserves)		\$ 2,299,055.00	\$ 2,403,463.00	\$ 104,408.00	
Expenditures Total (No Reserves)		\$ 2,289,857.00	\$ 2,348,007.00		
Balance					
Bond Costs					
Revenues vs Expenditures		\$ -	\$ -		

**Township Revenue and
Penal Fines**

FY24-25 Township Revenue

Received	Chocolay	Marquette	Sands	Skandia	West Branch	TWP TOTAL	Penal Fines
12/02/24		98.61	2021 Delinquent PPP			98.61	
12/02/24		319.13	2020 Delinquent PPP			319.13	
12/02/24		159.60	2018 Delinquent PPP			159.60	
12/12/24						-	8,403.77
12/12/24		104.93	2023 Delinquent PPP			104.93	
12/12/24		32.14	2023 Delinquent PPP			32.14	
12/20/24		3.21	2021 Delinquent PPP			3.21	
12/20/24		111.52	2020 Delinquent PPP			111.52	
01/02/25				14,691.42		14,691.42	
01/02/25						-	6,145.00
01/10/25		114,495.58		45,938.05	12,226.62	172,660.25	
01/10/25		403.29	2023 LSS PILT			403.29	
01/10/25		759.67	2023 MSHDA Lost Creek PILT			759.67	
01/10/25		419.90	2021 LSS PILT			419.90	
01/10/25		429.66	2022 LSS PILT			429.66	
01/10/25		637.00	2023 Whetstone PILT			637.00	
01/17/25	25,985.55					25,985.55	
01/17/25		257.09	2019 Delinquent PPP			257.09	
01/17/25		23.76	2023 Delinquent PPP			23.76	
01/17/25		410.07	2022 Delinquent PPP			410.07	
01/17/25		22.65	2014 Delinquent PPP			22.65	
01/17/25		21.23	2013 Delinquent PPP			21.23	
01/24/25					16,671.66	16,671.66	
01/31/25	120,238.37	14,834.54		9,422.31	8,604.76	153,099.98	
01/31/25						-	5,243.85
02/10/25	18,156.77	44,663.08		21,580.31		6,159.20	90,559.36
02/10/25		27.91	2014 Delinquent PPP			27.91	
02/10/25		229.65	2019 Delinquent PPP			229.65	
02/10/25		122.34	2023 Delinquent PPP			122.34	
02/28/25				228.46	2024 DNR PILT	228.46	
02/28/25	19,341.69	91,153.93		22,456.85	5,586.94	138,539.41	
02/28/25						-	8,045.10
03/11/25	30,972.30	5,573.02			3,524.66	40,069.98	
03/11/25					358.08	358.08	
03/21/25		9.60	2017 Delinquent PPP			9.60	
03/21/25		141.15	2015 Delinquent PPP			141.15	
03/21/25		9.17	2018 Delinquent PPP			9.17	
03/21/25		8.11	2020 Delinquent PPP			8.11	
03/21/25		1,119.05	2025 LSCA ACT			1,119.05	
03/21/25		7.54	2021 Delinquent PPP			7.54	
03/21/25		6.76	2023 Delinquent PPP			6.76	
03/21/25		194.81	2019 Delinquent PPP			194.81	
03/21/25		6.89	2022 Delinquent PPP			6.89	
03/31/25				215.72		215.72	
04/11/25						-	7,941.60
04/11/25				2,574.51		2,574.51	
04/11/25		215.43	2024 Delinquent PPP			215.43	
04/11/25		16.18	2013 Delinquent PPP			16.18	
04/22/25					9,439.75	9,439.75	9,395.55
05/01/25		248.21	CFR			248.21	
05/01/25		13,903.44	2024 SETTLEMENT			13,903.44	
05/01/25				4,038.99		4,038.99	
05/09/25					1,961.25	1,961.25	
05/16/25	48,223.34					48,223.34	
05/16/25		295.97	2024 Delinquent PPP			295.97	
05/16/25		75.69	2018 Delinquent PPP			75.69	
05/16/25		63.06	2019 Delinquent PPP			63.06	
05/22/25				2,686.92		2,686.92	
06/02/25							8,359.43

\$	262,918.02	\$	291,634.57	\$	-	\$	121,146.62	\$	32,987.98	\$	34,231.86	\$	742,919.05	\$	53,534.30
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Prior Year(s) Collections		Fiscal Year To Date 2024/2025			
Marquette Township		Townships		Penal Fines	
	\$5,132.32	Budget	\$ 700,000.00	Budget	\$ 80,000.00
		Actual	\$ 742,919.05	Actual	\$ 53,534.30
			106.13%		66.92%

TO: PWPL Board of Trustees
FROM: Andrea Ingmire, Library Director
DATE: June 17, 2025
RE: Board Action Items

3) Strategic Planning Committee Report

Background:

At the February 18, 2025, board meeting a subcommittee was formed to begin working on Phase 2 of the PWPL Strategic Plan. Members of this committee: Andrea Ingmire, Bruce MacDonald, Heather Steltenpohl, Sarah Rehborg, Stephanie Garn, Steve Schmunk, Lori Nelson, Natasha Lantz (TAC), and Kerrie Heikes (TAC). The committee met on April 30, 2025 and decided to move forward with an RFQ which is attached.

The committee will meet on June 16, 2025 to review all quotes prior to the PWPL Board meeting on June 17, 2025. The committee will make a recommendation to the PWPL Board at the June meeting regarding the next steps in this process.

Fiscal Effect:

Costs for strategic planning will be funded by donor request or Friends of PWPL.

Recommendation:

PWPL Board of Trustees move to adopt the recommendation of the Strategic Planning Committee as presented.

Alternatives:

As determined by the PWPL Board of Trustees.

Attachments:

- o RFQ
- o Recommendations and Bids will be provided at the board meeting

REQUEST FOR QUOTE (RFQ)

Strategic Planning – Phase 2: Goal Development for 2026–2028

Issue Date: May 5, 2025

Submission Deadline: June 8, 2025 – 5:00 pm EST

Point of Contact: Heather Steltenpohl, Development Director

Email: heather@pwpl.info

Phone: 906-226-4305

Background

Peter White Public Library (PWPL) is initiating Phase 2 of its strategic planning process. This phase focuses on shaping the library's goals for the next three years (2026–2028), building on the foundation laid during the current strategic plan cycle. PWPL remains committed to its current Mission and Vision statements and will continue to prioritize three core strategic areas: **Service, Sustainability, and Expertise.**

Mission and Vision Statements

Scope of Work

Consultants will work collaboratively with PWPL leadership and the Board of Trustees to analyze existing documentation and data and collect current data to shape relevant, actionable goals for the years 2026–2028. Consultants are expected to:

- Review and synthesize the following existing materials:
 - o PWPL's current [Strategic Plan \(2023–2025\)](#).
 - o Survey data from 2021 and 2024.
- Evaluate 2023-2025 plan goals and associated accomplishments or unmet outcomes.
- Facilitate collaborative sessions with PWPL Administration and Board members to refine direction and develop specific goals under each strategic priority.
- Design and recommend a structure for patron and staff surveys to support ongoing evaluation.

Deliverables

The consultant will be responsible for the following deliverables:

Data Gathering Structure Recommendations

- A tool or framework for ongoing feedback collection
- Recommendations for timing, frequency, and method of future surveys
- Strategies for non-traditional survey tools such as in-person polling

Learning Report

- A summary report that compiles and interprets key findings from gathered research
- Clearly readable and visually supported documentation intended for internal and external stakeholders

Strategic Goals Development

- Facilitate collaborative working sessions with the PWPL Admin Team and Board of Trustees

- Create clear, measurable, and realistic goals for the 2026–2028 strategic period, aligned with the existing mission, vision, and three strategic priorities developed from research outcomes

Timeline

Project commencement: Summer 2025

Project completion: December 2025

Proposals should include a detailed project schedule. Final deliverables are expected no later than December 31, 2025.

Submission Requirements

Quotes must include:

- Cover letter and company overview
- Summary of relevant experience and past projects
- Proposed project approach and timeline
- Team qualifications and roles
- Itemized cost estimate (including hourly rates and total project cost)
- At least two references from comparable clients

Evaluation Criteria

Proposals will be evaluated based on:

- Experience with library or nonprofit strategic planning (30%)
- Quality and clarity of proposed approach (25%)
- Understanding of deliverables and use of existing data (20%)
- Cost competitiveness (15%)
- References and past performance (10%)

Submission Instructions

All submissions must be emailed to heather@pwpl.info by 5:00 pm ET June 8, 2025 with the subject line:

RFQ – Strategic Planning Phase 2

Late or incomplete submissions will not be considered.

TO: PWPL Board of Trustees
FROM: Andrea Ingmire, Library Director
DATE: June 17, 2025
RE: Board Action Items

4) MGT 5.2 - Social Media Policy – First Reading

Background:

As social media continues to be a way to connect and communicate library messages it is important that PWPL has a social media presence. However, there should be a policy in place that regulates to some degree what is considered appropriate behavior from the public on our social media platforms. This policy has been reviewed by our attorney at Kendricks Bordeau.

Fiscal Effect:

Cost for Attorney Review will be figured on an hourly basis.

Recommendation:

First Reading, no action needed.

Alternatives:

As determined by the PWPL Board of Trustees.

Attachments:

- o MGT 5.2 Social Media Policy Draft

Social Media Policy

Policy Statement

This policy establishes guidelines for the use of Peter White Public Library (PWPL) social media sites as a means of engaging with patrons, promoting events and services, and showcasing the Library. The Library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited forum for discussion of Library-related information.

PWPL is committed to:

- Communicating accurate, objective, and impartial information about PWPL.
- Responding to questions and concerns.
- Respecting freedom of speech and difference of opinion while protecting staff and users from offensive, abusive, racist, or otherwise inappropriate speech or spam.

Defining Social Media

Social Media sites are platforms which users create or interact in online spaces to share information, ideas, personal messages, and other content. This includes any website or app that PWPL has an account and interacts with users. PWPL Communications staff are tasked with using social media platforms in support of the library's mission.

Patron Usage Rules:

The Library will make this social media policy publicly available on its website, and link to the policy from social media platforms whenever possible. By engaging with this service, patrons agree to abide by the Library's Social Media Policy. Patrons agree to indemnify the Peter White Public Library and its officers and employees, from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by any of them which arise out of or are related to posted content.

Although the Library welcomes the comments, posts, and messages of other social media users that relate to the Library, and recognizes and respects differences in opinion, the social media sites are limited public forums and are subject to review by Library staff members. The Library reserves the right to, but is not required to, hide any comment, post, or message that it deems in violation of this Policy. The Library's social media usage rules are as follows:

- **Privacy:** Users should have no expectation of privacy when commenting on Library posts or tagging the Library. Comments and posts may be read by anyone once posted.
- **No Endorsement:** The Library is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers, and others who may post comments.
- **Rules of Use:** To ensure a healthy, safe space to discuss Library services, resources, and events, content containing any of the following may be hidden immediately from any Library social media forum:
 - o Obscene, illegal, sexually harassing, threatening, racist, or abusive speech
 - o Threats to any person or organization, and any post that affects the safety and

- security of the Library, its property, patrons and staff or creates a hostile work environment
- o Private or personal information, including phone numbers and addresses, or requests for personal information
- o False or misleading information, and any statement by a user under a false name or any falsification of identity
- o Spam or other commercial messages and posts that would violate the Michigan Campaign Finance Act or other election laws
- o Comments in support of, or in opposition to, any political campaigns or ballot measures
- o Comments not related to the original topic, including random or unintelligible comments
- o Solicitation of funds
- o Any comment, post or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act.
- o Any information deemed harmful to minors or that violates the Michigan Library Privacy Act
- o Any post that violates any Library policy
- o Content that promotes, fosters, or perpetuates discrimination based on race, creed, color, age, religion, gender, student status, sexual orientation, gender identity or national origin
- o Conduct in violation of any federal, state or local law

Violations and Appeals:

PWPL administrators will review the social media Policy periodically and reserve the right to amend it at any time.

PWPL reserves the right to deny access to Library social media sites for any individual who violates the Library's social media Policy, at any time and without prior notice. Any person who has been blocked or whose post or comment has been removed has the right to appeal that decision. To do this, submit in writing an explanation as to why their content does not violate the PWPL social media Policy to the Library Director.

Upon receipt, the Library Director will review the appeal and provide a response via email or traditional mail within 30 business days.

If the appeal is upheld, the participant may repost the deleted content.

If the participants are still dissatisfied with the library's decision, they may appeal to the Library Board of Trustees. The final appeal lies with the Library Board of Trustees.

Peter White Public Library Board of Trustees

Approved: Pending approval

Updated:

TO: PWPL Board of Trustees
FROM: Andrea Ingmire, Library Director
DATE: June 17, 2025
RE: Board Action Items

5) Administrative Manual – First Reading

Background:

In February 2025, the Board of Trustees formed a subcommittee to assist PWPL Administrative Staff in Administrative Manual review prior to sending it off for legal evaluation.

The Committee consisted of Andrea Ingmire, Bruce MacDonald, Jamie Goodwin, Joe Meyskens, and Suzanne Williams. The manual was reviewed in full and sent to our Attorney at Kendricks Bordeau on April 25, 2025. On June 2, 2025 PWPL Administrative Staff met with our attorney to discuss changes he suggested be made to the manual.

Information related to the Earned Sick Time Act (ESTA) is still under review. The attorney was not able to get that back in time for this meeting. PWPL is in compliance with ESTA, what is under question is how to present this in the manual.

Fiscal Effect:

Cost for Attorney Review will be figured on an hourly basis.

Recommendation:

First Reading, no action needed.

Alternatives:

As determined by the PWPL Board of Trustees.

Attachments:

- o PWPL Administrative Manual



Enriching the Community Through Access To
Library Services and Cultural Opportunities

Employee Administrative Manual

Effective: xx/xx/xxxx

TABLE OF CONTENTS

Section A – Introduction	5
A.1 Mission and Vision Statements	5
A.2 Purpose & Scope of this Manual	5
A.3 Questions.....	5
Section B – Employment Laws	6
B.1 Terms of Employment.....	6
B.2 Collective Bargaining Agreement	6
B.3 Compliance with Law	6
B.4 Michigan Library Privacy Act and Information Disclosure	6
B.5 American with Disabilities Act (ADA).....	7
B.6 Equal Employment Opportunity and Title VI	10
B.7 Anti-harassment Policy and Complaint Procedure.....	10
B.8 Anti-Nepotism	13
B.9 Freedom of Information Act (FOIA) Requests	14
Section C – Employment Practices	15
C.1 Recruitment and Promotion.....	15
C.2 Criminal Background Checks	15
C.3 Former Employees	15
C.4 Job Descriptions	16
C.5 Reimbursement Requests.....	16
C.6 Travel Expenses.....	16
C.7 Remote Work Agreement	18
C.8 Breaks for Breastfeeding Mothers Policy	19
C.9 Employee Circulation Rules	19
Section D – Employment Classification, Pay, and Work Hours	20
D.1 Training Period	20
D.2 Full-Time Employee Classification	20
D.3 Part-Time Union Employee Classification	20
D.4 Library Page and Seasonal Employee Classification	21
D.5 Work Week and Building Hours.....	21
D.6 Working Day Definition	21
D.7 Meal and Rest breaks.....	22
D.8 Schedules.....	22

D.9 Overtime/Compensatory Time.....	23
D.10 Call Time.....	23
Section E – Wage Salary and Administration	24
E.1 Compensation	24
E.2 Pay period and Timesheets	24
E.3 Direct Deposit.....	24
E.4 Deductions from Pay	25
E.5 Payroll Errors	25
E.6 Payroll check stubs.....	25
Section F – Employee Benefits.....	26
F.1 Training Period and Benefits	26
F.2 Longevity Pay	26
F.3 Health Insurance Coverage and Other Benefits for Active Employees	26
F.4 Municipal Employees' Retirement System (MERS) Pension Plans	27
F. 5 Other Retirement Payouts.....	27
F.6 Children at Work Policy	27
Section G – Paid Time Off (PTO) and Other Leave	27
G.1 Holidays	28
G.2 Paid Time Off (PTO)	28
PTO Accrual Rates	29
G.3 PTO Requests.....	29
G.4 PTO and Leave Payout at Termination	30
G. 5 Benefit prorating.....	30
G.6 PTO Buyout - Healthcare Savings.....	30
G.7 Sick Leave for Library Pages and Seasonal Employees	30
G.8 ESTA -	31
G.8 Bereavement Leave.....	31
G.9 Jury Duty	31
G.10 Family Medical Leave Act.....	32
G.11 Unpaid Medical Leave of Absence.....	36
G.12 Military Leave without pay	37
Section H – Employee Conduct, Attendance, etc.....	38
H.1 Patron Experience Policy	38
H.2 Dress Code.....	38

H.3 Use of PWPL Property	39
H.4 Communal Staff Spaces.....	39
H.5 Work Performance Expectations and Review	39
H.6 Attendance.....	40
H.7 Discipline Procedure	40
H.8 Employee Guide to Rules and Workplace Conduct.....	41
H.9 Resignation of Employment.....	42
Section J – Health and Safety	43
J.1 Drug Free Workplace	43
J.2 Safety and First Aid	43
J.3 Building Access and Security	44
J.4 Weather and Emergency Closings.....	45
J.5 Tobacco-Free Environment	46
J.6 Workplace Violence.....	46
Section K - Employment Records.....	48
K.1 Employee Information Change.....	48
K.2 Personnel Files	48
K.3 Social Security Number Policy.....	49
Section L – Communication and Technology Use Policies	52
L.1 Library Spokespersons.....	52
L.2 Passwords.....	52
L.3 Employee Computers.....	52
L.4 Data and Technology Resources	53
L.5 Internet Usage	54
L.6 Social Media.....	55
L.7 Electronic Mail (e-mail)	57
L.8 Library Cell Phone Usage Policy	58
L.9 Personal phone use and personal calls.....	59
L.10 Photographs	59
Attachment Listing:	60
Resource Listing:.....	61
Summary of revisions:	62
Acknowledgement of PWPL Employee Manual	63

Section A – Introduction

A.1 Mission and Vision Statements

Mission Statement

The mission of PWPL (PWPL) is to enrich the community through access to library services and cultural opportunities.

Vision Statement

The best quality of life for a thriving, diverse community.

A.2 Purpose & Scope of this Manual

This Manual has been prepared to acquaint employees with PWPL (referred to as “PWPL”) policies and procedures, and to establish the expectations of employment at PWPL. Employees who violate any of these policies may be subject to disciplinary action up to and including dismissal.

However, the Manual is not a contract of employment, expressed or implied, and is not intended to induce an employee to accept employment at PWPL. The manual is not all inclusive, rather it describes the policies and procedures that are most useful to PWPL employees. For detailed information on current benefits, please reference the Attachment Listing at the end of this manual.

PWPL Board of Trustees establishes all library policies and reserves the right to revise, terminate, or change any of its policies, whether described within this Manual or elsewhere. This Manual applies to all employees, except as limited herein.

PWPL administration is responsible for reviewing, modifying, and administering this manual. Any changes will be shared with staff and will be available in shared documents.

PWPL Public Policies are available on our website: www.pwpl.info.

A.3 Questions

Throughout this Manual several library positions are referred to. Refer to the current staff listing for contact information for each position or speak with your supervisor. If the term Library Administration is used, you can contact the Library Director, Assistant Director, or Finance Director for assistance.

City of Marquette Human Resources Department provides HR support for PWPL and can be reached at 906-228-0480.

Section B – Employment Laws

B.1 Terms of Employment

This Handbook does not constitute an employment contract between PWPL (PWPL) and its employees. The collective bargaining agreement is an employment contract between PWPL and bargaining unit employees. Non-bargaining-unit employees at PWPL have an “at will” employment relationship, which means that employees and PWPL have the right to terminate the employment relationship at any time, for any or no reason.

No employment contract between PWPL and any person will be valid unless it is in writing and signed by the Library Director and/or the PWPL Board of Trustees.

B.2 Collective Bargaining Agreement

PWPL is a party to a collective bargaining agreement with PWPL Employees Charter of Local #1852, affiliated with Michigan Council #25, American Federation of State, County and Municipal Employees, AFL-CIO (the “collective bargaining agreement”). Employees who hold positions within the bargaining unit are subject to the terms of the collective bargaining agreement regardless of whether they are members of the union.

This employee manual applies to all employees of PWPL. However, for bargaining unit employees, if any terms in this manual conflict with the collective bargaining agreement, the collective bargaining agreement will govern. To the extent that the collective bargaining agreement and this manual do not conflict, both the collective bargaining agreement and the manual will govern bargaining unit employees.

B.3 Compliance with Law

Notwithstanding any other provision in this agreement or the collective bargaining agreement, Peter White shall not violate federal, state, or local law, regulation, ordinance, or rule. In the event of a conflict between this manual and current law, the law shall govern, regardless of whether the manual has been updated to reflect the change.

B.4 Michigan Library Privacy Act and Information Disclosure

PWPL and its employees will comply with all state and federal laws that protect the privacy of patron records, including but not limited to, the Michigan Library Privacy Act and the USA Patriot Act.

The Michigan Library Privacy Act defines a “Library record” as a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library.

The Peter White Board of Trustees authorizes the Library Director, or designee, as the only

employees who may release library records following the public policy, MGT-1 Confidentiality of Library Records.

All PWPL employees and volunteers will maintain confidentiality regarding any request for patron information. Failure to maintain confidentiality concerning patron records or requests for records may result in discipline, up to and including termination.

Any employee that receives a request from law enforcement for a library record, video surveillance, or information request that is outside the scope of providing regular library services should immediately notify the Library Director or Assistant Director of the request. PWPL employees shall not interfere with the execution of a valid search but are not required to answer questions from officers or agents. PWPL employees have the right to decline to be interviewed or request to have an attorney present if they agree to be interviewed.

The Library Director, or designees, shall release records that are subject to disclosure pursuant to the Michigan Open Meetings Act, a proper request under the Freedom of Information Act, or other legal authority, as advised by PWPL's attorney.

Patron Confidentiality

Library patrons entrust employees of PWPL with important information relating to their personal life. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, PWPL earns the respect and further trust of the community it serves. Your employment with PWPL comes with the expectation to maintain patron confidentiality, even after you leave your employment with PWPL.

B.5 American with Disabilities Act (ADA)

the Americans with Disabilities Act Amendments Act (ADAAA), the Persons with Disabilities Civil Rights Act, and Pregnant Workers Fairness Act.

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. PWPL also complies with the Michigan Persons with Disabilities Civil Rights Act.

It is the policy of the PWPL to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the PWPL's policy to not discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

SCOPE:

This policy applies to all applicants for employment, supervisors, managers, and full-time, part-time and seasonal/temporary employees.

POLICY:

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, they will be given the same consideration for employment as any other applicant. The PWPL will reasonably accommodate employees with a disability so that they can perform the essential functions of their job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship for the PWPL. Contact the Library Director with any questions or requests for accommodation.

Under Michigan law only, disabled employees and applicants may request an accommodation of their disability by notifying the employer in writing of the need for accommodation within 182 days of the date the disabled individual knows or should know that an accommodation is needed. This requirement does not apply to an individual's right under the Americans with Disabilities Act. Failure to properly notify the employer may preclude any claim that the employer failed to accommodate the disabled individual.

Interactive Process:

Upon learning of the possible need for accommodation under the ADA, PWPL will engage in an interactive process in which the employee (or applicant), health care provider, Library Director, and the supervisor each share information about the nature of the disability and the limitations that may affect the employee's (or applicant's) ability to perform the essential job duties. The interactive process involves a review of the written accommodation request from the employee (or applicant) or his or her health care provider.

The employee (or applicant) requesting accommodation must provide appropriate documentation from his or her health care provider regarding the nature of any impairment(s), severity, duration, activities limited by the impairment(s) and the extent to which the impairment(s) limits their ability to perform the job's essential duties/functions. It is the employee's or applicant's responsibility to demonstrate that they can successfully perform the essential functions of the position with accommodation.

Reasonable accommodation:

Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, and other similar accommodations for individuals with disabilities.

The types of accommodation needed and provided will depend on the limitations of the

disability and the individual employee's ability to perform the essential job duties of the position. One standardized type of accommodation may not meet the needs of employees who have similar disabilities but different impairments/limitations when performing their essential job functions. Accommodation is designed to meet the specific circumstances of the individual. The employee must also obtain verification from his or her health care provider that the agreed-on accommodation will not worsen the employee's disability or cause other problems. The accommodation process is not inflexible and may need to be reviewed, especially if an employee's disability changes or the needs of the position change.

If reasonable accommodation cannot be provided, but PWPL has another vacant position for which the employee is qualified, with or without reasonable accommodation, the employee may be transferred to the open position.

Undue hardship:

An action requiring significant difficulty or expense by the employer.

Essential functions of the job:

Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The Library Director is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Pregnancy Accommodation Notice:

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to human resources. The request should include an explanation of the pregnancy-related limitations, the proposed accommodation, and any alternatives that might be reasonable. The individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation. Upon receipt of a request for accommodation, human resources will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense. While the reasonableness of each accommodation request will be individually assessed, possible accommodations may include:

- Closer parking.
- Flexible hours.
- Larger sized uniforms and safety apparel.
- Extra break times.
- Exemption from strenuous activities and/or exposure to materials deemed unsafe for pregnancy.
- Time off to recover from childbirth.

An employee may request leave as reasonable accommodation under this policy; however, PWPL will not compel the employee to take time off if another reasonable accommodation can

allow the employee to work. PWPL prohibits retaliation, harassment, or adverse action due to a request for an accommodation or for reporting unlawful discrimination under this policy.”

B.6 Equal Employment Opportunity and Title VI

PWPL is an equal opportunity employer. PWPL is committed to the principles of equal opportunity and non-discrimination in all phase of employment without regard to religion, race, color, national origin, age, sex (including pregnancy and childbirth), sexual orientation, gender identity or expression, height, weight, familial status or marital status, AIDS/HIV status, citizenship status, veteran status, physical or mental disability, misdemeanor arrest record, genetic information, or marital status.

PWPL applications and advertisements or notifications of job openings will include the words “Equal Opportunity Employer.” Human Resources will advertise all job vacancies, that are not filled internally, in multiple locations, such as PWPL’s website, online recruitment sites, social media sites, Michigan Works, and industry newsletters or jobsites, to affect the largest outreach possible.

PWPL is guided by City of Marquette’s non-discrimination ordinance and federal and state laws and regulations that apply to Michigan municipalities and Libraries.

The Library Director has responsibility for overall compliance, monitoring and information dissemination about the PWPL equal employment opportunity policy. Inquiries concerning this policy, investigations, complaints, or compliance activities may be directed to the Library Director.

Title VI:

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d), and related statutes and regulations provide that no person shall on the grounds of race, color, national origin, gender, or disabilities be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal funds.

With limited exception, PWPL affords all members of our community access to our programs and services. PWPL’s programs and activities will be free from unlawful discrimination, whether those programs and activities are federally funded. PWPL will follow the guidelines set forth in the City of Marquette Title VI Plan.

B.7 Anti-harassment Policy and Complaint Procedure

PURPOSE:

The purpose of this policy is to define workplace harassment, including sexual harassment, prohibit it in all forms, investigate all complaints, provide procedures for lodging complaints and carry out appropriate disciplinary measures in the case of violations. Through enforcement of this policy and by education of employees, PWPL seeks to prevent and correct behavior that violates this policy.

SCOPE:

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, transfer or termination of employment.

POLICY:

Harassment

PWPL is committed to an environment free of discriminatory harassment, including sexual harassment, and will take appropriate and immediate action in response to complaints. Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.. For purposes of this policy, harassment on the basis of any activity or characteristic protected by applicable law ("protected characteristic"), which includes, but is not limited to, race, color, religion, national origin, age, marital status, sex, sexual orientation, disability, pregnancy, height, weight, familial status, gender identity or expression, will not be tolerated.

A supervisor or manager who witnesses an employee engaged in discriminatory harassment of another person is obligated to report the behavior to their Department Head or Administration and to take appropriate action to prevent any further harassment. All employees are obligated to report to their supervisor, Department Head or Administration any incident they witness of a manager, coworker, or other person in the workplace engaging in discriminatory harassment of another person.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome based on a "protected characteristic". Verbal comments including name-calling, slurs and negative stereotyping, epithets, jokes; pranks; innuendo; comments; or other threatening, hostile, or intimidating acts.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, stereotypes, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of a "protected characteristic".

Sexual Harassment

Sexual harassment is a form of unlawful employment discrimination and harassment under Title VII of the Civil Rights Act of 1964 and is prohibited under this policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment decisions or such conduct has the purpose or effect of creating an intimidating, hostile or

offensive working environment.

Sexual harassment may take different forms. Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or “kidding” that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.

Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, and online postings; or other forms of communication that are sexual in nature and offensive.

Examples of physical sexual harassment may include any unwelcome, unwanted physical contact, including deliberate touching which does not contribute to or advance the work, service, or education activity being conducted, repeated brushing against or touching of another's body, which does not contribute to or advance the work, service, or education activity being conducted.

Reporting a Violation

If an employee believes that a violation of this policy has occurred, the employee has an obligation to report the alleged violation immediately, preferably within 48 hours, to their supervisor, their Department Head, or to Administration Staff. While there is no requirement that the incident be reported in writing, a written report that details the nature of the harassment, dates, times and other persons present when the harassment occurred will enable the employer to take effective, timely and constructive action.

An investigation of all complaints will begin promptly.

Investigation - After notification of the complaint, an investigation will be initiated to gather relevant facts about the complaint. An investigation may include interviews of possible witnesses including the person claiming harassment occurred, and the person or persons claimed to be involved in or witnesses to the harassment.

The employer will strive to conduct all investigations as confidentially and objectively as possible, to the extent consistent with thorough investigation and appropriate corrective action. Resolution - After the investigation has been completed, a determination will be made regarding the appropriate resolution of the matter. The determination will be reported to the employee who was allegedly subjected to harassment. If the investigation establishes that unlawful harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action, up to and including termination of the working relationship, will be taken to stop the harassment and prevent its recurrence.

Misconduct, including unprofessional or harassing conduct or behavior, will be dealt with appropriately. Responsive action would be at the employer's discretion and could include but would not be limited to the following: counseling, warning, reprimand, reassignment or transfer, suspension, or termination.

Good Faith Rule - The employer takes all reports of a violation of this policy seriously and will investigate all alleged violations of this policy. Therefore, employees are expected to bring violations to the employer's attention in good faith. "Good faith" means that the employee has a sincerely held belief, even if erroneous, that the policy has been violated.

No Retaliation - The employer will not tolerate retaliation against any employee or other person who in good faith reports a violation or perceived violation of this policy, or retaliation against any employee or other person who participates in any investigation as a witness or otherwise. Retaliation is a serious violation of this policy and is subject to the investigation and corrective measures described in this policy. Any acts of retaliation must be promptly reported to a Department Head or Administration.

Prevention and Education

Mandatory educational sessions may be conducted to inform employees how to identify and prevent harassment, advise employees about their rights and responsibilities and to inform employees of the consequences of violating this policy.

B.8 Anti-Nepotism

PWPL hires, promotes, and transfers employees based on their individual merit. Therefore, PWPL prohibits the hiring of relatives in situations where a relative would be under the direct or general supervision of a department head or manager or employing relatives where the status of employment of that person might be influenced by a department head or manager. PWPL permits the employment of qualified individuals who are related to employees as long as the relationships are disclosed and either the conflict can be mitigated or such employment does not, in the opinion of Administration, create a real or potential conflict of interest. A conflict of interest exists when related individuals working in the same or different departments have a direct line of authority reporting relationship, and/or could impact the decision to:

- hire, or
- identify or assign duties or responsibilities, or
- retain, transfer, promote, or
- determine or influence compensation or any other terms, conditions, or benefits of employment.

The nature of relationships varies widely, so it is not possible to define precisely and exhaustively all situations in which a potential conflict of interest may arise. The following list does not constitute an exhaustive listing but indicates the most prevalent types of relationships that may be considered "related individuals" for the purposes of this policy.

- By blood or adoption: parent, child, sibling, grandparent, grandchild, uncle, aunt, nephew, or niece;
- By a current or former marriage: spouse, brother or sister-in-law, father or mother-in-law, son or daughter-in-law, stepparent, or stepchild;
- Domestic partners or dependents as defined by the IRS. A domestic partner shall be treated as a spouse for purposes of this policy;
- Romantic, sexual, or other consensual relationships that may give the appearance of favoritism.

When a conflict-of-interest or potential risk is identified due to a supervisor's relationship with an employee, PWPL will work with the parties involved to consider options for resolving the problem. If there is a situation where an action, such as a reduction in force, results in two related individuals reporting to each other, one of the employees may be reassigned.

B.9 Freedom of Information Act (FOIA) Requests

Michigan's Freedom of Information Act guarantees citizens the right to access most public documents. FOIA regulates and sets requirements for the disclosure of public records by all public bodies. Public Records generally includes a writing prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created. Writing means handwriting, typewriting, printing, photostating, photographing, photocopying, and every other means of recording, and includes letters, words, pictures, sounds, or symbols, or combinations thereof, and papers, maps, magnetic or paper tapes, photographic films or prints, microfilm, microfiche, magnetic or punched cards, discs, drums, hard drives, solid state storage components, or other means of recording or retaining meaningful content.

Employees receiving requests for FOIA information should direct the requester to Library Policy MGT – 4 Freedom of Information Act Procedures and Guidelines. pwpl.info

Public Record (FOIA)

Under the Freedom of Information Act, any electronic media message (e.g., computer file or e-mail) which has been generated on the PWPL computer system may constitute a public record and may be provided to the public upon request. Thus, employees must always assume that e-mail and other computer files are subject to disclosure unless a specific legal basis for non-disclosure exists.

Employees should NOT use personal email for work-related tasks, as it may make their personal email subject to a FOIA search.

Section C – Employment Practices

The PWPL Board of Trustees is responsible for hiring, supervising, and evaluating the Library Director, and for setting the overall mission and direction of the PWPL. Once the Director is hired, the Board delegates authority to them to implement the library's mission and goals. This includes ensuring that staff and volunteers deliver high-quality services to the community. The Library Director, in turn, is tasked with the hiring, supervision, and evaluation of all other library staff.

C.1 Recruitment and Promotion

It is the policy of PWPL to promote from within whenever possible.

When job vacancies occur, PWPL will provide notice of the vacancy and allow employees to apply for any such vacancy. For non-union positions, Library reserves the right to undertake outside recruitment while it provides notice to existing employees of the vacancy.

All union positions will be posted internally for the term currently enforced in the collective bargaining agreement. Should no qualified internal candidates apply, the position will then be posted on PWPL's website and other relevant employment resources. In addition, all professional Librarian positions may be advertised in state and national library job sources.

In determining whether to fill a position by promoting an existing employee, PWPL will consider the employee's ability to perform the duties of the position. This may include performance testing, employee's education, experience, and past performance as an employee of PWPL.

All external applicants are required to fill out a current PWPL Application for Employment form. Depending on the job duties, additional documents may also be required for application. Application materials are reviewed by the Library Director and the appropriate Department Head employee. All employment applications will be retained for one year from submission.

Every effort will be made to hire the most qualified candidate.

C.2 Criminal Background Checks

Any personnel offered employment will be subject to a criminal background check. These checks will be performed by the City of Marquette Police Department. PWPL will pay any costs associated with a criminal background check.

C.3 Former Employees

Former employees are eligible to be re-employed if they leave PWPL employment in good standing. Any employee who is terminated for workplace misconduct is ineligible for rehire.

If hired, former employees will be treated as new employees for purposes of orientation and training.

Benefits and seniority will be calculated using the rehire start date as their first date of employment unless a benefit plan provides other methods of calculation. All former employees will be given the same opportunities and will need to comply with the same requirements as other applicants.

Employees who are inactive due to lay-off will have first consideration over other candidates. The terms for employee rehire for those who are laid off will be provided in the active collective bargaining agreement.

C.4 Job Descriptions

A written job description summarizing the duties, responsibilities, and minimum qualifications for the job will be maintained for each position.

Employees will be provided with a copy of their job descriptions when they are hired. Periodically job descriptions may be edited to better reflect job duties of the position.

Reclassification

Reclassification involves a change in job title and/or pay range and is due to a significant change in job duties and/or added responsibilities. Any reclassification involving a Union position will be subject to negotiation or membership approval as required by the collective bargaining agreement.

C.5 Reimbursement Requests

Employees must have purchase approval from their Department Head prior to making a reimbursable purchase.

Whenever possible employees making a purchase on behalf of PWPL should do so using their Library sponsored credit card or by invoice.

However, if that is not possible, receipts will be required for all reimbursement requests. Failure to provide original receipts may result in expenses not being reimbursed. In addition to the receipt, background or justification must be provided for the expenditure.

Employees are asked to ensure purchases are made under PWPL's tax-exempt status. If a business does not recognize this status, prior arrangements must be made with the Finance Director.

C.6 Travel Expenses

Employees may be asked to use their personal vehicle to travel for library-related activities. This includes but is not limited to: collecting remote book drop materials, purchasing supplies, conducting business transactions, banking, conference/training travel, participation in community events or clubs, presentations to clubs, outreach events and other travel approved by the Library Director.

Travel Request

Any travel on behalf of PWPL should be approved by the Library Director prior to reimbursement request. Upon return, employees are expected to submit a *Travel Expense Report Form* with original receipts for any reimbursements for meals and incidental expenses such as tolls and parking.

Mileage Reimbursement

Employees approved for travel using their private vehicles to perform assigned duties will be paid for mileage reimbursement. Travel will be calculated using the starting location of PWPL, 217 North Front Street.

Employees will be compensated at the current Federal Standard Mileage Rate. Whenever possible employees attending the same event should travel together. When multiple employees travel together, only the employee whose vehicle is used will be reimbursed for travel.

Conference, Training, or other Continuing Education Opportunities

PWPL strives to participate in statewide conferences and training opportunities. Many of these opportunities are virtual, but some require travel. Traveling from Marquette can be a costly and time-consuming endeavor. Employees interested in attending a conference should discuss this with their supervisor. A *Continuing Education Request Form* must be completed and submitted to Administration for approval prior to registration for the event.

Time spent traveling to the event is considered work time. Driving time should be calculated from the time the employee begins travel and should include all breaks of less than 20 minutes. Time should be rounded to the nearest 15-minute increment. Employees should consider this when calculating their timesheets for the week during which the conference takes place. While onsite for a conference or training employees are paid for the hours they are involved with the event. Employees should make every possible effort to NOT earn overtime when traveling for a conference, as much of the time is not active working time.

If many employees are interested in attending the same conference, priority will be determined using the following criteria:

- Employees who are involved in the planning of the event,
- Supervisory staff who have not attended this event in the past,
- Number of other conferences or training sessions being attended in the FY, and
- Applicability to job duties.

Rotating attendance at large conferences might be necessary due to time away from PWPL and cost.

Employee traveling by airline for Library business should consult with the Library Director on how to calculate their time.

Meal Reimbursement

Meal reimbursements are available when an employee member is traveling to participate in Conferences or other Continuing Education opportunities in which the employee member will not be able to participate in their regular meal options.

Employees traveling should use the *Travel Expense Report Form* and will need to provide receipts for any meals which are eligible. If meals are provided as part of the event registration fees, employees are encouraged to utilize those options first.

Meal Reimbursement does not include alcoholic beverages. Employees should pay for these items separately.

Eligible travel meals and rates will follow the current Federal per diem rates as set forth by US General Services Administration, Standard Rates for the State of Michigan. Meals will be reimbursed for up to the per diem amount. Any amount in excess may not be reimbursed.

C.7 Remote Work Agreement

PWPL provides limited opportunities for Remote Work Agreements. (See Library GOV -9 Remote Work Policy for details). In general, it is up to the Department Head and the employee to create a remote work agreement that meets the needs of both PWPL and the employee.

Employees interested in establishing a remote work agreement should complete the *Remote Work Agreement Form* with their direct supervisor. This form is good for one year from completion and will be evaluated annually. The establishment of a remote work agreement does not entitle the employee to continued privilege in the future.

Approval of this agreement depends upon the following factors:

- Work which can be conducted remotely
- Scheduling needs of the Department
- Job title and duties
- Availability of equipment and resources

Not all jobs are able to be conducted remotely. Decisions about which positions at PWPL can work remotely will be handled in a case-by-case manner. Final approval of a remote work agreement rests with the Library Director.

Documentation

Tracking hours and tasks completed while working remotely is an expectation of this agreement. This will be submitted in the timecards during the pay period in which the time was worked.

C.8 Breaks for Breastfeeding Mothers Policy

Employees will be provided with a reasonable break time to express breast milk for their nursing child. If the break is 20 minutes or less, it will be paid.

Should an employee not have an office location that is adequate for this purpose, they should speak with the Library Director. The Library Director will find a private location for the employee that will be shielded from view and free from intrusion from coworkers and the public.

C.9 Employee Circulation Rules

Circulation rules exist to ensure that PWPL's collection is available to the community. PWPL employees are expected to abide by the same Circulation Policy as our patrons.

Upon hire, existing library accounts associated with the employee and qualified members of their household will be modified to the profile of 'staff.' Employees and qualified household members residing outside our service area will be afforded the same privilege. Once employment terminates, this privilege ends.

Section D – Employment Classification, Pay, and Work Hours

To determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, PWPL classifies its employees as shown below. The purpose of this policy is to define employee classification, define the work week, pay periods, meals and breaks, compensation, compensatory time, and deductions for exempt employees. Supervisors will make every effort to create schedules and work arrangements that work for both the employee and the department. When agreement cannot be reached, the final decision rests with the Supervisor or Administration.

D.1 Training Period

All full-time and part-time employees are subject to a training period. This training period is six (6) months for all employees, unless a different period is specified in the employee's collective bargaining agreement.

The training period for a new employee may be extended due to the following circumstances:

- absence from duty due to sickness or other extended leave,
- employee is not meeting performance targets, and/or
- more time is needed to evaluate the employee's performance due to other external factors.

At the end of the training period, an evaluation will be completed by the Department Head. This report will detail the employees' current grasp of their work and make a recommendation regarding employment status going forward.

Completion of the training period does not confer any contractual employment relationship other than at will employment.

D.2 Full-Time Employee Classification

Full-time Employees work at least 30 hours per work week as averaged over the course of the year. PWPL has four different full-time classifications.

Full-time (40) Administration

Full-time (39) Union

Full-time (32) Administration

Full-time (32) Union

Unless otherwise stated the benefits and schedule guidelines for Full-time Administration and Full-time (39) Union are the same. This is also true for Full-time (32) Administration and Full-time (32) Union positions.

Exempt Employees

Only the Library Director and Assistant Director are considered Exempt Employees. Exempt Employees are paid on a salary basis and are not entitled to overtime.

D.3 Part-Time Union Employee Classification

Employees in this category are those employees who work in positions subject to the AFSCME

collective bargaining agreement. These employees work between twenty (20) and twenty-nine (29) hours per week, as averaged over the year.

Part-time staff should not work more than twenty-nine (29) hours in a week as averaged over the year. It is the responsibility of both the supervisor and the employee to ensure that part-time employees do not exceed this limit. Failure to do so may result in a mandated schedule change.

Part-time employees will be eligible for limited benefits as detailed in the collective bargaining agreement, this Administrative Manual, or by law.

D.4 Library Page and Seasonal Employee Classification

Employees in this category are not covered by the AFSCME collective bargaining agreement and work less than twenty (20) hours per week, as averaged over the year. It is the responsibility of both the supervisor and the employee to ensure that staff in this category do not exceed this limit. Failure to do so may result in a mandated schedule change.

Employees in this category will be eligible for limited benefits, as detailed in this Administrative Manual or dictated by law.

D.5 Work Week and Building Hours

The standard work week for PWPL is from Monday 12:00 a.m. until Sunday 11:59 p.m. Library employee schedules vary based on job duties and the needs of their departments. Department Head and Administration staff have the option to work flexible schedules as their department and workload requires.

Building Hours

In general, Library Employees should not be on site:

- before 6:00 am or after 10:00 pm Monday – Thursday; or
- before 6:00 am or after 7:00 pm Friday and Saturday.

Sunday access should be arranged with the PWPL Facilities Manager and should be kept to a minimum.

Maintenance Department employee schedules may vary from these guidelines as set by the Facilities Manager.

D.6 Working Day Definition

Due to the work of a public library, many full-time staff work flexible schedules. Schedules often include weeks with days over the traditional 8-hour day and days which are shorter than the traditional 8-hour day. Overtime is not triggered until weekly hours exceed the overtime limits as defined in this Manual.

To ensure consistency in the application of benefits, it is helpful to have a definition of the number of hours considered to be a 'working day.' This definition is used in several parts of this Manual including, but not limited to holiday pay, borrowed leave, and bereavement leave.

The following definition of the number of hours in a 'working day' will be observed:

- Full-Time (39) Union and Full-Time (40) Administration Employees = 8 hours
- Full-Time (32) Union and Full-Time (32) Administration = 6.5 hours
- Part-Time Union Employees = 4.5 hours

Library Page and Seasonal Employees do not have a standard working day for benefit purposes.

D.7 Meal and Rest breaks

Supervisors will schedule lunch and break times that will not adversely affect the operation of services.

Employees are entitled to a paid break for every four (4) to six (6) hour shift. Each break will be for fifteen (15) minutes and cannot be used at the start or end of a shift, to compensate for a late arrival or early leave. These breaks may not be accumulated over the course of multiple shifts.

An un-paid meal break will be allowed for each shift of six (6) hours or more. The duration of this break may range from thirty (30) minutes to one (1) hour and will be set by the department supervisor. Employees may have the ability to take a different meal break duration, but this must not adversely affect the operations of the department. Employees interested in different meal break schedules should discuss this directly with their supervisor.

D.8 Schedules

Draft department schedules will be created and posted at least one month in advance. The final schedule will be posted at least one week prior to the first day of the schedule. Some departments create schedules by quarter or in an ongoing/rolling fashion.

Whenever possible, schedule templates and evening/weekend rotations will be agreed upon prior to the posting of monthly schedules. Supervisors will attempt to keep schedules as consistent as possible.

Prior approval from Administration is required for a part-time employee to exceed 29 hours in any work week. This must be limited to emergency schedule situations.

D.9 Overtime/Compensatory Time

Overtime hours for full-time employees are not generated until the employee works over 39 hours (for Union employees) and 40 hours for Administration/Non-Union employees in a work week. Overtime is not generated using a standard 8-hour day threshold.

Employees will make every reasonable effort to keep their weekly hours under overtime thresholds. Overtime will be computed as one and half hours for each hour worked and must be requested and approved prior to being worked. This includes hours worked as a part of an approved remote work agreement.

Non-exempt employees have the option of taking overtime pay as cash or as compensatory time. Compensatory time is calculated in hours.

Employees should use compensatory time within the same fiscal year it was earned. For union employees, the rules governing the banking or pay-out of compensatory time are defined in the employee's labor agreement.

D.10 Call Time

In the event an Employee is called into work outside of their schedule hours, they will be compensated for a minimum of two (2) hours of work, regardless of the actual time worked. If the employee works beyond two hours, they will be paid for the actual time worked at their regular or applicable overtime rate.

This provision does not apply if the employee is already scheduled for a shift or if the call-in occurs within two hours of their regular start time.

Employees who are contacted by phone or text message by their supervisor will earn 15 minutes of paid work time or the time that is needed to complete the requested work. This DOES NOT apply to unforeseen schedule changes due to employee circumstances, payroll/timesheets, emergency closures, or other emergency situations. If communication can wait until the next time the employee is scheduled to work, it should.

Section E – Wage Salary and Administration

E.1 Compensation

Compensation for union employees is determined by the employee's labor agreement and may be increased during contract negotiations only.

Administration, library page, and seasonal employee compensation is reviewed annually during budget planning by the PWPL Board of Trustees Personnel Committee and is approved as part of the budget approval process by the PWPL Board of Trustees.

Salaries and wages are arrived at within the context of job responsibility, performance, and budgetary constraints.

E.2 Pay period and Timesheets

Library employees are paid bi-weekly, direct deposits are issued on Fridays unless the city holiday schedule impacts payment dates. Pay periods begin on Monday and end two weeks later on a Sunday. Employees will be furnished with a yearly schedule of these dates prior to the start of the calendar year.

By law, PWPL is obligated to keep accurate records of the time worked and leave taken by employees. Employee timesheets are a communication tool between the staff members and the Finance Director. These documents should not be deleted, as they are needed for audit purposes.

Employees are responsible for completing timesheets in a timely fashion. Supervisors are responsible for certifying the hours worked and leave requested for payroll purposes.

An employee must record hours only on their own time sheet. Tampering with another's time sheet is cause for disciplinary action. Altering another employee's time sheet or influencing another employee to alter your time sheet will result in disciplinary action for both employees.

The deadline for submitting timecard modifications for a payroll period is 8am on Monday of the week that pay checks are issued. Any payroll errors found after this time will be rectified during the following pay period.

E.3 Direct Deposit

PWPL requires that employees receive wages through direct deposit. Upon hire, PWPL will provide employees with a written form which will direct wages to the employees' accounts at a financial institution. Employees are expected to complete this form within five (5) business days of hire. Employees may change their direct deposit account at any time by completing an updated *Direct Deposit Form* and submitting it to the Finance Director.

E.4 Deductions from Pay

PWPL is required by law to make certain deductions from employee paychecks. Among these are federal and state income taxes, Social Security, and Medicare contributions. These deductions will be itemized on the employees' payroll check stub. The amount of the deductions may depend on your earnings and on the information from the W-4 and MI-W4 forms completed at hire. Employees may change their deductions at any time by completing new forms. Deductions may also be taken for insurance premiums, MERS, and other benefits when applicable.

Whenever court-ordered deductions are to be taken from your paycheck, employees will be notified. PWPL will not discipline or retaliate against any employee who is subject to court-ordered wage withholding.

E.5 Payroll Errors

If an employee discovers an error or believes that an improper deduction has been made during the payroll process, they must report it immediately to the Finance Director so necessary adjustments can be made. Reports of improper deductions will be promptly investigated. If the employer determines that an improper deduction has occurred, you will be promptly reimbursed.

PWPL will address payroll errors in accordance with Michigan Public Act 390 of 1978.

E.6 Payroll check stubs

Employees will receive an email with payroll check stubs on the week that pay checks are issued. It is the responsibility of the employees to review payroll check stubs regularly to ensure that hours recorded and pay is accurate.

Section F – Employee Benefits

PWPL employees are eligible for a variety of benefits based on employment status. Many benefits offered to PWPL employees are managed by the City of Marquette Human Resources Department and PWPL employees are included in the City of Marquette benefit group. The City of Marquette Human Resources Department has the right to make changes to carriers, benefits, and eligibility requirements as needed. The benefits provided are subject to limitations and qualifications of the respective policy or plan documents. Library Administration will communicate changes to coverage as the information is received from the City of Marquette.

Payment of benefits or services is based on the decision of the carrier and/or administrator, and, in cases of dispute, the insurance contract will control coverage and benefit issues.

Benefits for union employees will be detailed in the Summary Plan Description (SPD) available as an attachment or the collective bargaining agreement.

F.1 Training Period and Benefits

Benefits are not available during the training period, except as otherwise provided in this Manual and/or by law.

Except as set forth in this Manual, only current employees are eligible to participate in the PWPL benefit program. Benefits (except those benefits related to retirement) will terminate when an employee separates employment.

F.2 Longevity Pay

This payment is based on calendar years of service as of December 1st; and is paid annually in December of each year.

Longevity pay for Administration and Library Pages is attached in Attachment D. Seasonal Employees are not eligible for longevity pay.

F.3 Health Insurance Coverage and Other Benefits for Active Employees

To promote the health and well-being of its employees, PWPL provides a comprehensive health insurance plan for all full-time, non-seasonal, employees and their eligible dependents. The benefits and plan options offered are detailed in each plan's Benefits-at-a-Glance and Summary Plan Descriptions. The City of Marquette reserves the right to change these benefit levels each plan year, or to offer alternative insurance carriers, health maintenance organizations, or to self-insure.

In addition to Healthcare Insurance, PWPL offers several other employee benefits. These are detailed in the Summary Plan Descriptions which are updated annually.

F.4 Municipal Employees' Retirement System (MERS) Pension Plans

Eligibility

Full-time Employees as defined in section D.3 of this Manual are eligible for a library MERS retirement plan. Employees with legacy Defined Benefit Plans will receive benefits per their plan documents.

Plans offered

MERS Defined Contribution (DC) Plan

The MERS DC Plan is a qualified plan under Section 401(a) of the Internal Revenue Code. The plan allows employers and employees to make pre-tax contributions to the employee's individual account that accumulates on a tax-deferred basis. Contributions are invested in funds chosen by the employee from a selection determined by the MERS Board. The future retirement benefit is determined by the account balance, the performance of the investment of any fees, and the number of years invested. Participants in the plan are vested in the employer's contributions after three years of employment. Employees are always vested in their own contributions. Employee contributions are 5% of annual salary with Employer contributions being 12%.

When an employee terminates employment, they may start taking a taxable distribution from their plan assets, roll the assets over to another qualified retirement plan, or leave them in the plan.

F. 5 Other Retirement Payouts

Upon retirement, an Employee will be paid for accumulated compensatory time. Employees will also be paid for PTO up to a maximum equivalent to one (1) year of current accrual rate in accordance with PWPL's PTO scale. For employees in the MERS Defined Benefit plan, PTO payout amounts will count toward FAC amounts. In the event of death, all leave to which the employee is due will be paid to their estate.

F.6 Children at Work Policy

PWPL strives to be a family friendly work environment. Employees who have children may find it necessary to have their children onsite periodically during working hours. Arrangements should be made with the employees' supervisor or the Library Director regarding this need.

Children who are onsite during working hours should avoid spending time in the employee lounge and other shared employee workspaces. When possible, the child should be in the employee's office or if their age permits in the general library public space.

Employees are expected to be able to conduct their regular duties while their child is onsite. If they are unable to carry out their regular duties, employees are expected to adjust the time recorded as worked to compensate for time needed to care for their child.

Section G – Paid Time Off (PTO) and Other Leave

PWPL provides for the welfare of its employees by offering a variety of leave to encourage

appropriate work/life balance, and to ensure that employees have the resources they need to come fully prepared to do their best work.

G.1 Holidays

Holiday schedules are set by the PWPL Board of Trustees in the fall of each year for the following calendar year. The approved holiday schedule will be made available after the meeting in which it was adopted. Additionally, holiday schedules are a component of the collective bargaining agreement and often are discussed during contract negotiations.

Eligibility

All Full-time and Part-time employees as defined in section D.3 and D.4 of this Manual are eligible to receive paid holidays regardless of whether they were normally scheduled to work that day or not. The number of hours that these employees are paid is defined in Working Day Definition of this Manual.

Overtime is calculated based on actual hours worked. Holiday pay does not trigger overtime hours/comp time earned.

Library Pages and Seasonal employees as defined in section D of this manual, will be paid for a holiday if they are regularly scheduled to work on the day on which the holiday falls. They will be paid for the total number of hours they would have worked on said day.

Employees are not allowed to schedule work on holidays without prior approval from the Library Director.

G.2 Paid Time Off (PTO)

Paid time off (PTO) can be used for illness, injury, vacation, or personal reasons.

Eligibility

All Full-time and Part-time employees as defined in section D.3 and D.4 of this Manual are eligible to receive PTO under these policy guidelines.

Training Period - PTO

Upon hire, eligible employees begin to accumulate PTO. However, until the employee has completed 90-days of employment, they are not able to use their PTO balance.

PTO Accrual Timing

PTO is accumulated monthly and is added to the employees' balance on the last day of each month.

MLS Employee Definition

MLS Employees are those employees who have a master's degree from an American Library Association (ALA) accredited master's program in library and information studies. Employees

with an MLS degree are eligible for the MLS Employee PTO chart if they are currently working in a Full-Time (39) or Full-Time Administration position. Employees with an MLS degree, working in a Full-Time (32) or Part-Time position will be awarded PTO based on their current job classification.

PTO Accrual Rates

PTO accrual rates are determined by position type and years of service.

- Full-time (40) Administrative and Full-time (32) Administrative positions - See Attachment A
- Union Employees - See current collective bargaining agreement.

Paid time off will not be earned during a pay period that an Employee is on unpaid leave, including leave statuses such as FMLA. If any employee is on leave but is being paid, PTO will continue to accumulate. If a full-time employee is on leave and is working intermittently, PTO accumulation will be pro-rated based on hours worked.

G.3 PTO Requests

PWPL utilizes a PTO management system to track employee leave balances and requests.

Planned Absences

Employees are encouraged to plan ahead as much as possible for planned leave requests. Supervisors will make every effort to approve PTO requests as submitted. However, department scheduling takes priority. In some instances, PTO requests may be modified or denied. Communicating with your supervisor will make these situations less likely.

Requests for planned time off should be received prior to the posting of the monthly schedule or at least one month in advance of the request. Paid time off outside of this timing is granted only if the employee can trade shifts with another employee.

All traded shifts should be verified by all parties involved and approved by their supervisor. If a conflict occurs in the scheduling of paid time off, the filing date of the request and number of previous PTO requests will be used to determine paid time off.

Leave for health-related purposes

Unplanned absence: Employees must call their supervisor as soon as practicable ideally before the start of a shift to communicate their inability to come to work.

Employees are asked NOT to call or text their supervisor regarding sick leave between the hours of 10:00pm and 6:00am, unless there is an emergency situation.

Planned absence: Employees should give seven (7) days' notice, or as much notice as possible.

We reserve the right to request a doctor's note for extended periods of sick leave in compliance

with state law.

Recording PTO after an illness

PTO taken for illness should be indicated on the employee's timesheet and requested using Breeze upon their return to work.

Should the timing of an illness extend past a timesheet deadline, supervisors will speak with employees about how much PTO they wish to use for your illness and submit it on your behalf. When in doubt, the total hours an employee was scheduled will be recorded as PTO or Sick Leave used on behalf of the employee.

G.4 PTO and Leave Payout at Termination

Employees will be paid for a maximum of one year earned accumulated PTO upon termination of employment. Refer to the PTO charts in section G.2 of this Manual (or Collective bargaining agreement) for details on the annual accrual amount.

Compensatory time (see D.10) balance will be paid out in full at termination of employment.

G. 5 Benefit prorating

Employees hired in a Part-time status, who are later promoted into a Full-time status, will have their Paid Time Off benefits prorated. Employees moving between a Full-time (32) and Full-time (39) status will not be subject to PTO benefit prorating.

Prorating of PTO will use the average hours worked in the previous three years of employment. If the employee has not been employed for three full years, the number of months worked will be used to calculate the average hours worked per week. The number of pro-rated months of employment will be calculated based on the Full-time (39) or Full-time (32) weekly hours worked. The new 'hire date' for PTO purposes will be generated using the pro-rated number of months and counting backward from date of promotion.

Employees will receive a detailed report showing how their PTO benefits were calculated. All hours paid to an Employee will be considered hours worked for the purpose of computing any of the benefits under this agreement.

G.6 PTO Buyout - Healthcare Savings

Full-time employees who would exceed the maximum carry over at the end of a calendar year will have a lump sum payment placed into the employees' MERS Health Care Savings Program. The lump sum conversion will be at a rate of 5% of the employee's annual accrual. Due to timing of accumulation, calculations for this payout will be generated between December 1 – December 15.

G.7 Sick Leave for Library Pages and Seasonal Employees

(ESTA without payout requirements for library pages/seasonal employees)

PWPL recognizes that all employees benefit from having the support of paid sick leave. Library

Administration will follow all state laws regarding the distribution and use of sick leave.

Eligibility

Library Pages and Seasonal Employees as defined in section D.5 of this Manual are eligible for paid sick leave at an earned rate of 1 hour for every 30 hours worked. This rate will be calculated and distributed on the last day of the month.

Termination

Paid Sick leave is provided to support employees while they are actively employed by PWPL and are not eligible for payout at termination.

G.8 ESTA -

G.8 Bereavement Leave

For the purposes of granting bereavement leave, immediate family members include spouse, domestic partner, parent, sibling, grandparents, grandparent, grandchild, child, comparable stepfamily and in-laws, or a member of the employee's household. The timing of the use of bereavement leave should be coordinated with the employee's supervisor.

Working Day Definitions D.7 are used to calculate the total hours eligible to be paid for bereavement leave. For Library Pages and Seasonal Employees bereavement leave will be calculated using the part-time employee working day amount.

Full-time employees as defined in section D.3 of this manual will be allowed up to three (3) Working Days with pay in the event of the death of an immediate family member as defined above. With the approval of their supervisor, a full-time employee shall be allowed one half (1/2) working day absence with pay to attend the funeral of a near relative, close friend, or associate.

Part-time employees, Library Pages, and Seasonal Employees as defined in section D.4 and D.5 of this manual will be allowed two (2) working days with pay in the event of the death of an immediate family member as defined above.

In the event of more than one death, the above benefits will apply to each immediate family member as defined above.

PWPL may require a copy of the obituary notice to verify the request for funeral leave pay.

G.9 Jury Duty

The purpose of this policy is to provide income protection while an employee carries out his or her civic responsibility to serve on a jury or if subpoenaed as a witness in a case in which the employee is not a party or participant.

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify his or her supervisor. The employee is required to provide copies of the subpoena or jury summons to his or her supervisor and to submit an approved leave request form for jury duty/subpoena to the Finance Director.

The supervisor will make scheduling adjustments to accommodate the employee's obligation. The employee will receive their normal pay while serving on a jury or responding to a subpoena. **Upon returning from such duty, employees must sign over the check from the court system over to PWPL.**

Employees appearing in their own case as a plaintiff or defendant or for a non-subpoenaed court appearance must use PTO or other paid leave.

G.10 Family Medical Leave Act

In compliance with the Family and Medical Leave Act of 1993 (FMLA), and the Implementing Regulations as revised effective February 2013, PWPL participates under the City of Marquette policy which follows. This permits eligible employees up to twelve weeks of leave for the care of a seriously ill spouse, designated individual, children or parents, the birth or adoption of a child, the employee's own serious health condition or for a "qualifying exigency" due to the deployment of the employee's spouse, designated individual, child, or parent on covered active duty with the military.

In addition, an employee who is the spouse, child, parent or next of kin of a covered service member is eligible for up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness. Leave taken under this policy is unpaid, except in certain circumstances where PWPL requires that accrued paid leave be substituted.

Eligibility

To be eligible for family and medical leave (including qualifying exigency leave and military caregiver leave), an employee must meet all of the following:

1. Have been employed with PWPL for at least twelve (12) months or 52 weeks. The 12 months of employment need not have been consecutive.
2. Have worked at least 1,250 hours during the 12-month period prior to the date the leave begins. These must be actual hours worked and not hours paid.

Types of Leave

Eligible employees are entitled to up to 12 weeks of unpaid leave during any 12-month period for one or more of the following reasons:

1. The birth of a child and in order to care for such child.
2. The placement of a child for adoption or foster care and to care for such child.
3. The need to care for a child, spouse, designated individual or parent (but not parent-in-law) of the employee who has a serious health condition.

4. A serious health condition that makes the employee unable to perform the functions of his/her job.
5. A qualifying exigency arising out of the fact that the employee's spouse, designated individual, child, or parent in the Armed Forces, National Guard or Reserves is on covered active duty or called to covered active duty. The leave may commence as soon as the individual receives the call-up notice.

Military Caregiver Leave

PWPL will also grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness up to a total of 26 weeks of unpaid leave during a "single 12-month period" to care for the injured or ill service member or veteran.

12-Month Period Defined

In determining leave entitlement, the 12-month period shall be measured backwards from the date an employee uses any FMLA Leave. If it is a first-time use of FMLA leave, the 12 months is calculated from the first day of leave. Each time an employee takes leave, PWPL will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

For military caregiver leave, the 26 weeks of unpaid leave is a single 12-month period which begins on the first day the employee takes leave to care for a covered service member and ends 12 months after that date. FMLA leave already taken for other FMLA qualifying events will be deducted from the total of 26 weeks available.

Designated Individual Defined

A designated individual for the purposes of this policy is a non-spouse significant other. The name of a designated individual must be on file with Human Resources six months prior to a request being made to utilize leave related to this designation.

Intermittent Leave

An eligible employee may take leave on an intermittent basis (reducing the work week or day or by taking off non-consecutive blocks of time) only if medically necessary (and documented in writing by a physician) for a serious health condition of the employee or a covered family member or covered service member.

For the birth, adoption, or foster care of a child, PWPL and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Intermittent leave will be recorded by hours, equal to the normal 12-week period (or 26-week period to care for a service member, if applicable). An employee who takes intermittent leave for planned medical treatment must make a "reasonable effort" to schedule treatment so as to minimize disruption to Library operations.

Substitutions of Paid Leave for FMLA Leave

For Employee's Own Serious Health Condition: All unused leave benefits available must be substituted for all FMLA leave taken by an employee for his or her own serious health condition.

For Other Qualifying FMLA Leaves: For other eligible FMLA leaves, all compensatory time and all but five (5) days of accrued but unused PTO must be used during the term of the leave. The remaining five (5) days of accrued but unused PTO may be substituted for FMLA leave at the employee's option.

For employees on benefit time, all unused accrued leave time with the exception of 240 hours of accrued leave time must be substituted for all FMLA leave taken by an employee for his or her own serious health conditions. The remaining 240 hours of accrued leave time may, at the employee's option, be substituted for FMLA leave.

Effect on Benefits

During a leave under this policy, an employee will continue to be covered under PWPL's group life insurance and health/dental/vision/prescription drug plan under the same conditions as if the employee had worked continuously during the 12 week (or 26 week) leave period.

The employees' usual contributions, if any, will be required. Premium payments or fees for which the employee is responsible are subject to any change in rates while the employee is on leave. If an employee's premium payment or fees are more than 30 days late, PWPL may terminate health coverage for the remainder of the leave. If PWPL pays the employee's share of premiums and/or fees missed by the employee while the employee is on leave, PWPL may require the employee to reimburse PWPL for such payments.

If the employee fails to return from leave for reasons other than the continuation of a serious health condition of the employee or covered family member or because of other circumstances beyond the employee's control, PWPL may seek reimbursement from the employee for the PWPL's share of the premiums or fees paid on behalf of the employee.

While on paid leave, PWPL will continue to make payroll deductions to collect the employee's share of pension contribution and health insurance premiums or fees and the employee will continue to accrue paid time off. Benefits other than group health and life insurance coverage will be suspended during any unpaid leave (pay for holidays falling within the unpaid leave of absence and accrual of PTO or pension service credit) consistent with other PWPL unpaid leaves of absence. However, no employee who takes a leave under this policy will lose any employment benefit that accrued before the date the leave began.

Job Protection

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from the health care provider before being allowed to return to work. An employee will be reinstated to their former position or to an equivalent position with equivalent pay,

benefits, and other terms and conditions following an approved leave unless they would have otherwise been laid off. However, no employee will have rights greater than if they had not taken leave.

Procedure

Notice Requirement:

In the event of a foreseeable leave, employees are required to give Library Director or City Hall Human Resources 30 days' notice. In addition, employees are required to complete a leave of absence form available from the Human Resources Department. In unexpected or unforeseeable situations, employees should provide as much notice to the Library Director as possible. If such notice is not given and there is no reasonable excuse for the delay, PWPL may deny the taking of the leave until at least 30 days after the employee provides notice.

For leave taken due to a qualifying exigency, the employee will be required to provide a copy of the covered service member's active-duty orders or other documentation issued by the military which would document their active-duty status and dates of service.

Health Certification

For leaves taken because of the employee's or a covered family member's serious health condition, employees must have the appropriate health care provider complete a "Certification of Health Care Provider for Employee's (or Family Member's) Serious Health Condition" available in the Human Resources Department. This medical certification must be returned to Human Resources within 15 days after requested or as soon as reasonably possible. For military caregiver leave or qualifying exigency leave, the proper certification forms may be obtained from Human Resources. The completed certification forms must be returned to Human Resources within 15 days, or as soon as reasonably possible.

PWPL may require second or third medical opinions (at its expense) from an employee and a fitness-for-duty report to return to work. PWPL may also require periodic reports (no more frequently than every 30 days) on the employee's status and intent to return to work. Before returning to work from leave due to the employee's own serious health condition, the employee must have a return-to-work certification from a physician specifically noting any restrictions.

Definitions

Covered Active Duty for members of the regular Armed Forces and the National Guard and/or Reserves, it means duty during deployment of the member to a foreign country under a call or order to active duty.

Covered Service Member: A covered service member is either:

- a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness, or
- a veteran of the Armed Forces (including the National Guard or Reserves) discharged within the five-year period before the family member first takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or

therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged or on permanent disability does not meet the FMLA definition of a covered service member.

Eligibility to Care for a Covered Service Member: In order to care for a covered service member, an eligible employee must be the spouse, designated individual, son, daughter, parent or next of kin. Next of kin is the nearest blood relative other than a spouse, parent, son or daughter with priority given to blood relatives who have been granted legal custody.

Qualifying Exigency Leave: A qualifying exigency is defined as any or all of the following:

1. short-notice deployment;
2. military events and related activities;
3. certain child care and school activities;
4. financial and legal arrangements;
5. counseling for the employee or minor child;
6. certain parental care activities for the parents of the covered military member;
7. spending rest and recuperation time with the covered service member;
8. post-deployment activities; and
9. additional activities to which the employer and the employee agree.

Serious Health Condition: A serious health condition is defined as a condition that requires inpatient care at a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider within a 30 day period, or one visit and a regimen of continuing treatment, or incapacity due to pregnancy. For incapacity due to a chronic condition, health care treatments for the chronic condition must take place at least twice a year.

Serious injury or illness for Military Caregiver Leave: In the case of a member of the Armed Forces (including National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty while on active duty (or if preexisting, was aggravated by such service) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating. In the case of a veteran, an injury or illness that was incurred (or aggravated) by the member in the line of duty while on active duty at any time during the 5 years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy for the injury or illness, and that manifests itself before or after the member became a veteran.

G.11 Unpaid Medical Leave of Absence

The purpose of this absence option is to provide for unpaid leave when an employee is not eligible for FMLA. This leave will not exceed six months, requires approval of the Library

Director, and is subject to the sole discretion of PWPL. This leave may be made available for the following two reasons:

- For the employee's own serious health condition; or
- For the need to care for a child, spouse, or parent as defined in the FMLA, who has a serious health condition.

Impact on Benefits

Once the employee ceases to be paid, the employees' group health insurance ends and they will be offered COBRA coverage at their own expense.

Employees on unpaid leave will not accrue any paid leave, longevity, seniority, pension service credit, or holiday pay. If the employee reduces hours these benefits will be reduced according to the average hours being worked.

Job Retention

PWPL is not required to hold the employees' current position open during this leave period but will make every attempt to find comparable employment for the employee at the end of the leave period.

If the employee is unable to return to work at the end of the 6-month period, or PWPL is unable to find comparable employment for the employee, employment will be terminated.

G.12 Military Leave without pay

PWPL abides by the provision of the Federal Regulations regarding reemployment rights as stated in the Universal Military Training and Service Act of 1940 and 1948; as amended, with respect to the reemployment rights of an Employee, and to the granting of leaves of absence in accordance there within.

Section H – Employee Conduct, Attendance, etc.

H.1 Patron Experience Policy

In recognition that community members are our number one priority, standards of service are outlined below to ensure consistent, high-level service to our community.

Opening on Time and Service Desks ready for patrons

Ensuring PWPL's doors are open on time and that service desks are ready for patron interactions is a critical component to consistent services. Staff should be arriving at work with enough lead time to be ready to work at the start of their shift.

Patron Greetings

Library staff are expected to foster a positive environment for patron experiences.

This includes but is not limited to:

- approachable body language;
- make eye-contact;
- use clear and positive language;
- actively listen;
- exhibit empathy; and
- offer greetings to patrons.

Specific Patron Experience Standards can be found in Attachment C.

24-hour Response Time

Responses to “routine” inquiries should be made within one working day. The expectation is an answer, not an action. The answer may be that the inquiry has been referred to a specific person or department; the answer may be that it will take a given number of days before an action can occur. Each situation may be varied; when in doubt, employees should communicate with their direct supervisor.

H.2 Dress Code

PWPL observes a ‘business casual’ dress code. Employees represent PWPL and are expected to always maintain a professional appearance and presentation. In addition to physical presentation, PWPL expects every employee to maintain a good state of hygiene and arrive at work with clean clothing. In consideration of co-workers, employees should be free of strong odors such as cigarette smoke and perfumes/body sprays.

Clothing should not impede an employee's ability to perform their job, and footwear should take employee safety into consideration. The following attire is not acceptable: beach wear, sweat suits, clothing with holes or cutoffs, t-shirts with non-library-related printing/slogans, revealing tops, slippers, knit/sock hats, and baseball hats (unless printed with PWPL logos). Staff should refrain from wearing any clothing or accessories that overtly support a political party, candidate, or specific ballot proposal.

H.3 Use of PWPL Property

Property owned or managed by PWPL ("PWPL Property") is to be used for Library business purposes only and is not for personal use unless authorized by the Library Director. PWPL Property includes, but is not limited to phones, computers, tools, equipment, keys, vehicles, access codes and passwords, documents, files, software, email accounts and/or other online-based services and related credentials. PWPL retains the right to access all PWPL Property at any time. Employees are required to surrender or provide PWPL Property they possess or use if requested by a supervisor. Employees should not entertain any expectations of privacy when on the premises of PWPL or while using PWPL Property.

PWPL property must be used in the manner for which it was intended. Employees are expected to treat PWPL property with care. Personal use or lack of care and respect for PWPL Property could result in a loss of property access, depending on the nature and frequency of such incidents. Employees who observe abuse of Library property by their coworkers are asked to report it to their supervisor or the Library Director.

Theft

Internal theft is a problem for PWPL. Although taking small items of PWPL property may seem inconsequential, the cumulative effect can be very large.

Property theft of any type will not be tolerated by PWPL. We consider property theft to be the unauthorized use of company services or facilities or the taking of any Library property for personal use. Unauthorized possession or removal of Library property is a very serious offense. Employees violating this policy will be subjected to discipline up to and including possible dismissal and prosecution.

H.4 Communal Staff Spaces

Communal staff spaces are available for employee use. Employees are expected to clean up after themselves and be respectful of others using the space. Specific guidance will be provided.

H.5 Work Performance Expectations and Review

All employees of PWPL are expected to meet the work expectations set forth by their job descriptions and workplace culture documents.

PWPL Department Head employees may hold regular departmental meetings as well as regular one-on-one or touch-in meetings with the employees they supervise. These ongoing meetings should include any performance issues related to duties and responsibilities not being met.

Yearly reviews are an opportunity to recap the past year's accomplishments and set goals for the upcoming year. In addition, annual reviews are an excellent opportunity to discuss future aspirations, ideas for operational change, and big picture brainstorming.

H.6 Attendance

Punctual and regular attendance is an essential responsibility for all employees of PWPL. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

Staff are expected to work a minimum number of weekly hours. Should an absence be necessary, and a trade of shifts is not possible, PTO should be used to make up for the absence.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

Absence

"Absence" is defined as the failure of an employee to report for work when they are scheduled to work. The two types of absences are defined below:

- *Excused absence* occurs when all the following conditions are met:
 - o Planned absences are requested at least 48 hours in advance of the absence.
 - o Unplanned absences and emergencies should be communicated to the employee's supervisor as soon as practicable.
 - o The absence request is approved by the employee's supervisor.
 - o The employee has sufficient accrued paid time off (PTO) to cover the absence.
- *Unexcused absence* occurs when any of the above conditions are not met.

Employees must take earned PTO for every absence unless otherwise allowed by other leave categories in this manual (e.g., leave of absence, bereavement, jury duty).

Tardiness and Early Departures

Employees are expected to report to work and return from scheduled breaks on time. They are also expected to stay for the duration of their scheduled shift. If employees cannot report to work as scheduled or need to leave early must notify their supervisor as soon as practicable.

Job Abandonment and Disciplinary Action

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Repeated unexcused absences, tardies, or early departures may result in disciplinary action up to termination.

H.7 Discipline Procedure

The purpose of this policy is to provide a framework for correcting and preventing unacceptable employee behavior or poor performance and to ensure that employees understand PWPL expectations for acceptable conduct in the workplace.

Whenever possible, counseling will be used to bring attention to a performance, conduct, or attendance issue and needed corrections. Employees will be given the opportunity to rectify problematic behavior or poor performance.

Behavior that is illegal may result in immediate termination. Theft, substance abuse, or intoxication at work, assault causing injury, and other acts of violence at work may be grounds for immediate termination. An employee who is suspected of violations of the law or serious misconduct may be placed on administrative leave while PWPL conducts an internal investigation. Such behavior will be reported to law enforcement authorities.

PWPL reserves the right to terminate without prior notice or disciplinary action. If the employee is in a union, the employee's union representative must be present at any meeting where the employee is to be discharged or suspended. The supervisor's recommendation to suspend or terminate employment must also be reviewed by Library Director and approved by the employee's department head.

H.8 Employee Guide to Rules and Workplace Conduct

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The list below consists of some of the most common types of prohibited behavior. The following violations shall constitute sufficient reason for disciplinary action, ranging from verbal warning to termination.

1. Unlawful manufacture, distribution, sale, possession or use of alcohol, marijuana, or non-prescribed drugs in the workplace, on Library property, or while on duty.
2. Reporting for duty while impaired by illegal drugs, alcohol, or marijuana.
3. Failing or refusing to comply when ordered to submit to drug and/or alcohol testing ordered by a supervisor or law enforcement during working hours.
4. Smoking or use of electronic cigarettes while in PWPL or within 20 feet of the entrance to the building.
5. Conviction of a crime which directly affects the performance of the employee's duties.
6. Conviction of a felony.
7. Violation of Library and/or departmental policies.
8. Misconduct or abusive language used in front of or directed at the general public, fellow employees, supervisors, or elected officials.
9. Willful carelessness or negligence of Library equipment, resources, or property.
10. Violation of or disregard for Library or departmental safety policies and rules including the use of safety gear, clothing, or equipment.
11. Unauthorized disclosure of confidential information or the use of confidential information not available to the public for personal gain.
12. Insubordination; refusal to follow any lawful official regulation or supervisor's order.
13. Failure to cooperate and work effectively with coworkers, management, or the public.
14. Failure to maintain acceptable personal hygiene or maintain work clothing in acceptable condition. Failure to follow departmental dress code.

15. Unauthorized or fraudulent use of Library property and/or finances including credit cards as described in the Credit Card Policy.
16. Fighting, assault, or threatening violence in the workplace.
17. Workplace Harassment, Section B.7.
18. Conducting unauthorized or personal business while on Library time or while using Library equipment.
19. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace or on Library property.
20. Falsification of Library records including, but not limited to, claims for benefits, leaves of absence, attendance or time records for oneself or another employee, information on job applications, reasons for illness, report of injury or other Library records.
21. Frequent tardiness or unscheduled absenteeism. Failure to notify supervisor of absence prior to shift.
22. Three successive days of unexcused absenteeism.
23. Exceeding the number of paid time off days available (i.e., PTO, etc.). This does not include employees on approved Family and Medical Leave Act (FMLA) leave or approved unpaid leave of absence.
24. Failure to provide return to work documentation from your treating physician for absences from work of 3 days or more, or as required by the employee's labor contract.
25. Unauthorized absence from the workstation or leaving the job during working hours without permission.
26. Continued poor performance resulting in an inability to perform the essential duties of the job in a satisfactory manner.
27. Interfering with another employee's work performance.
28. Sleeping on the job.
29. Failure to successfully complete training period.
30. Receipt of a total of two written disciplinary warnings within a 12-month period.

The foregoing rules are not intended to be all inclusive of the proper standards of conduct which employees are expected to observe. PWPL may establish additional rules, and department heads may establish additional departmental policies to govern employee conduct deemed necessary by the requirements of the department.

H.9 Resignation of Employment

PWPL requests that any employee wishing to resign from their employment provide two weeks' advance notice in writing to his or her supervisor. PWPL reserves the right to decline the employee's offer to work the entire two-week period. All rights and privileges of employment with PWPL terminate upon the termination date (last day worked).

Upon resignation of employment, an employee is required to return all files, documents, equipment, keys, building access codes, passwords, software, email, or other online-based vendor credentials, and/or other PWPL Property that is in the employee's possession, custody or control.

Section J – Health and Safety

J.1 Drug Free Workplace

Use of Alcohol and Non-Prescribed Drugs

An employee shall not report to work under the influence of, nor shall their performance at work be impaired by, alcohol or non-prescribed drugs. A “non-prescribed drug” means any drug that is unlawful under federal or state law, whether used medically or recreationally, including “medical marijuana” and “recreational marijuana.” Marijuana remains unlawful under the federal Controlled Substances Act.

Employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of alcohol or non-prescribed drugs in the workplace, on Library property, or while on duty. For purposes of this policy, the employee’s supervisor determines whether the employee is “under the influence” or shows “impaired performance” at work.

Interventions and Consequences

Employees are encouraged to take responsibility for their own behaviors to ensure compliance with this policy. However, in those instances when an employee presents to a supervisor as being “under the influence” or shows “impaired performance” at work, or otherwise violates this policy, PWPL will intervene and impose consequences to ensure compliance.

Interventions and consequences will be determined on a case-by-case basis, and may include, but are not limited to: Administrative leave, mandatory assessment, drug/alcohol testing, and disciplinary action up to and including termination.

J.2 Safety and First Aid

Employees should learn the location of all alarms, panic buttons, emergency exits, AED’s, and fire extinguishers, and PWPL training for proper use, should the need arise.

Supervisor on Duty

Library staff who are designated as a Supervisor on Duty (SOD) will be responsible for handling emergency or safety issues occurring at PWPL. Every attempt will be made to have a SOD employee onsite during all operating hours. If a SOD is not available, the Library Director or Assistant Director should be contacted. **Regardless of the SOD status, all staff are empowered to contact local emergency dispatch (911) should a situation warrant.**

First Aid Kits

First aid kits are available in each department. If supplies run low, please inform the Administrative Assistant ASAP so that supplies can be restocked.

Safety

PWPL should be a safe environment for both employees and visitors. Safety is to be given primary importance in every aspect of planning and performing all PWPL activities.

Please report all injuries, safety hazards or needed repairs to your supervisor or the Supervisor on Duty (SOD) immediately. An *accident report form* should be used to document the incident.

J.3 Building Access and Security

This policy applies to all employees and members of the Friends of PWPL. It also extended to interns, other volunteers, and contractors who may require temporary building access.

Maintaining the security of the PWPL building is every employee's responsibility. All nametags, keys, and access codes will be issued and maintained by the Assistant Director and Facilities Manager.

Library Director, Assistant Director, and Department Head employees are responsible for the enforcement of this policy.

Nametags

Nametags should be worn at all times when on duty. Replacement nametags will be provided if there is a name or position change, if the nametag is damaged or lost.

Building keys, key fobs, and keycards

Building access key fobs and key cards will be issued to all employees who may need to access the building outside of regular operating hours.

Metal keys for rooms will be issued as needed. Most employees will not be issued metal keys to the building. Keys to mechanical closets, meeting rooms, and other locked spaces will be made available by department.

Library keys should not be shared with anyone who is not an employee at PWPL. Key fobs and keycards should not be shared with other employees without transferring ownership. This is managed by the Assistant Director.

Lost/Stolen Keys

Any lost or stolen keys must be reported to the Assistant Director or Facilities Manager immediately.

Duplication of Keys

Except for the Facilities Manager and Library Director. No other staff are allowed to duplicate keys.

Termination

All library keys should be surrendered at termination.

Access Control System

PWPL has a digital access control system on exterior doors. Employees must understand how to arm and disarm the access control system. Accidental alarms will cause the Police Department to be dispatched. PWPL will incur fees for excessive false alarms.

Building Hours

Library Employees should not be on site outside of the schedule set forth in D.6 Work Week and Building Hours without permission from the Library Director, Assistant Director, or Facilities Manager.

Volunteers and interns should be onsite only during regular operating hours.

Other Security Measures

If there is ever a problem or suspicion of trouble, law enforcement is available using the public service desk panic buttons or by calling 911. If you are uncomfortable with a patron in or around the building, you are encouraged to notify the Supervisor on Duty (SOD) immediately.

Each Library service desk is equipped with a panic button which can be used to contact law enforcement if you are unable to make a 911 call. If you do need to notify the police, please let the SOD and other employees in the building know what you have done as soon as you are able.

PWPL has video cameras strategically located throughout the public areas of the building. Cameras help to provide a more secure physical setting for employees and patrons.

J.4 Weather and Emergency Closings

The Library Director, or their designee, has the authority to close PWPL due to adverse weather conditions or other emergency situations. Emergency closures can occur for power outages, water and sewer shutdowns, flood conditions, imminent storm or snow conditions, road closures, times of great public crisis, disaster, catastrophe or with reasonable apprehension of immediate danger.

Emergency Response Employees

Emergency employees include Library Director, Assistant Director, Supervisor on Duty, Communications Coordinator, Administrative Staff, and the Facilities Manager. These staff members may stay onsite to deal with the emergency at hand or to ensure that all possible notifications have been made to employees and public regarding the closure. During some situations, other Department Head employees or staff members may be asked to stay onsite.

Procedures

The Library Director, Assistant Director or their designee will consult appropriate agencies, including the National Weather Service, Marquette County Sheriff's Department, and the

Marquette County Road Commission whenever hazardous weather conditions occur or are anticipated.

Once the decision has been made to close PWPL, each Department Head will be notified, and non-emergency employees will be sent home or notified not to report to work.

Notification of the closure will be sent to local media outlets and will be posted on Library doors (if access is possible), using PWPL's website, and other online resources.

Leave Policy

Emergency employees who are required to work during their regular work hours when PWPL is closed due to emergency are not entitled to receive overtime pay or comp hours. Full-time employees should not earn more than 8-hours of paid time if PWPL is closed for an emergency. Unless the employee is required to actively work more than 8-hours during the closure.

In the event of closure, those employees scheduled to work will be paid for the hours they were scheduled to work.

An employee who is on approved leave when the closure is enacted does not receive credit or additional leave time for the closure. An employee on leave has no expectation of working during the time of the closure and is therefore not entitled to additional pay or time off.

Emergency Response

For extended emergency closures, the GOV – 8 Emergency Response Policy will be activated.

J.5 Tobacco-Free Environment

PWPL grounds and buildings are tobacco-free. Employees are not permitted to use tobacco on Library premises. Employees are allowed to smoke or vape in their own vehicle in the PWPL parking lot. When traveling on Library business with other Library employees, tobacco use is not permitted in that vehicle.

J.6 Workplace Violence

PWPL is firmly committed to the safety and well-being of its employees and patrons. To this end, PWPL seeks to provide and maintain a safe, healthy and secure work environment that is free from workplace violence.

All employees are expected to perform their duties in a safe and productive manner without violence or threats of violence towards another individual. The possession of weapons by Library employees while on duty, unless lawfully carried by law enforcement or other commissioned officers pursuant to state and federal law, is inconsistent with these objectives and is prohibited. A license to carry a concealed weapon does not supersede this policy.

Definitions

Workplace violence is any physical assault or threatening behavior in the workplace. This includes, but is not necessarily limited to, any act or threat of aggression, whether physical, oral or written, which reasonably results in fear of bodily harm; causes or is capable of causing death or bodily injury; threatens the safety of a co-worker, resident, or member of the general public or damages property.

Weapons

A weapon includes a device, instrument, material or substance used to, or capable of causing death, bodily injury or damage to property. Weapons include, but are not limited to, an explosive, a device designed for delivering or shooting an explosive weapon, a rifle, shotgun, machine gun, handgun, firearm silencer, pneumatic gun, tasers, knives, brass knuckles, or any other device used for the infliction of bodily harm or damage to property. Pocket knives or knives used solely for eating or food preparation are not considered weapons for purposes of this policy unless used to inflict bodily injury or damage to property.

Workplace

This includes any location, either permanent or temporary, where an employee performs any work-related duty. This policy also applies to all Library-owned or leased vehicles. Employees who lawfully possess a firearm or other weapon in their personal, privately owned motor vehicle while parked in a Library parking lot, must keep the weapon covered and their vehicle locked.

Enforcement

Any instances of workplace violence or threats of workplace violence must be reported immediately to Human Resources. The employee(s) will be placed on Administrative Leave while an investigation is conducted. Any employee who is found to be in violation of the J.6 policy will be subject to discipline, up to and including termination. PWPL reserves the right at any time and at its discretion to search all Library-owned or leased vehicles and all packages, containers, briefcases, purses, lockers, desks, computer drives, enclosures and employees entering its property for the purpose of determining whether threats have been made or a weapon has been brought onto its property or premises in violation of this policy. All searches will be conducted by the Marquette City Police Department. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

Section K - Employment Records

K.1 Employee Information Change

It is the employee's responsibility to keep PWPL advised of any changes in their name, address, telephone number, marital status, change of beneficiary, and name and number of dependents which may affect taxes, social security or benefits (including health insurance coverage). This information must be reported to Human Resources in writing as soon as the change occurs, but no later than 30 days after the event. PWPL and in turn The City of Marquette will rely on the latest information in its possession and will not be responsible for the failure of an employee to promptly report any changes.

In addition, employees must notify PWPL Administration of any license or certification renewals, and any training classes or job-related education the employee completes.

K.2 Personnel Files

To have a complete, accurate and current record of an employee's employment history at PWPL, PWPL maintains employment records which constitute each employee's personnel file. The purpose of this policy is to define what constitutes a personnel file and the establishment, use, access to and maintenance of official personnel files. City of Marquette Human Resources Department also maintains an employee file for each PWPL employee. The file held at City Hall contains only documents directly related to hire, transfer of position, wage increases, and termination.

The primary statute in Michigan governing personnel records, the Bullard-Plawecki Employee Right To Know Act (ERKA), defines a "personnel record" to include any "record kept by the employer, to the extent that the record is used or has been used, or may affect or be used relative to that employee's qualifications for employment, promotion, transfer, additional compensation, or disciplinary action." PWPL incorporates this definition by reference in this policy to define a personnel record. PWPL collective bargaining agreements may also contain provisions applicable to the contents and maintenance of a personnel file that will apply to members of that bargaining unit.

Employee Access

All personnel files on current and former employees are kept in a secure and locked location at PWPL as well as in City Hall. An employee may ask to see their personnel file at reasonable intervals, generally not more than two times in a calendar year by sending a written request or email to the Library Director. The Library Director will schedule a date and time for the employee to review their file. Employees are permitted to view their file during their regular working hours in the Finance Director's office or at City Hall. They are not allowed to remove the file to another location. However, if an employee requests a copy of their file, Library Administration will make a copy (not more than once a year) without charge. If the employee, or former employee, requests the copy to be mailed to them, the employee may be assessed a fee to cover the cost of mailing.

Administration or Direct Supervisor Access

Direct supervisors may request access to an employee's personnel file as needed. Files should not be removed from the Finance Director's office, copies of documents contained within can be made on request.

Documents submitted to the Finance Director for addition to an employee's personnel file should be related to employment including but not limited to certificates of training, official forms, and correspondence related to employment.

Disputed Information:

An employee who disagrees with the information contained in his or her personnel file has the right to request the Library Director to remove or correct that information. The Library Director and the employee must mutually agree to any removal or correction.

If the Library Director and the employee cannot reach an agreement, the employee may submit a written statement explaining his or her position. The statement may not exceed five sheets of 8.5-by-11-inch paper. This signed statement will be kept in the employee's personnel file.

Release of Record to Third Parties:

PWPL will not release copies of an employee's personnel record to third parties without a written authorization and waiver from the employee or former employee. However, representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. Disciplinary records older than 4 years will not be sent to a third party unless the release is ordered in a legal action to a party in that legal action, the release is ordered in an arbitration to a party in that arbitration, or the release is requested by a government agency because of a claim or complaint by an employee.

K.3 Social Security Number Policy

PWPL's policy is to protect the confidentiality of social security numbers in accordance with the requirements of the Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81 *et seq.*, (the "Act"). No person shall knowingly obtain, store, transfer, use, disclose or dispose of a social security number that PWPL obtains or possesses except in accordance with the Act and this policy. Violation of this policy may result in disciplinary action, up to and including dismissal for employees. Individuals who violate the Act may also be subject to civil and criminal penalties as provided for in the Act.

Obtaining Social Security Numbers

Social security numbers should be collected only where required and/or permitted by federal and state law. Administrative uses in the ordinary course of business may include, but are not limited to:

- verify an individual's identity for purposes related to eligibility for employment or proposed employment;

- verify identity for purposes of a pre-employment background check, credit check or driving history;
- for tax reporting purposes;
- pursue or enforce legal rights, including but not limited to, an audit, collection, investigation, or transfer of an employee benefit, claim, debt, receivable, or account or interest in a receivable or account;
- detect, prevent, or deter identity theft or another crime;
- provide or administer employee health insurance or membership benefits, claims or retirement programs.

Public Display

PWPL will not publicly or visibly display more than four sequential digits of a social security number on any documents or materials designed for public display. Documents, materials, or computer screens that display all or more than four sequential digits of a social security number must be kept out of public access or view at all times.

Computer Use

PWPL will not require employees to use or transmit more than four sequential digits of their social security numbers over the internet or on a computer system or network unless the connection is secure, or the transmission is encrypted.

Mailing of Documents

Library documents containing all or more than four sequential digits of a social security number will only be mailed in cases where state or federal law, rule, regulation, or court order or rule authorize, permits or requires that a social security number appear in the document.

Documents containing all or more than four sequential digits of a social security number will not reveal the number through the envelope window or otherwise be visible without manipulation from the outside of the envelope or package.

Freedom of Information Act

Where all or more than four sequential digits of a social security number are contained within a document subject to release under the Freedom of Information Act, the social security number will be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.

Storage

PWPL limits access to social security numbers to those employees whose job duties require that they use this information. All documents containing social security numbers shall be stored in a physically secure manner and will not be disclosed to persons who are not authorized to access this information. Social security numbers must not be stored on computers or other electronic devices that are not secured against unauthorized access.

Disposal

Documents containing social security numbers will be retained in accordance with the

requirements of state and federal laws. Disposal of such documents must be done in a manner that protects the confidentiality of the information, such as shredding. Data stored in electronic format must be rendered irretrievable before computers are discarded or destroyed.

Procedures for Compliance

Effective immediately, all department heads, middle managers and employees must conduct a department-wide review of all current information gathering and storage practices and procedures. Whenever possible, social security numbers should not be used to identify persons. Use the City “employee number” or a “unique identification number” instead. A driver’s license number is not recommended since this information is also personal information limited to certain uses by law. If you are required or authorized to use a social security number, use only four digits wherever possible (i.e., XXX-XX-1234).

Section L – Communication and Technology Use Policies

L.1 Library Spokespersons

The Library Director and Assistant Director are the official spokespersons of PWPL. The responsibility for disseminating information may be delegated to other staff members and/or leadership of the PWPL Board of Trustees. However, final approval of all official messages rests with the official spokespersons.

Unless authorized to do so by PWPL spokespersons, employees should not represent themselves as an official spokesperson for PWPL or represent their views as the official views of PWPL in any digital, written, or spoken format.

L.2 Passwords

Individual employee passwords are not to be shared with anyone, including, but not limited to the employee's supervisor, or other employees unless directly authorized by the Network Administrator or Library Director. Once shared, employees are required to promptly change the shared password.

L.3 Employee Computers

Under no circumstances is anyone other than a PWPL employee permitted to use an employee computer.

This includes, but is not limited to:

- Checking materials in/out, accessing patron information, accessing the Internet, or checking email.

Friends of the Library (FOL) volunteers may utilize the computer in the FOL work area. Other volunteers, interns, and non-library employees are only permitted to use an employee computer if directly approved by the Network Administrator and the Library Director.

To maintain confidentiality of patron information and the security of PWPL's network, employee computers must be secure before leaving the work area unattended. This may include logging off any computers, locking offices, or obtaining assistance in securing the area. **Furthermore, employees are expected to shut down computers at the end of the day, unless that computer is left on for remote access prior to when they return to work.**

In addition, any employee who observes or allows another employee or patron to compromise PWPL network and does not inform the Network Administrator, department head supervisor, or Library Director immediately will also be subjected to disciplinary action, up to and including dismissal.

L.4 Data and Technology Resources

This policy identifies acceptable use of Library resources, provides awareness of expected end-user behavior, and is also intended to safeguard IT data resources. This policy requires that end-users always maintain respect for the privacy of Library patron information. A cooperative effort from every employee is necessary to prevent misuse, eliminate the risk of liability to PWPL, and promote the efficient utilization of IT resources and information technology services. This policy establishes broad guidelines for the use of IT assets, resources, and software. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

Privacy:

Employees shall not have any expectation of privacy with respect to any material on company property. Employees should be aware that the data created and stored on Library equipment remains the property of PWPL. Because of the need to protect PWPL's network, the Library cannot guarantee the confidentiality of information stored on any network device belonging to PWPL.

PWPL has the right to monitor and log all aspects of its computer network including, but not limited to, monitoring Internet sites visited, monitoring social media and blog sites, monitoring file downloads, and all communications sent and received. PWPL reserves the right to disclose e-mail information and images to courts, law enforcement agencies, and other third parties without your consent.

For security and network maintenance purposes, Information Services may monitor equipment, systems, network traffic, and audit logs at any time and reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Personal Use:

Employees are responsible for exercising good judgment regarding the reasonableness of personal use. It is permissible to use PWPL's e-mail system and workstations for some incidental personal purposes. This does not include uses requiring substantial expenditures of time, uses for profit, or uses that would violate any other PWPL policies. Employees should not store personal documents on the PWPL servers or in PWPL cloud-based platforms.

PWPL reserves the right to use any e-mail or other electronic files found in its system for its business activities and to disclose e-mail content to appropriate personnel.

Security and Proprietary Information

Employees have been granted access to Library systems, applications, and data according to job requirements and responsibilities. As such, employees have a responsibility to use PWPL's computer resources and the Internet in a professional, lawful and ethical manner. The following guidelines must be observed when accessing Library systems:

1. Any computers connected to PWPL Internet must be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.
2. Never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Library sources, without first scanning the material with Library-approved virus checking software. If you suspect that a virus has been introduced into PWPL's network, notify the Network Administrator immediately.
3. Staff should be aware that much of the material on the internet is copyrighted. It is the employee's responsibility to be aware of the display of any notices concerning the copyright of information on the internet, and to respect federal copyright laws.
4. Under no circumstances are employees authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Library-owned resources.
5. PWPL has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.
6. The following activities are strictly prohibited, with no exceptions: Installing, distributing or copying "pirated" or other software products that are not appropriately licensed for use by PWPL;
7. Using a PWPL workstation to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction;
8. Making fraudulent offers of products, items, or services originating from any PWPL account;
9. Circumventing user authentication or security of any host, network or account;
10. Remotely accessing another employee's workstation, regardless of purpose, without advance authorization;
11. Providing information about, or lists of, Library employees to parties outside PWPL.

L.5 Internet Usage

Internet use is authorized for the purpose of conducting Library business. As such, there is a possibility of breaches to the security of PWPL's network and information via viruses or spyware. Spyware allows unauthorized people, outside PWPL, potential access to passwords and other confidential information.

The guidelines below must be observed when using the Internet and, while it illustrates examples of improper usage, your good judgment and common sense are essential to guiding you on the appropriate uses of the Internet and will help protect Library resources.

Inappropriate Use of Internet

1. Using the Internet to purchase or sell personal goods or services is prohibited.
2. Representing yourself as someone else on the Internet is prohibited.
3. Providing information about employees to persons or businesses that are not authorized to possess that information.
4. Files downloaded from the Internet or FTP sites must be virus scanned.

5. Using the Internet to gamble is prohibited.
6. Using the Internet for game playing is prohibited.
7. Using the Internet is not permitted when it interferes with your job or the jobs of other employees.
8. Using the Internet is not permitted when it interferes with the operation of the Internet for other users.
9. Under no circumstances may you use Library computers to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites.
10. Dissemination or printing of copyrighted material is prohibited.

Enforcement

Any employee found to have violated the Internet policy may be subject to disciplinary or legal action.

L.6 Social Media

This policy establishes guidelines for the use of PWPL social media sites as a part of the overall marketing plan. The PWPL website will remain the primary and predominant internet presence at www.pwpl.info. Any social media content requiring more information will be directed back to the library's website. Whenever possible, information provided on social media will also be available on the website.

PWPL is committed to:

- Communicating accurate, objective, and impartial information about PWPL.
- Responding to questions and concerns.
- Respecting freedom of speech and difference of opinion while protecting staff and users from offensive, abusive, racist, or otherwise inappropriate speech or spam.

Defining Social Media

Social Media sites are platforms which users create or interact in online spaces to share information, ideas, personal messages, and other content. This includes any website or app that PWPL has an account and interacts with users. PWPL Communications staff are tasked with using social media platforms in support of the library's mission.

FOIA and Removal of Postings

Social media sites are subject to the Michigan Freedom of Information Act (FOIA). Unless otherwise stipulated, PWPL's official social media sites are intended as limited public forums and PWPL retains the right to remove comments and posts that violate the terms enumerated in the disclaimer. PWPL may restrict access to users who routinely violate these terms, or who do so in an egregious manner. PWPL also reserves the right to not respond to any post, comment or message that violates these terms.

Any content removed based on these guidelines must be retained, including the time, date and identity of the party submitting the content, when available. In most cases, social media records

will be classified under the General Correspondence category of the applicable State Record Retention and Disposal Schedules.

Employee Use of Social Media

Staff who are designated as official spokespersons (Section L.1) have administrative privileges for all PWPL social media accounts and are responsible for adding or creating user accounts and granting administrative privileges. Additionally, only designated spokespersons are authorized to create official PWPL profiles or pages on new social media platforms.

Employees who have been designated by the official spokespersons as content creators will have the authority to add content to social media platforms without needing prior approval from the spokespersons, as long as the content aligns with the established PWPL marketing plan. This ensures consistency and control over the library's social media presence while allowing flexibility within the guidelines of the marketing plan.

Content creators should create postings consistent with the library's mission and marketing plan tone and collective 'we' point of view. The content must be non-biased and non-political. Professional customer service is expected at all times when interacting on the library's social media accounts.

Library staff should be aware of cybersecurity practices and advancements in artificial intelligence. Changes in this arena may result in restrictions on what patron images and information is posted on the library's social media platforms. In general, the library should NOT post images of children under 18 with their names.

Personal Use of Social Media

Personal use of social media – conduct not related to work – is considered the same as any other type of personal business and is prohibited for all employees during work hours. While at work, employees may use social media only for approved business purposes, including professional networking, to support their department's mission, provided they are approved to do so and follow their department's social media policy, if applicable. Employees are prohibited from posting or releasing on any social media site confidential or personally identifiable information obtained through their employment with PWPL.

Outside the workplace, employees should understand that material published on personal social media networks should not be misattributed to PWPL. Specifically:

- Employees should not attribute personal social media activity to PWPL.
- Employees should not make social media postings that appear to be from PWPL.

Employees should not participate on social media sites or other online forums on behalf of PWPL unless authorized to do so by the Official Spokespersons.

Social media can be a useful way to share information with family, friends, and colleagues. However, use of social media also presents certain risks and carries certain responsibilities with it.

Employees are responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any employee conduct that adversely affects job performance, the performance of fellow employees or otherwise adversely affects PWPL patrons, people who work on behalf of PWPL, or PWPL's legitimate business interests may result in disciplinary action up to and including termination.

The same policies in this handbook apply to employee activities online; therefore, ensure postings are consistent with these policies and applicable law. In addition, be fair and courteous, honest and accurate, and post only appropriate and respectful content. Express only your personal opinions, and when speaking about PWPL, identify yourself as an employee and make clear you do not speak on behalf of employer. Remember that the Internet archives almost everything; therefore, even deleted posts can be searched. Never post any information or rumors that you know to be false about PWPL, co-workers, patrons, people working on behalf of PWPL, or others in the library industry. Also, keep in mind that complaints about your employment are more likely to be resolved by speaking directly to your co-workers or supervisor instead of posting them on social media. If you decide to post complaints or criticism, avoid posting content that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage patrons or co-workers, or that might constitute harassment or bullying.

Refrain from using social media while on work time or on equipment provided by PWPL, unless it is work-related as authorized by your supervisor. Do not use PWPL email addresses to register on social networks, blogs or other online tools for personal use.

Failure to abide by policies established for the use of social media will result in discipline and in the loss of social networking privileges.

L.7 Electronic Mail (e-mail)

E-mail is a valuable tool for communicating with other employees as well as with the public. As such, the use of e-mail is permitted and encouraged to assist with business practices and activities provided it is used in accordance with this policy.

The list below is by no means exhaustive but attempts to provide a framework for activities which fall into the category of unacceptable use. The following activities are strictly prohibited, with no exceptions:

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (spam);
2. Unauthorized use, or forging, of email header information;
3. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type;

4. Posting the same or similar non-business-related messages to large numbers of users;
5. Forwarding of Library confidential messages to external locations;
6. Distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal;
7. Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment;
8. Breaking into PWPL or another organization's system or unauthorized use of a password/mailbox;
9. Undertaking deliberate activities that waste employees effort or networked resources.

Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy.

Upon separation access to the PWPL email service will be terminated.

L.8 Library Cell Phone Usage Policy

Cellular telephones enable ease of communication and remote wireless connectivity resulting in more productive and mobile employees. However, such devices add significant operating expenses and may create additional security concerns for PWPL. To minimize these concerns, this policy establishes guidelines for procurement, possession, and appropriate use of Library-owned cell phones.

Overview

PWPL recognizes that certain job functions require that an employee be accessible when away from the office or during times outside of scheduled working hours. For this reason, PWPL will provide cell phone service to select authorized employees.

The following personnel are authorized to use a Library provided cell phone: Library Director, Assistant Director/Network Administrator, and Facilities Manager.

New Service and Equipment

All Library provided cell phones are to be acquired through the Library Director only. The Library Director and Assistant Director/Network Administrator are the only authorized liaisons with PWPL's cell phone provider. Employees are responsible for any equipment costs related to their library cell phone service. PWPL will pay the monthly service costs, but any equipment upgrade fees are to be paid by the employee.

Losses, Repairs, Replacements

Employees with library cell phones are responsible for any costs associated with damage or loss.

L.9 Personal phone use and personal calls

Personal cell phone use during the workday interferes with employee productivity and distracts other employees. Employees are to use personal cell phones during non-work time (or approved break time) when possible.

Employees may wish to keep their personal phone with them during the workday. Use of a personal phone should not occur while working at a public service desk. Stepping away from your duties should be reserved for emergency situations only.

As phone capabilities grow you may wish to use your personal phone to assist in your job duties. If this is the case, please speak with your supervisor about appropriate ways to utilize your phone while at work.

Use of a personal phone for work is not required, nor will you be compensated for any way for the cost of your personal phone or data plans should you choose to use a personal phone for work purposes. PWPL is not liable if your personal phone is lost or damaged while you are using it for work purposes.

L.10 Photographs

Any photograph, taken by an employee while on duty or with PWPL's equipment, is the property of PWPL. A release should be signed by patrons who are included in any photograph, prior to its use by PWPL.

Attachment Listing:

Attachment A: PTO - Full Time Administration Staff

Attachment B: PTO - Part Time non-union staff

Attachment C: Summary Plan Document (SPD)

Attachment D: Longevity Scale Administration and Library Pages

Attachment E: Patron Experience Standards

Attachment F: Who Do I Ask?

Attachment G: One Pager Library Information

Resource Listing:

B.3 Equal Employment Opportunity and Title VI

City of Marquette Ordinance Nondiscrimination:

https://library.municode.com/mi/marquette/codes/code_of_ordinances?nodeId=COOR_CH2A_D_ARTIIIOFEM_DIV4NO#634

City of Marquette Title VI Plan:

<https://www.marquettemi.gov/title-vi/>

Summary of revisions:

XXX XX, 2025 - First draft provided to Library Board of Trustees.

Acknowledgement of PWPL Employee Manual

1. I hereby acknowledge receipt of the Employment Manual.
2. I certify that I have read it in its entirety and understand the policies within it.
3. I agree to accept and follow the policies and rules as stated within the Employment Manual.
4. I understand that my employment may be terminated by either party at any time, for any reason, with or without notice, except as set forth in the terms of a written Employment Agreement (if any) signed by the President of PWPL Board of Trustees.
5. I understand that PWPL administration is responsible for reviewing, modifying, and administering this manual.
6. I understand that the policies described in this Employment Manual supersede all previous policies, practices, and oral statements of PWPL, its predecessors or its authorized agents.

EMPLOYEE'S SIGNATURE

Date: _____

Signature: _____

This form will be placed in your personnel record. If you wish to have a copy of this form for your records, please request one from your supervisor.

TO: PWPL Board of Trustees
FROM: Andrea Ingmire, Library Director
DATE: June 17, 2025
RE: Other Business

1. Standing Board Committee Members 25/26

Background:

Standing committees of the PWPL Board of Trustees include Finance, Personnel, and Investment.

Typically, committee members are reviewed and appointed at the May meeting. As that did not occur, we should review appointments. The charge for each committee is set forth in the board by-laws: https://pwpl.info/wp-content/uploads/2023/11/GOV-6-Board-of-Trustees-Bylaws-10_2023.pdf

- *Finance Committee includes 2 board members and meet annually typically during budget development. 24/25 finance committee members were Steve Schmunk and Joe Meyskens.
 - *Personnel Committee includes 2 board members and holds meeting on an as needed basis. This occurs when wages are being discussed and if major personnel issues take place. 24/25 personnel committee members were Lori Nelson and Carol Steinhaus
 - Investment Committee includes 1 board member and meets annually to review investments. 24/25 investment committee member was Lori Nelson
- *these committees will meet in the next couple of months.*

2. Bench Update

Background:

At the May 20, 2025 PWPL Board of Trustees meeting the board discussed the repairs needed for the Besty Clow Memorial Garden benches. Due to unknown scope and associated costs, the board requested that further investigation into this be done, and firm quotes be brought back to the board at the June meeting.

Following the May meeting, PWPL staff John Povey and Joe Secreast took a closer look at the benches and recognized that while some of the boards were indeed rotted, there were many that were structurally sound. As the scope of the project was well within the funds currently held in the operating budget, we gave Joe the go-ahead to begin repairs. One bench is fully completed and the other is in progress.

TO: PWPL Board of Trustees
FROM: Andrea Ingmire, Library Director
DATE: June 17, 2025
RE: Other Business



3. **Budget 25/26**

Background:

Library Administrative staff are beginning to work on the Budget for FY25/26. It is our intention to have a budget ready for the PWPL Board of Trustees meeting on August 5, 2025. It is possible that negotiations with the AFSCME union will not be completed by this time. However, it does seem likely that we will have city revenue estimates in early July.

Discussions about the budget can be handled at the August 5, 2025 meeting as the Finance Committee will meet to discuss the budget in more detail before it is presented to the full board. It is also an option to schedule a work session for the full board if members outside the Finance committee are interested in knowing more about the budget and the process involved in developing it.

CHAPTER 2: BYLAWS

A. Bylaws and Board Organization

Bylaws

Bylaws are rules of behavior that govern the board. Effective bylaws fulfill several important functions:

- Provide the operational philosophy and principles of the organization
- Provide a structure for conduct at meetings
- Provide guidance as to the extent and the practice of the board's authority
- Describe the board's primary duties
- Act as a guidepost for decision making and problem solving
- Provide necessary checks and balances
- Provide policies for compliance with necessary laws
- Provide transparency to ensure board fulfills its public trust

State library establishment statutes empower library boards to adopt rules and regulations for their own governance. Boards (both governing and advisory) fulfill this requirement by writing and adopting bylaws.

Bylaws are the basic rules relating to the library board as an organization. They define the primary characteristics of the library board and describe how the board functions. Good bylaws can act as a user manual on the operation of a productive board. Incomplete or badly written bylaws can cause conflict and hamper the operation of the board – and the library.

When creating bylaws from scratch, start by looking at the work done by other libraries. There are many excellent examples to be found on the United for Libraries website, a resource provided to all Michigan public libraries. (See [Appendix A](#))

There are many areas that can be covered by board bylaws and creating them can easily become overwhelming.

A wise practice is to start with the basics and then build on them over time. A good set of bylaws is an organic publication that gets tweaked and updated over time as the needs of libraries and library patrons change over time.

A comprehensive, initial set of library board bylaws should include the following:

- A statement of the official name of the library (along with a citation to the applicable resolution or ballot measure, if applicable).
- Confirmation of the authority of the library board to exist, citing the establishment statute or the source of the library's existence, e.g. the County Libraries Act or the city charter, or some other higher authority.
- Description of the board's authority, powers and duties, especially:
 - Governing Board—Authority, powers & duties bestowed by establishment statute.
 - Financial decision-making and fiduciary duty
 - Policymaking
 - Employment authority

- Advisory Board – Authority, powers and duties delegated by governing authority, especially:
 - Financial authority
 - Decision-making authority
 - Employment authority
 - Limit of authority in relation to authority of governing body
- Provision for periodic evaluation of the director's job performance if board is employer/supervisor.
- Outline of library administration authority and duties as delegated by board or governing body.
- Statement of the board's responsibility for prudent stewardship of library assets and their adherence to their oath of office.
- Statement on the board's responsibility to uphold the First Amendment and principles of intellectual freedom.
- Ethics statement (or identification of an existing municipal ethics ordinance applicable to municipal officials).
- Conflict of Interest Policy, including:
 - Receipt of gifts
 - Contracting
 - Nepotism
 - Incompatible offices
- Participation in Friends' Groups or Library Foundations
- Description of duties of the library director and a discussion of the board's duties in relation to the director's.
- Description of the structure of the board, officer titles, descriptions of the duties & powers of each position.
- Most boards elect a president, vice president and secretary. Some include a treasurer. (Note that a board secretary does not necessarily have to be the person who takes the minutes of the board meetings. This activity effectively removes them from participation in the meeting. Consider using a staff member [not the director] to take board minutes, except for closed sessions.)
 - Procedure for how officers are elected, terms for each office, schedule for elections, how to fill seats that become vacant mid-term, and officer rotation. Wise boards rotate officers to keep new ideas flowing and to educate board members in all aspects of board management
 - Procedure and consequences for violation of board policy, rules, ethics, etc.
 - Consequences can include removal from a board office (such as board president, etc.), and removal from committees or removal from projects or tasks.
 - Procedure must include an appeals process.
- Statement of parliamentary procedure.
 - Parliamentary procedure is the formal process by which meetings are run and by which business is brought before and considered by formal bodies. There are two primary forms of parliamentary procedure, Robert's Rules of Order, and The Standard Code of Parliamentary Procedure (formerly the Sturgis Standard Code). The Board will want to determine which style of procedure is best for them, and then include in the bylaws a statement of which procedure is to be followed for board business.
 - See [Appendix H](#) for a listing of resources on parliamentary procedure.

- Definition of a quorum.
- Description of standing committees including names, number of members and rotation of members.
 - It is a good idea to rotate committee members, just as you would rotate board officers. This gives each board member a chance to learn and grow. It also keeps members from becoming entrenched in certain roles.
- Procedure for establishing & abolishing committees
 - Committees may not act for the board as a whole. They are simply a mechanism used by the board to assist in compiling information or proposing solutions.
 - It is not necessary to have committees. The board can act as a committee of the whole and many smaller libraries run perfectly well without them. However, board committees can prove helpful, especially in the areas of personnel, policies, finance, bylaws and board recruitment.
 - Committees can be standing or ad hoc.
 - An ad hoc committee should go out of existence with the completion of its purpose. For example, a building committee ends when the building project is completed.
 - A standing committee is a permanent committee of the board that has ongoing responsibilities.
 - A finance committee
 - A personnel/HR committee
- Board public meeting details – The ALA division United for Libraries has a useful toolkit called Trustee Board Meetings – Effective Meetings for Library Boards of Trustees (See [Appendix A](#)).
 - A statement acknowledging the requirement to adhere to the Open Meetings Act (OMA).
 - A description of how often meetings of the committee(s) will be held (monthly, bi-monthly, etc.)
 - The schedule of meetings (day, & time, & location)
 - The procedure for setting up the meeting (reserving the space, arranging AV, etc.)
 - Party responsible for agenda, board packets and public copies of materials (if applicable)
 - The criteria and procedure for changing/canceling a meeting (for bad weather, etc.)
 - The procedure of noticing/announcing a meeting (or meeting change)
 - The procedure and policies for public comment at meetings
 - Must adhere to the Open Meetings Act.
 - The procedure for minutes
 - What the minutes should contain (in addition to OMA requirements)
 - Who is responsible for posting and maintaining online.
 - Who records or takes minutes (as stated before, the secretary is probably not the best candidate for this job).
 - The order of business. The order of business is the blueprint for board meetings. A typical agenda may look like the following:
 - Call to order
 - Approval/amendment of the agenda
 - Approval of the last meeting's minutes
 - Treasurer's report
 - Committee reports

- Director's report
- Old business
- New business
- Public comment
- Adjournment
- Description of how bylaws may be amended.

B. Board Relations

Board discussion, even vigorous debate, is a healthy part of reconciling diverse views. However, ongoing board contention can be a sign of trouble. Discussion strengthens a board's ability to govern, but constant contention can destroy it. It is the responsibility of the board leadership to resolve conflict among board members. It is inappropriate for a director to be put in the position of chastising a board member, who may be the director's employer.

There are steps the board can take to keep conflicts from escalating into contentiousness:

First, use the controlled environment of the board meeting to close down those members who seek to create conflict:

- Establish time limits for each portion of the agenda. These limits give you a tool to move the meeting away from fruitless arguing.
- Via meeting rules or bylaws, limit the amount of time each speaker can use to debate a point or issue. If an issue is up for discussion, and each speaker gets 5 minutes, no one can monopolize the time allotted for a particular agenda item.
- Focus on the agenda and make use of committee delegation to end conflict. Creation of a new committee can be an effective means by which a frustrated board member can make a valuable contribution.
- Establish deadlines for committee progress in order to keep committees on track.

To combat persistent and pervasive conflict or contention, or to rein in a "loose cannon" trustee, boards are encouraged to ensure that their bylaws include a code of ethics and conduct as well as consequences for violation of those rules. Removal from committees, or ejection from board office are possible sanctions. Consider establishing term limits that prohibit lifetime appointments to board office. Adhere to term lengths as a method of rotating members on a board.

Finally, the board chair must make it part of their job to resolve conflicts that have turned into contention:

- Seek to educate rather than reprimand.
- Remain objective.
- Meet with individuals one-on-one in a neutral location.
 - **TIP:** Be sure to adhere to the Open Meetings Act. Limit the number of members who can attend the meeting with the problem board member (don't allow a quorum). Refrain from discussing actual policy or the merits of a particular stance. Focus on coaching the frustrated board member on techniques to make themselves heard without conflict.
- Exercise discretion. Nothing will deteriorate the situation more than rumors of collusion or coercion.
- Recognize goodwill in someone else and allow a little time to pass. A board member will come to recognize that the board chair is making a sincere effort to maintain a positive, progressive board.

A Note About Recruitment:

Recruitment of new board members is crucial to encourage a diverse board that truly mirrors the community the library serves. However, a board should not hand pick new members. This action threatens to turn the board into a private club and can hinder diversity. A recruitment committee can be created, the charge of which would be to ensure that a board vacancy is publicized in the community. The library director can assist by making library patrons aware and by ensuring that board vacancies are publicized to diverse populations in the community. Ultimately, the selection of new board members depends on a library's establishment type and may be the responsibility of local governments. In this circumstance, the library director can greatly assist by maintaining good relationships with municipal partners so that these partners listen to the library's needs and wishes with respect to new board members. When a library board can appoint its own provisional or replacement members, the process should be public and open to all in the served community.

C. Conflict of Interest

Library board members need to be aware of the Incompatible Public Offices Act ([Public Act 566 of 1978, 15.181, et. seq.](#)). This act prevents the subordination of one public officer to another and the supervision of one public office by another. In other words, a member of the library board may not also serve as a library employee, or in another example, a county commissioner cannot serve on the board of a county library. A township trustee should not serve on a township library board.

- Board members must excuse themselves from discussion and voting when the board is considering a matter that may involve profit for a relative or friend of the board member. It is not necessary to leave the room but acknowledging a possible conflict of interest is always wise.
- It is not appropriate (and if the situation falls within the purview of MCL 15.322, MCL 15.323a, or MCL 15.323b, it may not be legal) for a board member to profit from their relationship with the library (see the conflict of interest list item in the bylaws section above).
- Even if a particular board member is not covered by the statutes listed above, several municipalities have ethics ordinances which may prohibit this behavior.
- Before drafting a conflict of interest policy, be sure to understand what the rules are for your municipality. It is also important to note that, even under the best of circumstances, certain practices may encourage unflattering perceptions of the library and its board. If there is a question about a possible conflict of interest or incompatible office, the board should seek consultation with their attorney.
- Current trustees and staff members may not hold office in the Friends of the Library organization. Doing so not only can create a conflict of interest, it could jeopardize the Friends' standing as a non-profit organization.

D. Liability and Indemnification

As the legal representatives of the library, the board is the body that typically is named in a lawsuit against the organization. It is not common that board members are personally liable for actions against the library, but there are some circumstances under which this could occur (most notably as a consequence of a board member's violation of the Library Privacy Act). It is prudent for a board to obtain liability insurance to shield them from any personal liability. Even when a board member wins in a lawsuit, the legal and court fees can be expensive. Personal liability insurance would cover these costs.

If advisory, the library board should check with the local governing authority to determine if members are shielded from personal liability. Governing boards can protect themselves by purchasing directors and officer's liability insurance for members and employees.

Liability suits against library trustees can arise from:

- Violations of the Open Meetings Act or the Freedom of Information Act;
- Acts in excess of authority;
- Error in acts committed by the board;
- Conflict of interest;
- Nonfeasance;
- Negligence; and
- Intentional violations of civil law against a person or their property.

There are some common-sense practices a board can institute to try to avoid liability in the context of their duties:

- Have an attorney on retainer and use them. A small cost of prevention is well worth the cost of a lawsuit – even if you ultimately win.
- When in doubt about a matter that could have legal ramifications, consult your attorney.
- Establish clear and comprehensive ethics & conflicts of interest policies.
- Avoid even appearances of impropriety or conflicts of interest.
- Understand the laws of your state and municipality with regards to matters the library board handles.
- Pay particular attention to FOIA (Freedom of Information Act) & OMA (Open Meetings Act). Ensure policies are in place for compliance – and that those policies are being followed.
- Consult with an attorney in matters that could have legal repercussions. This includes the drafting of contracts and agreements, personnel issues (particularly issues involving federal laws on civil rights such as disabilities, discrimination, and union issues).
- Take extra time to carefully read and consider matters involving issues with legal aspects – especially all contracts, agreements, terms of use & licenses.
- Vote “no” on any proposal that seems wrong, or that clearly violates any law or regulation.
- Encourage board members to ask questions when they are unsure of a proposal or initiative.
- Create a procedure and an environment where board members, library staff, and patrons feel comfortable discretely reporting incidents of ethics and legal violations.

The former American Library Trustee Association (ALTA), now United for Libraries, developed and approved the following indemnification statement:

“It should be considered mandatory that every library have an adequate level of insurance coverage. If any claim or action not covered by insurance or state statute is instituted against a trustee, officer, employee or volunteer of the library system arising out of an act or omission by a trustee, officer, employee or volunteer acting in good faith for a purpose considered to be in the best interest of the system, or if any claim or action not covered by insurance or state statute is instituted against a trustee, officer, employee or volunteer allegedly arising out of an act or omission occurring within the scope of his/her duties as such a trustee, officer, employee or volunteer, the system should at the request of the trustee, officer, employee or volunteer:

- a) appear and defend against the claim or action,*
- b) pay or indemnify the trustee, officer, employee or volunteer for a judgment and court costs, based on such claim or action, and*
- c) pay or indemnify the trustee, officer, employee or volunteer for a compromise or settlement of such claim or action, providing the settlement is approved by the board of trustees.*

Decisions as to whether the system shall retain its own attorney or reimburse the trustee, officer, employee or volunteer expenses for their own legal counsel shall rest with the board of trustees and shall be determined by the nature of the claim or action. The term trustee, officer, employee or volunteer shall include any former trustee, officer, employee or volunteer of the system.”

In addition, the library as an entity should also have liability insurance to protect against lawsuits that would not implicate the board personally, but which the library could be fiscally responsible. Even if a lawsuit is without merit, the library may still incur costs to defend against legal action.

United for Libraries has a toolkit that can assist with information on insurance issues for library boards of trustees, “Insurance for Libraries.” (See [Appendix A](#) for login information to UFL.)

CHECKLIST FOR CHAPTER 2

- Do you have a copy of the current bylaws?
- Do your bylaws cover the items listed in this chapter?
- Have your bylaws been reviewed by an attorney?
- Are your bylaws reviewed on a regular basis?
- Are you protected by liability insurance?

Quality Services Audit Checklist (QSAC) Measures for Trustees

https://www.michigan.gov/documents/libraryofmichigan/LM_2016_QSAC_Measures_rev_547146_7.pdf

See the standards below within the appropriate level for your library to obtain additional information on best practices. For more information about QSAC, see [Appendix F](#) of this Handbook.

Essential Level – Core Measure for Governance/Administration

Additional Resources:

Gardner, and Kalonick, **The Complete Library Trustee Handbook** Assn of Library Trustees, Advocates, Friends, & Foundations, Neal-Schuman, New York, NY 2010.

Bylaws of the Board of Trustees of the Peter White Public Library Of the City of Marquette, Michigan

ARTICLE I. MEMBERSHIP.

Section 1. The Peter White Public Library Board of Trustees shall consist of five trustees, residents of the City of Marquette, as appointed by the Mayor of the City of Marquette, with the consent of the City Commission in accordance with the provisions of P.A. 245, 1891 (as enacted by the people of the State of Michigan) and the City of Marquette Home Rule Charter (1951, last updated 2021). Annually, on or before May first in each year, said Mayor, with the consent of the City Commission, shall appoint one trustee for said public library, for the term of five years next following; and any vacancy occurring in said Board of Trustees from death, removal from said City of Marquette, resignation or otherwise, shall be filled by appointment in the same manner: Provided, That any person appointed a trustee as aforesaid shall hold office until his successor is appointed and qualified: And provided further, That before entering upon the duties of his office, each trustee so appointed as aforesaid shall take and subscribe the constitutional oath of office (in accordance with Article XI, Section 1 of the Constitution of the State of Michigan of 1963: I do solemnly swear that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of the Board of Trustees of the Peter White Public Library according to the best of my ability.) which shall be filed in the office of the recorder of the City of Marquette. None of said trustees shall receive any pay or compensation for their services and any of said trustees may be removed by said City Commission for misconduct in the same manner as other officers of said municipality.

Section 2. In accordance with the provisions of the City of Marquette Home Rule Charter (1951, last updated 2021), Section 6.1, appointments to the Peter White Public Library Board of Trustees shall have been a resident of the City for at least one year immediately prior to the day of appointment and shall also be a qualified and registered elector of the City on such day and throughout the member's tenure of office. No person shall be eligible for appointment to the Board of Trustees if they will have served at the time of taking office for six or more consecutive years as a member of said board unless at least two years has elapsed after the termination of such membership.

Section 3. In accordance with the provisions of the City of Marquette Home Rule Charter (1951, last updated 2021), Section 5-11. Said Board of Trustees, so appointed and qualified, shall be a body corporate, by the name and style of "the Trustees of the Peter White Public Library of the City of Marquette," and by that name may sue and be sued, acquire, hold and convey property; and all public money which is now or may hereafter be appropriated by law to the support of a public library in the City of Marquette, shall be expended under the direction of said Trustees, and the title to the property therewith purchased shall vest in said Trustees. Said Board of Trustees may make such rules and bylaws as may be needed for its own government.

Section 4. On an annual basis, members of the Library Board of Trustees will disclose any conflicts of interest using library policy GOV – 7 and accompanying form GOV 7.1.

ARTICLE II. OFFICERS.

Section 1. The Board of Trustees shall, at the May regular meeting of the board, elect one of their number President, and shall also elect one of their number Secretary.

Section 2. Officers shall serve a term of one year from the meeting at which they are elected and until their successors shall be duly elected. Vacancies in either of said offices shall be filled by said Board.

Section 3. The duties of the President shall be those usually appertaining to such office, inclusive of the following: the President shall be listed as an authorized signer on Library trust funds, the President will serve as a member of the Peter White Public Library Development Fund Board, the President shall appoint various committees; and the President shall submit the Director's annual report (showing the conditions of the library and the manner in which all monies received by it during the current year have been expended) required by law to the City Commission. The President shall not be permitted to vote to break a tie on any question upon which he/she shall have already voted in making the tie.

Section 4. It shall be the duty of the Secretary to keep at the office of the Library building an exact and permanent record of the meetings of the Board of Trustees and its committees, and this record shall be open at all times to inspection and examination by any member of the Board; and prior to the date of all meetings, a written notice of meetings shall be sent to each member of the Board. In the event that the Secretary is not able to attend a meeting of the Board of Trustees another officer of the Board of Trustees will sign meeting minutes in their place.

Section 5. The Treasurer of the City of Marquette shall be the Treasurer of said Trustees and no money legally appropriated to the use and support of said public library, shall be paid out by said Treasurer except in pursuance of an order of said Trustees.

ARTICLE III. MEETINGS.

Section 1. A public notice of the schedule of the dates, times, and locations of the regular meetings of the Peter White Public Library Board of Trustees shall be posted within 10 days after the regular October meeting of the Board in which the upcoming calendar year's board meeting schedule is adopted. Any change in the schedule of regular meetings shall be posted within 3 days after the meeting at which the change is made.

Section 2. All meetings shall be open to the public and conducted in accordance with Michigan's Open Meetings Law (P.A. 267, 1976, as amended by P.A. 256, 1978).

Section 3. Special meetings may be called by the Secretary upon the request of the President or at the request of any two members of the Board. The notice of any such special meeting shall

state the business of the meeting, and no business shall be transacted at such meeting which is not stated in the notice unless all the members of the Board are present, and unanimous consent is obtained.

Section 4. Public notice of any rescheduled regular or a special meeting of the Board of Trustees, which states the date, time and place of the meeting, shall be posted at least 18 hours before the meeting.

Section 5. A quorum for the transaction of business shall consist of three members; but no appropriation shall be made, or indebtedness contracted, except current incidentals, without the concurring vote of a majority of all the members constituting a full Board, and all motions and resolutions receiving only a tie vote shall be deemed lost.

Section 6. Minutes shall be taken by the Administrative Assistant of the Peter White Public Library staff. These minutes shall be posted on the library's website and made publicly available in-house. Draft minutes will be made available in this manner not more than 8 business days after the meeting to which the minutes refer. Approved minutes shall be available in the same manner as outlined above not later than 5 business days after the meeting at which the minutes are approved by the Board of Trustees.

Section 7. The order of business for regular meetings shall be as follows:

Call to Order

Approve Agenda*

Approve the Minutes of the Previous Meeting*

Special Presentations

Township Advisory Council Report

Financial Reports – including Approval of Bills*

Public Comment

Board Action Items*

Other Business

Public Comment

Board Member Comments

Standing Reports

Correspondence

Library Director's Report

Assistant Library Director's Report

Development Director's Report

Management Reports

Statistics Reports

Adjournment

****These items (bold/italics) require a vote by the Board of Trustees***

Section 8. In order to facilitate efficient and orderly meetings, the rules of parliamentary practice comprised in Robert's Rules of Order, latest edition, will be used for guidance by the Board of Trustees, provided they are not in conflict with these Bylaws. No action taken by the Board of Trustees in good faith shall be deemed invalid by reason of the Commission's failure to

adhere strictly to Robert's Rules of Order.

Section 9. Public participation in Library Board of Trustees meetings will be limited to Public Comment periods. Public participation shall be limited to 3 minutes per attendee, and those wishing to speak shall offer their name and city or township of residence prior to speaking to the Library Board.

ARTICLE IV. LIBRARY DIRECTOR AND STAFF.

Section 1. The Board shall appoint a Library Director with appropriate professional and personal qualifications who will be the administrative officer of the Board.

Section 2. Subject to the approval of the Board of Trustees, the Library Director shall have supervisory control and management of the Library and of all the employees. The Library Director shall adjust the schedule of hours of service among the employees of the Library. The Library Director shall be responsible to the Board for carrying out its policies; for specifying duties of other employees and recommending persons for appointment; for supervision of staff; for care and maintenance of library equipment and property; for selection, acquisition and organization of books and other library materials; for the Library's public relations.

Section 3. The Library Director shall also be responsible for keeping the Trustees informed of matters related to the Library or to themselves as Trustees; for preparing a preliminary draft of budget and annual report for Board approval, and for assisting the Board in its decisions on policies, budget, and other such matters.

Section 4. The Library Director or Finance Director shall keep the financial accounts of the Library, and shall keep safe accounts for all monies which may come into the Library from fines, security deposits, sale of catalogues, books lost and paid for, and all other monies, which, under the rules and practices of the Library, may be placed in their custody as Finance Director: The Finance Director shall deposit all such funds into appropriate accounts on a regular basis.

Section 5. It shall be the duty of the Library Director to see that no item exceeds the budget allowance without having secured in advance the sanction of the Board.

ARTICLE V. COMMITTEES.

Section 1. In most matters the Board shall act as a committee of the whole, but standing or special committees may be appointed at the discretion of the Board President. The committee shall be considered discharged upon completion of its assignment and a final report to the Board.

Section 2. Standing committees will consist of Personnel Committee, Finance Committee, and Investment Committee.

The Personnel Committee shall consist of two members of the Board of Trustees and the Library Director.

The board members from this committee will coordinate the hiring of a Library Director and will ensure that performance reviews of the Director are conducted every three years unless the committee recommends more frequent reviews, such as in the case of a new Library Director. The full personnel committee will be charged with making recommendations to the PWPL Board of Trustees regarding annual wage increases for non-union staff and AFSCME contract revisions.

Other meetings will be held on an as needed basis.

The Finance Committee shall consist of two members of the Board of Trustees, Finance Director, Development Director, and Library Director. This committee will be charged with developing policy regarding Library Finances. All recommendations will be taken to the Library Board of Trustees for final approval. Meetings will be held bi-annually, with additional meetings as needed.

The Investment Committee shall consist of one member of the Board, one member of the Development Fund Board, one outside expert, Library Director, Finance Director, and Development Director. This committee will be charged with reviewing investment statements, and meeting with investment managers annually. The Investment Committee will make recommendations regarding performance of funds and/or advisor evaluation to the Finance Committee prior to making any recommendations to the full Board of Trustees.

ARTICLE VI. GENERAL.

Section 1. An affirmative vote of a majority of all Trustees present shall be necessary to approve any action by the Board, except as noted in Article III, Sections 3 and 5, Article IV, Section 5 and in Article VI, Section 3.

Section 2. The Board shall adopt such rules and regulations for the government of the Library as may be deemed expedient, and such rules and regulations shall be amended only in such manner as is provided for the amendment of the Bylaws.

Section 3. These Bylaws may be amended by a majority vote of all of the members of the Board at any regular meeting of the Board of Trustees, provided the amendment shall have been presented in writing and filed at the previous regular meeting.

Section 4. In accordance with the Michigan Freedom of Information Act (P.A. 442, 1976, as amended by P.A. 329, 1978) public records described in Section 11 of the Act shall be available for public inspection during the usual hours of operation of the Library.

Section 5. In accordance with the Michigan Open Meetings Law (P.A. 267, 1976, as amended by P.A. 256, 1978) all persons shall be permitted to address the meetings of the Board of Trustees under the rules appended to these Bylaws.

Section 6. Should weather, lack of quorum, or other unforeseen event require the cancellation of a Library Board Meeting, the President of the board shall notify the Library Director and the other members of the board. The Library Director will ensure that public notice is made using

the Library's website, applicable media outlets, and posting on the doors of the library. The Library Director will also notify staff of the change.

Every effort will be made to reschedule the meeting within 10 business days. If the meeting cannot be rescheduled within that window of time, it may be cancelled. If a meeting is cancelled, all applicable agenda items will be added to the following board meeting agenda.

Peter White Public Library Board of Trustees

Approved: July 2014

Updated: 11/15/2022; 10/24/23

Correspondence

Management and Department Reports



June 17, 2025

Library Director's Report

Andrea Ingmire, Library Director

ACTIVITY PLAN 2025

Updates on our annual Activity Plan. We are continuing to work heavily on internal processes and procedures. Our last Department Head meeting on April 10 was particularly productive and we established several subcommittees (with various staff leads) to help keep all the wheels turning.

SERVICE

- Build clear patron experience standards, developing staff scripts to ensure consistent, high quality patron service across departments. – Patron Experience Committee established to create actionable standards for all staff which support the library's patron services philosophy, Stephanie Garn has stepped back from this committee, but Amy, Melissa, and Sarah have taken it on!
- Prioritize library programming and marketing functions on those which support the library mission and meet the needs of our community. The standing programming committee is being led by Sarah Rehborg.
- Maintain high levels of service during MACC transition, ensuring good patron experience as the spaces move to PWPL management. The MACC committee (staff members) will be meeting to discuss transition details as we move forward. In addition, we have signed an agreement with LSAA and the group is very interested in working directly with PWPL.

SUSTAINABILITY

- As you can see from budget adjustments presented in this month's board packet, donations and Friends support has been strong this year.
- Donor party was a huge success. Thank you for coming and supporting PWPL!

EXPERTISE

- Employee Administrative Manual is before you for a first review.
 - Peer Insight feedback was very positive. This will continue to be an optional program that is held to encourage staff to learn about other departments.
 - Department Head staff are working on an onboarding/new 'staff passport' which encourages new staff to meet co-workers from different departments. We are hopeful that this will build connections between new and existing staff.
-

Art Galleries

June – July 2025

Deo Gallery – Ruby Andromeda Miller, *Detritus Mine*

Huron Mountain Club Gallery – Sherri Loonsfoot-Aldred and Aiyana Aldred, *Nimigwechiwendam “I Am Grateful”*

Artist Reception was held June 12, 2025.

Superiorland Library Cooperative

Dillon Geshel began his new role as MLA Interim Director on May 20th. The Director Search Committee held four zoom interviews and has recommended three candidates for in-person interviews, these will take place in a PWPL meeting room on July 7.

eNewsletters

Total subscribed as of 6/14/2025: 2,865

May 2025	Constant Contact			Subscribers as of:
	Number of Deliveries	Average Rate open	Average clicks	6/14/2025
Insider (General Newsletter)				2579
Friends	1	56%	1%	588
Off the Shelf	1	64%	5%	552
Digital Resources and Tech				440
Art and Exhibits				555
Local History				506
Weekly Program Update	4	64%	1%	636
Youth Services Insider	5	60%	1%	586

Staff Updates

- Tina Peterson has joined our Circulation Department
- Claire Ellis has joined our Youth Services Department
- Bella Markham has submitted her resignation for the end of July. We will be posting a local history specialist soon.

Director Chat – 6/4/25

A somewhat quiet day at PWPL.

- Patron suggested that we make the font size on the room schedules larger – ‘I’m getting too old to read that small text’
- A patron stopped talking about ground covers, and eye surgery.
- Talked to a patron in Big Bay about getting subsidized cards (paid for by township) for non-residents. A new Township Supervisor is in place.
- Talked to a patron about some upcoming election information and the campaign season that just doesn’t seem to ever end.

A.M. Chats = 4

P.M. Chats = 3

Total Chats = 7

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

May 1	Friends of PWPL Board Meeting
May 1	Andrea M Meeting - Marketing
May 2	4C's program
May 2	Adyson G Meeting – Public Gallery Program
May 5	Interviews for Adult Services
May 5	UPRLC Awards Committee Meeting
May 6	Closet Committee
May 6	Director Chat
May 7	Peer Insight Wrap Up Breakfast
May 7	Interviews for Adult Services
May 7	SOD Meeting
May 9	4C's program
May 9	Donor Party
May 10 – 19	Scotland Trip
May 20	PWPL Board meeting
May 21	Admin Manual Meeting
May 22	Public Gallery Program Meeting
May 22	SLC Director Search Committee
May 22	PWPL Department Head Meeting
May 23	4C's program
May 27	City of Marquette Department Head Meeting
May 28	Circulation Interviews
May 28	Heather Addition Board Orientation
May 29	Youth Services Interviews
May 30	SLC Director Search Committee
May 30	4C's program

June 2025
Development Director's Report
Heather Steltenpohl, Development Director

Final Fiscal Year 2024/2025 (June 11, 2025) - \$388,571.73 from 317 gifts was raised (Private Sources/Designated Donations/Events & Grants/Development Fund) since October 1, 2024.
 These gifts are the result of the newsletters, reminder letters, grant receipts, tributes, bequests and annual fund gifts.

FY 2024/2025 Total Fundraising

2024 Annual Fund	\$75,466.64
2024 Endowment Fund	\$107,478.59
2024 Fall Newsletter	\$3,160.00
2024 Tribute Fund	\$350.00
2025 Annual Fund	\$20,858.19
2025 Endowment Funds	\$99,483.31
2025 Great Lakes Poetry Festival	\$1,500.00
2025 Mining Journal Dig Fund	\$50,000.00
2025 Passion for Books B&W Print	\$1,800.00
2025 Passion for Books Color Print	\$4,000.00
2025 Spring Newsletter	\$6,375.00
2025 Summer Newsletter	\$875.00
2025 Summer Reading Program	\$3,000.00
2025 Tribute	\$740.00
2025 Winter Newsletter	\$13,585.00
	\$388,671.73

PWPL Development Fund Balance

Garden Fund	\$	2,218.79
Next Chapter Book Club	\$	126.22
FRIENDS	\$	32,250.85
2025 Teen Summer Reading	\$	3,500.00
2025 Youth Summer Reading	\$	2,000.00
New York Review of Books Sub.-Sturgul Gift	\$	22.05
Mining Journal Project	\$	19,081.10
Kulisheck Programming Fund	\$	9,841.21
2022 Strategic Planning	\$	288.78
Aldrich Technology Assistance Fund	\$	10,374.40
Great Lakes Poetry Festival	\$	838.62
Collections Endowment	\$	15,000.00
Passion for Books Project	\$	5,174.11
Peace Room Project	\$	1,437.00
25/26 Teens Cook	\$	1,120.00
2024/2025 General Operations	\$	37,393.47

Endowment Funds

Allyn Roberts Endowment Fund (5/30/25) - \$107,784.05

2025 Income (FY25/26 Budget) - \$3,211.03

Aldrich Technology Fund (5/30/25) - \$776,798.67

2025 Income (FY25/26 Budget) - \$20,236.46

Steinhaus Endowment Fund (5/30/25) - \$26,412.18

2025 Income (FY25/26 Budget) - \$785.31

PWPL General Endowment Fund (5/30/25) - \$757,754.70

2025 Income (FY25/26 Budget) - \$22,534.81

Vander Veen Center for the Book (5/30/25) - \$25,126.33

2025 Income (FY25/26 Budget) - \$1,037.62

Family and Local History Fund (5/30/25) - \$58,183.05

2024 Income (FY25/26 Budget) - \$1,717.13

TOTAL ENDOWMENT FUND VALUE (5/30/25): \$1,752,058.98

Total FY 2025/2026 Estimated Endowment Fund Income: \$49,522.36

Friends of PWPL

FY 2024/2025 Friends Revenue

Total May 2025 Store Sales	\$	4,192.98
Total 24/25 Store Sales	\$	32,281.13
Total 24/25 Online Sales	\$	4,893.45
Total March 2025 Sale	\$	6,989.26
Total Other 24/25 Revenue	\$	1,711.93
2024/2025 Friends Revenue	\$	45,875.77

The Friends annual meeting is August 14, 2025 at 12:30 pm. Everyone is welcome to attend.

FRIENDS OF
PETER WHITE PUBLIC LIBRARY
FALL 2025

USED BOOK & MEDIA SALE

THURSDAY SEPTEMBER 25
Presale
5:00 pm - 8:00 pm
\$5.00 Admission

FRIDAY SEPTEMBER 26
9:30 am - 5:00 pm
No admission charge

SATURDAY SEPTEMBER 27
1/2 Price sale
9:30 am - 1:30 pm
bag sale
1:45 pm - 4:00 pm
\$5.00/bag
no admission charge

PWPL Community Room
217 North Front Street, Marquette, Michigan
www.pwpl.info

FRIENDS
PETER WHITE PUBLIC LIBRARY
(906) 228-9510

Head of Technology / Assistant Director - Peter White Public Library
June 2025 Report - Events of May 2025

Improvements & What's New:

- I'm auctioning off more of our computers on Public Surplus.
- With our copyright agreement in place with Data Axle for Polk Directory content, those directories are now online with volumes covering 1873 to 2005.
- Updated public access computers with details about the new content above.
- I have another digitization project in the works where I am seeking a copyright agreement. Maybe by August I will have more details to share.
- Our new MyLibro app for patrons is going to be publicized in early June. While it's not perfect, I am still excited to have an app for the public. It has some great features.
- Several new hires came onboard, and folks leaving makes for onboarding / offboarding work.
- The yearly Donor and Volunteer Party was again a hit. I always enjoy contributing to this event.
- I covered various tasks for Andrea while she was out of the country.
- I've purchased some new microphone equipment for two of our rooms. This equipment is refreshed, and information was shared with staff.
- We have 25 new key fobs ready to use. Each must be individually programmed into the system. I give them a temporary name, so I can assign them to employees later.

Fixed, Etc.:

- Fixed the floor plan display of computers in our public PC management software.
- Microsoft Office suite troubleshooting and upgrades.
- Many other small fixes and updates.

Pending:

- New firewall later in 2025.
- More Windows 11 upgrades. Office upgrades pending purchase of new licenses through Superiorland. Working with them to get permissions assigned to me to allow me to make this purchase.

Bruce's committee, meeting, and other activity:

- Closet Committee meeting – May 6th
- Resilience Hub meeting with Moksha Menghaney – May 6th
- Peer Insight wrap up – May 7th
- Supervisor on Duty meeting – May 7th
- PWPL Board of Trustees meeting – May 20th
- Admin manual meeting – May 21st
- Department head meeting – May 22nd
- Board member orientation – May 28th
- Shared system quarterly meeting – May 29th

Respectfully submitted,
Bruce MacDonald

Peter White Public Library
Adult Services Department Board Report
May 2025

ELECTRONIC COLLECTION USE (not noted in statistics sheets):

Ancestry:

- o Searches: **70**
- o Images/text: **19/51**

Mango languages:

- o Sessions: **101**
 - Mobile: **38**
 - Average Learning Time: **8:04**

Hoopla:

- o Audiobook: **686**, Binge Passes: **7**, Comic: **21**, eBook: **145**, Movie: **87**, Music: **5**, Television: **81**
- o Total: **1032**

New York Times:

- o Offsite code redemptions: **150**
 - Usage sessions: **1443**, Page views: **6962**, Articles read: **1954**

Value Line Online:

- Logins: **62**
 - o Searches: **132**, Downloads: **108**

Weiss Ratings Online:

- Total Users: **67**
- Searches: **7**
- Total Sessions: **4**
- Pages Viewed: **16**

OUTREACH/MARKETING:

- Superiorland Yesterdays: **Thayer**
- Entrance Display: **Spring Cleaning (Bella) ; Radio (Lilith)**
- NF Display: **Buenos Dias (Lynette)** FIC Display: **Space Operas (Lilith)**
- What's New At PWPL articles for the Mining Journal: **Amy, Lynette, and Corey**

PROGRAMMING/TECH HELP:

- Tech Coaching for Seniors: **25**
- Heritage Room Book Group: **5**
- NonFiction Book Group: **5**

Updates from Adult Services

Adult Services had 15 passport applications processed, proctored 8 exams for students, and there were 934 computer logins during the month of April. We continue to help with printing and other computer technical issues that arise with patrons on a regular basis. Collection management continues as well. Displays, Book Groups, and Superiorland Yesterdays for the Mining Journal continue as usual. I am continually amazed at the ideas that my staff bring forth in creating displays.

Everyone has been helping with extra desk shifts and helping to train our newest member of the team. This month we welcomed Elliot Shumate to our team as a Reference Assistant. They have been training and asking great questions, learning the ropes of working the reference desk. Elliot is also planning their first display. Welcome Elliot!

Planning for the 2025 Adult Summer Reading Program is complete. We will run the program as we have in the past. Patrons pick up bookmarks to fill out once they have read a book and rated it. Patron return those bookmarks to us and we collect them, pulling names for prizes at the end of the program. As an addition this year, I am doing some art programming for adults as well. We will have Adult Coloring, Card Making, and Rock Painting activities for adults. We will also have a BYOP (Bring Your Own Project) session as well. More information and sign-ups are at the reference desk. Adult Summer Reading runs from June 7 to August 2. Thank you to the Friends of the Peter White Public Library for sponsoring Adult Summer Reading again this year.

Tech Coaching for Seniors continues this summer. Lynette has complete all the advertising for most Tuesday mornings during the summer. This continues to be a great and much needed program for our seniors, and they really like Christine.

Lynette was able to shift all the plat books that were more than 10 years old from Adult Nonfiction to Michigan Reference this month. We also received the brand new 2025 Marquette County Plat Book! This was very exciting for us and our patrons as this has not been updated for 7 years. Another exciting addition was the 2025 MSHS yearbook for our yearbook collection.

On a sad note for us, Bella has let us know that she will be leaving Marquette, and the library, at the end of July. We thank her and wish her well on her next adventure. I will be working with Andrea Ingmire to get this position posted at the appropriate time.

Regards,

Amy M. Salminen, MLIS

Adult Services Department Head

June Releases



Circulation Department Head Report: May 2025

We held interviews for the circulation aide position at the end of the month. We had a very strong pool of candidates and held two interviews. Maggie assisted with reviewing applications and attended the interviews, and I am grateful for her feedback. I am pleased to report our new staff member is starting in June. This person brings 6 years of previous library experience.

The circulation staff reviews went very well. Good conversations, feedback and ideas. I can't say enough about how great the circulation staff is, I am very lucky to help lead such a dedicated team.



The Library of Things had two recent additions. A CO2 monitor was purchased at the request of a patron. This was combined with the air quality monitor to create a kit. We also had a donation of a food dehydrator. We've had requests to add one to the collection, and it was checked out within a week of putting out on display. I have been working with our new Maintenance Assistant Department Head, Joe, to make the circulating artwork storage safer for the artwork. He is working on adding more slots to the shelves, so the artwork isn't leaning on each other so much, damaging the frames. We also added a sign on the endcap, which turned out great.

Meetings & Activities:

May 9: Donor Party

May 13, 14, 16, 21, 22: circulation staff annual reviews

May 22: Department head meeting

May 28: Circulation aide interviews

May 29: ASL meeting

May 29: Circulation department staff meeting

Respectfully submitted,
Melissa Matuscak Alan
Circulation Department Head

Month of May, 2025

	# Attended	# Sessions
➤ Program Attendance Stats		
○ EL Total	83	3
○ Children's Total (Non-EL)	665	5
○ Self-Directed Programming	1180	13
▪ Total Program Attendance	192	21

May in YS

First and most importantly – huge thanks to the YS staff for keeping the YS department staffed and programs going when we were unexpectedly down 2 staff members in April and May!

May is our programming break – we mostly pause programming (though we do continue our self-directed programs) in the month of May so as to allow staff to take vacations and focus on final preparations for summer reading. Holli did attend 2 elementary school end-of-school assemblies to promote summer reading, and we have a couple more to attend in the beginning of June.

New Staff

We have welcomed Frank to the YS staff as of about a month, and look forward to our final YS hire starting in June.

Summer Reading 2025 : Kids Read! Color Our World

Summer Reading will kick off on Saturday June 7th. We are very excited, as summer reading is just the absolute best. We have a busy summer planned, with 40 some programs over the course of 2 months for kids infants through age 14. We will once again run a reading portion of the summer where kids are asked to read throughout the summer and then are able to choose up to 3 free books at our Summer Reading Bookfairs throughout the summer. Some favorite programs returning this summer include: Park Storytime, Pokemon Adventure, Community Art, LEGO Club, Bubble Bubble Splash and more. A couple of new programs that we are very excited about include Bluey Bash, an Art Show and a Family Fun Run.

Gather2Grow

This summer PWPL is a twice weekly meal pickup site for a program through Feeding America West MI called Gather 2 Grow. The meal pickup is for all children ages 18 and younger and disabled adults up to age 26. As of this report we have had 1 meal pickup that went very well, especially considering that school children are still in school. I look forward to providing a report with more information about this program in the next months' board report.

Sarah Rehborg

Youth Services Librarian
Peter White Public Library

Peter White Public Library

Teen Services Department Board Report

May 2025

- Program Attendance
 - Programs – 1
- Total Attendance – 10
- Monthly Programs (# of Teens attending)
- Special Events/Offsite Visits
 - MSHS Book Club – 10

May was a very quiet month, only 1 program to wrap up the school year with the MSHS Chapter Book Club. Summer Reading was finalized and supplies were purchased. Teens continue to visit the Teen Zone after school and they are looking forward to Summer Reading.

Amanda Pierce

Teen Services Coordinator

June 2025

Technical Services Department Report for May 2025

Stephanie Garn, Technical Services Department Head

Peer Insight Program:

WOW. This program exceeded my expectations. It went very well with tons of participation from the staff. At the wrap-up breakfast we shared our experiences and thoughts. Everyone enjoyed the format and are willing to try this again next year.

MeL Modernization

The program we used for MeL interlibrary loans got switched to a Chrome based client. The process didn't change too much thankfully, and Kelsey picked up on it right away and updated our instruction binder.

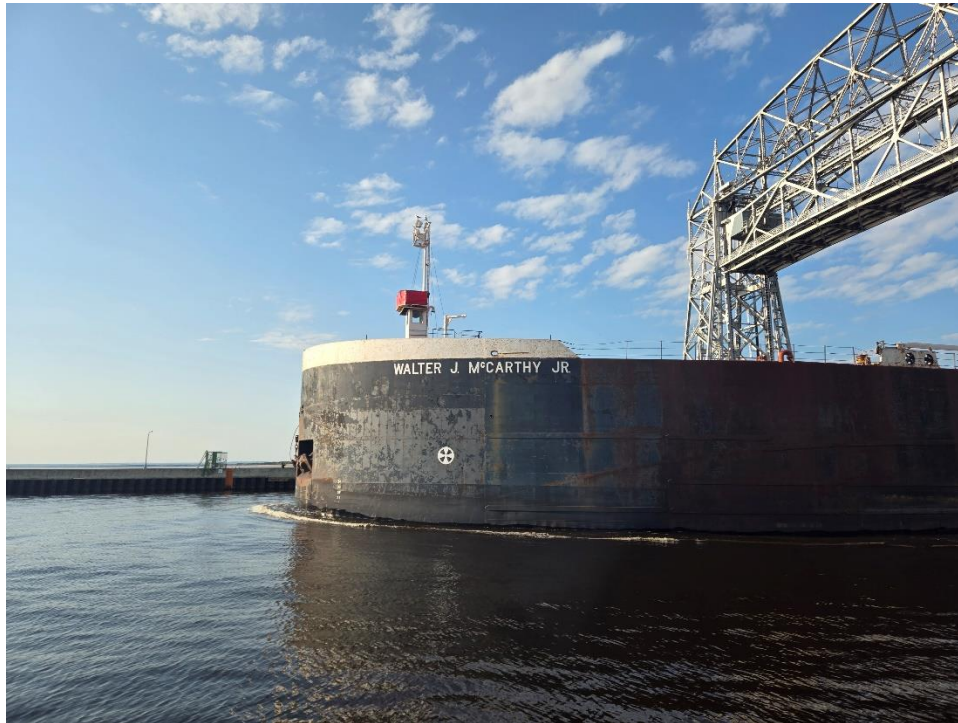
Patron Service Standards Committee and meeting with Duluth Public Library

I had been doing some research on customer service policies, patron experience policies, and discussing with Melissa on ways for PWPL's staff to become more consistent with our service. DPL was one of the places we found online that seemed to align with what we were looking for. I reached out and communicated with Stephanie Myers, Library Supervisor for Adult Services. While on vacation in Duluth, I was able to meet with her and get a tour. She told me how their library has a Cultural Committee, Leadership Team, and Supervisory Group that meets on regular basis. They also have department meetings and branch meetings, as well as one-on-one's every month.

May 1	Party committee
May 2	AFSCME conference (Steph, Ben, Amanda, Amy)
May 6	Closet committee
May 7	Peer Insight Breakfast wrap-up
May 7	Supervisor on Duty meeting
May 9	Donor party
May 22	Department heads meeting
May 24-30	Steph vacation



I got to see my favorite 1,000 footer in person, the Walter J. McCarthy, Jr.!



May 2025 Adult Programming

Craft Magic Series: Punch Needle Magic with Lydia Taylor

Monday, May 5, 2025, 6:30 p.m.-8 p.m. Peter White Public Library Shiras Room. Teens, Family, Adults, Seniors. Join fiber artist Lydia Taylor for a Beginner Punch Needle Workshop. Learn basic punch needle skills and leave with your very own handmade punch needle project. Starter kits provided. Space is limited to ten participants, so register early. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **7 in-person attendees** for this event.

Marquette Poets Circle

Thursday, May 8, 2025, 6:30 p.m.-8:00 p.m. Peter White Public Library Shiras Room. Adults, Seniors, Family Friendly. Join local poets, writers, and poetry enthusiasts for an evening of poetry. Starting at 6:30 p.m., participants gather to workshop their current work, followed by an Open Mic at 7:15 p.m. New and experienced poets are welcome for either or both events. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **5 in-person attendees** for this event.

Docu Cinema: *When the Bough Breaks; Postpartum Depression and Maternal Health*

Friday, May 9, 2025. 12:00 p.m.-2:00 p.m. Peter White Public Library Community Room. Adults, Seniors, Family. In honor of Mental Health Awareness Month, PWPL screens this groundbreaking documentary on maternal health and postpartum depression and psychosis. Rated TV-14. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **2 in-person attendees** for this event.

Lynn Domina Book Launch for *Killing Him*

Monday, May 12, 2025, 6:30 p.m.-7:30 p.m. Peter White Public Library Community Room. Adults, Seniors, Teens. Poet Lynn Domina reads from her recently released collection of poems, *Killing Him*, from Harvard Square Press. The collection focuses on the Biblical tale of Judith and Holofernes and the mosaics of contemporary Canadian artist Lilian Broca. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **16 in-person attendees/7 virtual in-person attendees/32 YouTube views** for this event.

Phil Lynch *Songs to Bring Us Together* Concert

Wednesday, May 14, 2025. 6:30 p.m.-7:30 p.m. Peter White Public Library Community Room. Adults, Seniors, Family Friendly. Mental wellness meets musical wellness. Join celebrated singer/song writer/pianist Phil Lynch for an evening of life-affirming music featuring originals and covers of classics like "All You Need is Love" and "You've Got a Friend." No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **26 in-person attendees/6 virtual in-person attendees/21 YouTube views** for this event.

Global Cinema: Lee Chang-Dong's *Poetry*

Friday, May 16, 2025. 12:00 p.m.-2:30 p.m. Peter White Public Library Community Room. Adults, Seniors, Teens. In this acclaimed South Korean-French film, director Lee Chang-Dong tells the story of a 60-year-old woman who develops an interest in poetry while struggling with Alzheimer's disease and her wayward grandson. Rated PG. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **11 in-person attendees** for this event.

Block Busting Cinema Dinner & a Movie: *Gladiator II*

Monday, May 19, 2025. 5:30 p.m.-8:00 p.m. Peter White Public Library Community Room. Adults, Teens, Seniors. Bring your own dinner and enjoy director Ridley Scott's return to the characters of his Oscar-winning film *Gladiator*. Years after witnessing the death of legendary hero Maximus, Lucius (Paul Mescal) enters the Colosseum to end the bloody, tyrannical rule of twin Roman Emperors. Rated R. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **12 in-person attendees** for this event.

Artists & Their Art: Caravaggio Part One

Tuesday, May 20, 2025. 6:30 p.m.-7:30 p.m. Peter White Public Library Zoom. Adults, Seniors, Teens. Peter White Public Library hosts celebrated art historian Ellen Longworth for this virtual series focused on famous artists, artistic movements, and art. For this event, Ellen explores the life and work of artist Caravaggio. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info for meeting information.

There were **10 virtual in-person attendees/115 YouTube views** for this event.

All Booked Up: Can We Talk?

Tuesday, May 27, 2025, 10 a.m.-11 a.m. Peter White Public Library Heritage Room. Adults, Seniors, Family Friendly. This All Booked Up Book Club discussion will focus on Samantha Sotto Yambao's *Water Moon*. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **4 in-person attendees** for this event.

Bluesday Tuesday Concert

Tuesday, May 27, 2025, 6:30 p.m.- 7:30 p.m. Peter White Public Library Community Room. Teens, Adults, Seniors, Family Friendly. Peter White Public Library hosts a blues concert sponsored by the Marquette Area Blues Society. This month's band: Brian Wallen & Mavis Farr. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **58 in-person attendees/4 virtual in-person attendees/24 YouTube views** for this event.

All Booked Up

Wednesday, May 28, 2025, 9 a.m.-10 a.m. WLUC TV 6. Adults, Seniors, Family Friendly. *Upper Michigan Today* hosts an-air book discussion of Samantha Sotto Yambao's *Water Moon* with host Tia Trudgeon. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were 5 **in-person attendees** for this event.

TOTAL NUMBER OF PARTICIPANTS FOR MAY 2025 EVENTS:

Participants for in-person events:	156
Participants for virtual in-person	27
Participants for virtual (after the fact)	<u>192</u>
TOTAL Participants/Views:	375

Respectfully submitted,

Martin Achatz (he/him/his)

Adult Programming Coordinator

Communication Coordinator

June 2025

Website

- Pageviews - There was an error with our Google Analytics for this month. I am troubleshooting to recover the past months' data. Google Analytics is currently working and collecting data.
- Unique Pageviews - n/a
- Avg. Visit Time - n/a

	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 Website Hits	9,867	14,585	12,131	15,654	14,934	15,972	13,888						97031
Unique Visitors	11,807	11,827	9,673	12,725	12,383	12,901	11,491						82807

New Website Business

- No new items to report.

Social Media

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
Facebook								
Views	48,207	34,663	40,476	50,882	57,532	55,941	54,456	
Reach	21,462	11,030	13,165	14,437	23,540	18,470	22,299	
IG								
Views	19,415	18,149	15,107	15,502	13,051	13,931	12,807	
Reach	2,559	2,118	3,360	2,107	1,787	1,474	2,115	

Facebook

- Views - 30,105 down 50.5 %
- Reach - 18,100 - down 24%

Instagram

- Views - 10,167 - down 21.2%
- Reach - 1,887 - down 11%

New Social Media Business

- Yikes! Social Media stats are down this month, more so than usual. May is traditionally a slow month for programming. This may also reflect in social media stats. Reviewing the stats from 2024 in April and May on Facebook, we did have small growth from April to May in views but our numbers were significantly lower. Facebook received 19.2 K in May 2024 views compared to the 30 K views of May 2025. We may be drastically down in views for May 2025, but we are still growing traction on Social Media.

YouTube

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
YouTube								
Overview	693	583	65	727	515	569	642	615
Watch Time (hours)	41.7	35.9	3.8	56.1	35.1	44.9	55.5	36.5

New YouTube Business

- None to report at this moment.

Facilities Manager June 2025

- Started Painting garage.
- Completed one bench on Front ST side.
- Stained bench on Third St.
- Monthly generator test.
- Monthly Fire Extinguisher inspection.
- Monthly exit light test.
- General maintenance and upkeep.

John Povey
Facilities Manager

Statistical Reports

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	14,975	15,902	13,290					116,662
Hours Open	269	221	225	244	236	243	250	251					1,939

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	
	Average Daily		669	603	674	628	461	457	582	24
MARCH	Attendance	0	3,151	2,714	2,005	2,357	2,211	2,537	14,975	
	Average Daily		630	679	668	589	553	507	599	25
APRIL	Attendance	0	2,641	3,259	3,520	2,757	1,499	2,226	15,902	
	Average Daily		660	652	704	689	500	556	636	25
MAY	Attendance	0	1,563	2,184	2,414	2,723	2,104	2,303	13,291	
	Average Daily		521	546	603	545	421	461	511	26
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	19,882	20,738	21,328	21,489	15,836	17,390	116,663	198
Average YTD/Day		0	642	627	664	630	484	498	588	22

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)													0
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)													0
SRP TOTAL Events Attendance for 6-11 (Live)													0
TOTAL Programs for 0-5	28	19	1	2	25	20	26	3					124
Onsite Events for 0-5	28	19	1	2	25	20	26	3					124
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	527	54	61	527	610	691	83					3369
TOTAL Programs for 6-11	20	22	24	4	22	20	24	5					141
Onsite Events for 6-11	19	18	24	4	21	20	22	3					131
Off Site Events for 6-11	1	4			1		2	2					10
Attendance for Off Site Events for 6-11	65	133			23		471	540					1232
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	762	1185	720	1666	1012	1097	665					7986
Total Children's Programs (0-11)	48	41	25	6	47	40	50	8	0	0	0	0	265
Total Children's Program Attendance (0-11)	1695	1289	1239	781	2193	1622	1788	748	0	0	0	0	11355
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	7	8	6	12	5	7	1					58
Onsite Events for 12-18	6	6	6	5	10	4	5						42
Off Site Events for 12-18	6	1	2	1	2	1	2	1					16
Attendance for Off Site Events for 12-18	525	18	23	16	22	3	21	10					638

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	85	327	73	158	57	379	10					1672

Total Teen Programs (12-18)	12	7	8	6	12	5	7	1	0	0	0	0	58
Total Teen Program Attendance (12-18)	583	85	327	73	158	57	379	10	0	0	0	0	1672

Onsite Events	34	29	23	32	56	36	49	19	3	0	0	0	281
Onsite Event Attendance	582	558	509	464	390	685	802	165	23	0	0	0	4,178
Offsite Events	0	0	0	0	0	2	1	0	0	0	0	0	3
Offsite Event Attendance	0	0	0	0	0	89	27	0	0	0	0	0	116
Virtual Events	5	4	5	2	2	5	10	0	0	0	0	0	33
Attendance for Virtual Events (Live)	22	19	31	13	17	25	43	0	0	0	0	0	170
Adult Virtual Views (After the Fact)	208	151	254	155	62	147	250	0	0	0	0	0	1,227
Total Adult Programs (does not include virtual #)	34	29	23	32	56	38	50	19	3	0	0	0	284
Total Adult Programs (does not include virtual #)	604	577	540	477	407	799	872	165	23	0	0	0	4,464
Total Virtual Attendance (Virtual live and after views)	230	170	285	168	79	172	293	0	0	0	0	0	1,397
Total Programs	94	77	56	44	115	83	107	28	3	0	0	0	607
Total Attendance (Live)	2,882	1,951	2,106	1,331	2,758	2,478	3,039	923	23	0	0	0	17,491
Total Virtual Views (After the fact)	208	151	254	155	62	147	250	0	0	0	0	0	1,227

Passive Programs	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Total
Self Directed Activities - Youth Services	13	10	11	11	10	13	13	13					94
Number of participants - Youth Services	949	969	1037	926	1057	1128	974	1180					8220
													0
Self Directed Activities - Teens													0
Number of participants - Teens													0
													0
Self Directed Activities - Adult Services													0
Number of participants - Adult Services													0
													0
Self Directed Activities - All ages													0
Number of participants													0
Total Activities	13	10	11	11	10	13	13	13	0	0	0	0	94
Total Participants	949	969	1037	926	1057	1128	974	1180	0	0	0	0	8220

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	6,572	5,946	5,001	-	-	-	-	49,937
Adult and Teen Circulation	10,171	9,871	8,398	9,755	8,612	9,372	9,685	8,992	-	-	-	-	74,856
Circulation of Physical Objects (Art, Kit	346	375	70	89	82	94	96	94	-	-	-	-	1,246
OverDrive E-Book Circulation	942	955	955	958	888	1,094	907	902					7,601
OverDrive E-Magazines	616	761	747	943	860	868	829	833					6,457
OverDrive E-Audiobook Circ	1,498	1,469	1,482	1,685	1,419	1,618	1,517	1,568					12,256
DD OverDrive Item Checkout	283	284	246	274	227	No longer receive this info, stats are included in the OverDrive statistics.							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	175	171	166					1,277
Hoopla E-Audiobook Circ	512	593	577	626	593	689	664	686					4,940
Hoopla Streaming Video Circ	92	77	104	89	95	92	137	168					854
Hoopla Streaming Music Circ	11	7	4	5	15	15	8	5					70
Hoopla Streaming Binge Pass	4	6	7	9	7	9	7	7					56
Kanopy Streaming Video Circ	569	497	460	661	491	463	304	212					3,657
Total Physical Circulation	17,816	17,224	13,692	16,358	15,097	16,038	15,727	14,087	-	-	-	-	126,039
Total Electronic Content Use	4,384	4,516	4,513	5,138	4,503	5,023	4,544	4,547	-	-	-	-	37,168
Total Circulation	22,200	21,740	18,205	21,496	19,600	21,061	20,271	18,634	-	-	-	-	163,207

Circulation by City/Township

City of Marquette	9,336	9,140	8,263	9,961	9,211	9,751	9,415	8,812					73,889
Marquette Township	1,852	1,682	1,611	1,906	1,775	1,866	1,749	1,512					13,953
Chocolay Township	2,175	2,141	1,990	2,516	2,179	2,369	2,256	1,706					17,332
Sands Township	753	657	733	781	816	695	756	654					5,845
Skandia Township	487	362	409	507	443	373	478	289					3,348
West Branch Township	722	1,108	864	823	799	855	881	777					6,829
Turin Township	-	-	-	-	-	-	-	-					-
Wells Township	-	-	-	-	-	-	-	-					-
Ewing Township	-	-	-	-	-	-	-	-					-
Non-Residents	874	686	542	685	592	757	1,052	1,086	-	-	-	-	6,274

Check Outs via Self-Check	5,361	5,250	4,550	5,762	5,168	5,591	5,064	4,288					41,034
Online Renewals	3,927	3,739	3,903	3,722	3,756	3,758	3,980	3,953					30,738
Items Checked In	13,683	12,900	12,567	13,322	12,970	13,911	14,433	12,572					106,358

Adult Books Browsed	302	182	252	258	311	278	302	238					2,123
YS Books Browsed	1,009	727	675	773	881	257	931	827					6,080
Items Browsed	1,311	909	927	1,031	1,192	535	1,233	1,065	-	-	-	-	8,203

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	98	124	121				
Adult CD Music	197	152	181	171	110	142	109	83				

Adult Fiction	1688	1747	1579	1863	1572	1705	1700	1595				
Adult Graphic Novels	90	68	48	63	44	86	69	57				
Adult Mysteries	651	547	484	544	518	519	519	525				
Adult Non-Fiction	1696	1491	1272	1688	1595	1526	1573	1534				
Adult Paperbacks	51	71	42	34	72	68	71	75				
Adult Periodicals	223	241	210	221	200	255	262	203				
Adult Ready Ref (Study Rooms)	150	133	118	171	145	148	181	104				
Adult Reference	3	1	0	0	0	0		0				
Art Prints	14	14	16	19	10	18	13	13				
Adult Science Fiction	3	188	190	202	206	176	183	224				
Adult Atlas	0	0	0	0	0	0	0	0				
Adult Western Fiction	27	50	25	26	18	20	35	25				
Blu-Ray DVDs	52	47	34	70	58	59	58	21				
Book Club Kits	2	4	1	1	1	1	0	2				
DVDs	879	954	918	971	946	1090	1127	935				
DVD Non-Fiction	105	110	79	119	101	102	65	80				
Genealogy	0	3	0	0	0	0	0	0				
Index Table	0	0	0	0	0	0	0	0				
Juvenile Audio (Tonies, etc.)	0	0	68	244	299	322	340	304				
Juvenile Board Books	247	348	196	269	293	331	312	228				
Juvenile CD Books	62	81	73	82	70	66	54	72				
Juvenile CD Music	26	20	17	34	19	22	25	13				
Juvenile DVDs	417	359	417	387	324	396	279	290				
Juvenile DVD Non-Fiction	70	72	39	24	35	64	39	61				
Juvenile Easy Picture Books	1646	1433	833	1561	1420	1659	1358	1124				
Juvenile Fiction	888	902	772	916	785	917	877	742				
Juvenile Games	34	73	11	22	31	28	31	23				
Juvenile Graphic Novels	1211	1089	821	856	895	912	748	853				
Juvenile Holiday Easy Pic Books	409	346	438	63	96	88	87	40				
Juvenile Holiday Fiction	28	20	80	7	5	9	7	1				
Juvenile Holiday Non-Fiction	49	58	68	6	10	18	14	3				
Juvenile Intermediate Fiction	325	342	295	331	294	329	350	283				
Juvenile Kits with CDs	4	2	2	5	0	2	3	3				
Juvenile Non-Fiction	1436	1293	719	1156	1232	1177	1122	857				
Juvenile Periodicals	9	11	3	2	3	1	18	3				
Juvenile Easy Readers	409	503	351	509	548	528	577	392				
Juvenile Reference	2	2	0	0	0	0	1	0				
Juvenile Series Books	12	18	13	20	20	13	16	6				
Juvenile Tiny Books	15	6	8	20	24	12	28	7				
Juvenile Kit	255	264	20	30	19	34	32	21				
Library of Things	41	20	22	17	21	13	20	35				
Large Print Fiction	234	222	182	215	179	216	165	199				
Large Print Mysteries	62	36	53	43	43	38	52	46				
Large Print Non-Fiction	22	24	10	13	7	5	2	10				
Large Print Science Fiction	4	0	0	1	3	5	2	4				
Large Print Western Fiction	0	3	4	5	2	1	8	9				
Michigan Fiction Reference	0	0	0	0	0	0	0	0				
Michigan Non-Fiction	51	63	32	34	35	45	54	23				
Michigan Reference	16	6	0	0	2	0	0	0				
New Adult CD Books	27	37	31	43	22	36	31	28				
New Adult Fiction	605	482	439	442	332	358	431	442				
New Adult Graphic Novels	21	13	13	13	7	10	20	9				
New Adult Mysteries	276	265	263	230	198	223	199	187				

New Adult Non-Fiction	557	560	434	478	435	440	477	438				
New Adult Paperbacks	11	9	3	4	6	4	4	2				
New Adult Science Fiction	76	82	61	63	62	76	73	68				
New Blu-Ray DVDs	11	9	11	11	7	16	26	17				
New DVDs	162	174	180	228	171	198	215	184				
New DVDs Non-Fiction	23	22	28	30	24	27	33	31				
New Juvenile Easy Picture Books	407	398	308	370	273	263	313	269				
New Juvenile Fiction	420	376	277	310	273	237	260	313				
New Juvenile Non-Fiction	131	210	123	135	121	114	118	110				
New Large Print	0	33	21	24	32	54	64	71				
New Teen Books	51	40	36	23	21	20	27	23				
New Teen Graphic Novels	66	58	35	24	29	55	52	36				
Sister City Fiction	1	0	0	0	1	3	0	1				
Sister City Non-Fiction	0	4	1	2	1	4	1	0				
Teen Fiction	269	228	178	229	224	264	231	201				
Teen Graphic Novels	370	276	290	422	324	263	327	304				
Teen Non-Fiction	6	11	7	9	5	13	15	9				
Teen Periodicals	0	0	0	0	0	0	0	0				
Teen CD Books	0	0	0	2	1	2	4	1				
	17470	16849	13622	16269	15015	15944	15631	13993	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	69	67	79	114	101	106	80					748
Adult Reference	366	299	247	366	352	309	415	323					2677
Technical/Other	409	337	301	383	288	284	371	280					2653
Circulation Directional	112	42	56	51	85	120	139	129					734
Circulation Reference	72	80	36	44	85	14	0	0					331
YS Directional	273	264	279	287	354	241	202	99					1999
YS Reference	236	231	207	201	161	173	219	312					1740
Online Questions	30	23	40	42	34	30	30	29					258
Total Directional Questions	517	375	402	417	553	462	447	308	0	0	0	0	3481
Total Reference Questions	674	610	490	611	598	496	634	635	0	0	0	0	4748
Grand Total of Questions	1630	1345	1233	1453	1473	1272	1482	1252	0	0	0	0	11140

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	133	118	171	145	148	181	104					1,150
Passport Applications	32	35	25	56	39	33	38	15					273
Proctored Exams	4	1	6	3	7	8	8	8					45
Meeting Room Reservations	114	87	88	98	125	117	113	97					839
Meeting Room Drop-Ins	55	42	55	66	50	60	49	41					418
Notary Services	5	5	8	6	2	2	4	6					38

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	735	707	670	0	0	0	0	5701
Total Borrowed from Other Libraries	845	709	759	1,011	817	753	924	799	0	0	0	0	6617
Holds Placed	1873	1809	1503	2189	1784	1987	1908	1786					14839
RSL ILL Borrowed	686	565	562	798	642	575	717	636					5181
RSL ILL Lent	589	548	478	627	583	596	591	555					4567
MelCat Items Borrowed	159	144	197	213	175	178	207	163					1436
MelCat Items Lent	143	162	144	180	135	139	116	115					1134

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	146	131	109				

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-25
City of Marquette	1,793	1,606	1,533	1,690	1,669	1,684	1,736	1,636				
Marquette Township	298	303	287	332	323	288	304	284				
Chocolay Township	430	363	361	405	382	384	414	370				
Sands Township	150	134	132	156	153	148	147	145				
Skandia Township	55	39	44	51	41	40	53	47				
West Branch Township	53	61	59	76	71	70	76	75				
Turin Township	2	0	3	0	2	1	0	1				
Wells Township	3	1	2	2	3	2	4	2				
Ewing Township	1	2	1	1	1	1	1	1				
Non-Residents	75	74	66	85	79	62	73	66	0	0	0	0
Total	2,860	2,583	2,488	2,798	2,724	2,680	2,808	2,627	0	0	0	0

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
City of Marquette	10,558	10,592	10,671	10,693	10,731	10,818	10,790	10,851				
TOWNSHIP												
Chocolay	2,335	2,355	2,368	2,355	2,358	2,366	2,374	2,381				
Ewing	5	5	5	5	5	5	5	5				
Marquette Township	1,670	1,679	1,706	1,712	1,719	1,725	1,729	1,729				
Powell	90	88	82	68	67	67	64	64				
Sands	874	880	885	876	878	887	888	894				
Skandia	273	272	273	276	275	276	275	277				
Turin	8	8	8	8	8	8	8	8				
Wells	11	11	11	10	10	10	10	10				
West Branch	456	459	462	456	451	453	452	452				
Townships	5,722	5,757	5,800	5,766	5,771	5,797	5,805	5,820	0	0	0	0
Service Area	16,280	16,349	16,471	16,459	16,502	16,615	16,595	16,671	0	0	0	0
Other Areas	521	525	525	469	464	471	445	420	0	0	0	0
Total	16,801	16,874	16,996	16,928	16,966	17,086	17,040	17,091	0	0	0	0

(included in total under specific headings)

NMU Student	2,335	2,229	2,356	2,389	2,419	2,444	2,428	2,337				
Non Resident 3 Months	147	151	153	106	107	105	109	110				
Non Resident 6 Months	43	42	37	30	30	29	29	31				
Non Resident 12 Months	159	162	157	139	141	150	151	153				
Adult	12,845	12,880	12,979	12,892	12,899	12,991	12,973	13,026				
Juvenile	886	896	914	907	910	915	893	887				
Young Adult	707	720	711	709	711	707	723	729				
Books By Mail Patron	17	17	18	17	17	18	18	18				

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	45	44	31					322
Teen Computer Sign-ups	24	20	8	28	31	17	29	41					198
Lab/Free Station Computer Sign-Ins	1,008	796	731	852	870	942	960	934					7093
Total Sessions/Logins	1067	854	767	937	945	1004	1033	1,006	0	0	0	0	7613
Laptop/Wireless Logins	1417	1498	1327	1193	1363	997	1372	1295					10462
Total Computer Logins	2484	2352	2094	2130	2308	2001	2405	2301	0	0	0	0	18075
Library Website Hits	9,867	14,585	12,131	15,654	14,934	15,972	13,888						97031
Unique Visitors	11,807	11,827	9,673	12,725	12,383	12,901	11,491						82807

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	270	421	164					2354
Kids Books	150	153	151	68	161	124	82	294					1183
Teen Books	40	25	94	30	60	52	21	24					346
Magazines	131	121	113	126	123	110	158	124					1006
Audiobooks	1	20	43	61	9	22	21						177
Videos	89	27	23	10	36	22	16	18					241
Various		1	10				3	4					18
Art Prints								1					1
ILLs	9	10	22	18	34	18	17	26					154
FY YTD Totals	791	630	747	541	759	618	739	655					5480
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	35	30	44					349
Original	2	5	10	11	4	10	18	11					71
Volunteer Hours	16.00	16.00	16.50	12.00	16.00	14.50	12.00	4.00					107.00
Mending	309	189	274	314	288	311	286	308					2279
Discards	898	728	1,028	2221	1,111	1028	591	1011					8616

2024-25 Book Drop Statistics by Township

		No of Pickups	No of Items
Marquette			
	October	5	149
	November	4	113
	December	4	99
	January	5	144
	February	4	73
	March	4	96
	April	5	101
	May	4	74
	June		
	July		
	August		
	September		
	Total Year to Date	35	849

Chocolay			
	October	5	100
	November	4	144
	December	4	162
	January	5	108
	February	4	73
	March	4	145
	April	5	90
	May	4	143
	June		
	July		
	August		
	September		
	Total Year to Date	35	965

Sands			
	October	5	29
	November	4	36
	December	4	26
	January	5	71
	February	4	12
	March	4	47
	April	5	39
	May	4	37
	June		
	July		
	August		
	September		
	Total Year to Date	35	297

Skandia			
	October	5	20
	November	4	57
	December	4	59
	January	5	52
	February	4	11
	March	4	26
	April	5	28
	May	4	40
	June		
	July		
	August		
	September		
	Total Year to Date	35	293

West Branch			
	October	5	9
	November	4	0
	December	4	13
	January	5	20
	February	4	4
	March	3	9
	April	5	5
	May	4	1
	June		
	July		
	August		
	September		
	Total Year to Date	34	61

Total Year to Date ALL Locations: 174 2465

Staff and Board Listings

PWPL Employee Roster

Last Name	First Name	Start Date	Job Title
Achatz	Martin	10/19/2020	Programming Coordinator
Alan	Melissa	6/28/2022	Circulation Department Head
Barch	Margaret	8/1/2017	Circulation Assistant Department Head
Bengry	Mary	1/4/2024	Circulation Aide
Champion	Grace	10/9/2024	Youth Services Assistant
Couts	Emily	2/15/2023	Circulation Aide
Ellis	Claire	6/11/2025	Youth Services Assistant
Garn	Stephanie	6/2/2017	Technical Services Dept Head
Guidebeck	Adyson	5/15/2024	Circulation Aide
Goodwin	Jamie	7/12/2021	Finance Director
Haynes	Halle	5/8/2025	Youth Services Summer Page
Hersheway	James	10/4/2021	Maintenance Assistant
Ingmire	Andrea	6/6/2016	Library Director
Joyal	Natalie	4/2/2025	Library Page
Lanciani	Zach	3/21/2022	Circulation Aide
Langlieb	Holli	5/1/2024	Youth Services Programming Assistant
Lustig	Michael	8/8/2019	Library Page
MacDonald	Bruce	7/23/2007	Assistant Director / IT Coordinator
Marquardson	Marissa	9/16/2019	Youth Services Assistant
Markham	Mirabella	7/16/2024	Adult Services Local History Assistant
Marsh	Andrea	9/26/2022	Communications Coordinator
Matthews	Kelsey	10/15/2021	Technical Services (ILL)
Muraro	Lilith	9/24/2019	Adult Services Assistant
Pergande	Frank	4/30/2025	Youth Services Assistant
Peterson	Tina	6/9/2025	Circulation Aide
Pierce	Amanda	9/16/2014	Teen Services Coordinator
Povey	John	11/30/2020	Facilities Manager
Plourde	Rosemary	10/5/2018	Library Page
Rehborg	Sarah	11/20/2013	Youth Services Department Head
Richmond Garrett	Ann	10/25/2021	Administrative Assistant
Salminen	Amy	10/26/2020	Adult Services Department Head
Sargent	Ben	12/4/2007	Technical Services Assistant
Spatz	Christopher	6/24/2013	Circulation Aide
Secreast	Joseph	3/26/2025	Maintenance Assistant Department Head
Shumate	Elliot	5/19/2025	Adult Services Assistant
Steltenpohl	Heather	10/20/1997	Development Director
Suckow	Lynette	1/29/2003	Adult Services Assistant Department Head
Tran	Maxwell	4/21/2025	Maintenance Assistant
Wiseman	Corey	10/3/2023	Adult Services Assistant

Distribute only to: Supervisory Staff, Administration Staff