

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

Zoom access: <https://us02web.zoom.us/j/87360204940?pwd=NIbOruNpaWF3mVjemaymTlOfMknpRw.1>

Call to Order

Introductions

Approval of the Agenda*

Approval the Minutes of the Previous Meeting*

April 9, 2025

Public Participation

Financial Reports

Library Director's Report

- a) Staffing Updates

Old Business

- a) PWPL Board Meeting Updates: April - June 2025

New Business

- a) Strategic Planning Committee
- b) TAC Board Reports
- c) PWPL Board Meeting Representatives
 - a. August 5, 2025
 - b. September 30, 2025
 - c. October 21, 2025

Council Member's Comments

Public Participation

Adjournment*

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

Upcoming Meeting Dates:

Township Advisory Council meetings:

- October 8, 2025

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

Peter White Public Library Township Advisory Council

Shiras Room, PWPL

Minutes: April 9, 2025

Call to Order at 5:01 pm.

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

Introductions: TAC members introduced themselves. Laurel Kniskern was unable to attend this meeting, but is taking Tom Bronken's place representing Marquette Township.

Approval of the Agenda: Moved by Paul Marin, seconded by Jan Raskin and unanimously approved. At a later point in the meeting, a few meeting date errors were noted and corrected.

Approval of the Minutes of the October 9, 2024 Meeting: Moved by Jan Raskin, seconded by Suzanne Standerford and unanimously approved.

Public Participation: None

Financial Reports: Andrea Ingmire reported that the Library is about half way through the fiscal year and remains in a strong position budgetarily. Most of the tax revenue from the Townships has been received and most of the large annual expenses have been taken care of. One unforeseen expense is the \$3000 worth of repairs made to the 20-year-old piano. This will be taken from a reserve of approximately \$9000 in this year's budget. A budgeted expense is the replacement of the battery back-up system. These batteries power the computers and the elevators during a power outage. The outside generator produces "dirty electric power" and the back-up battery system "cleans it up," which is easier on the server and computer equipment. These batteries were last replaced about 6 years ago. The entire system is predicted to last another 10 to 15 years, and will probably require another replacement of the batteries. Jan Raskin questioned the cost of this budgeted expense. It is about \$9000, including the removal and recycling of the spent batteries. Another expense will be the restriping of the parking lot. Some concrete work is also proposed, eliminating the pea gravel in the parking lot "beds" and replacing it with concrete, thereby eliminating maintenance of said gravel. The replacement concrete could be stamped or colored. The circular cement benches in front of the library are deteriorating and in need of replacement. Replacement materials are being considered. These items will likely be covered with General Trust Fund money. With another full-time maintenance person on staff, some work may be done in house. Paul Marin suggested that the pea gravel could be offered free of charge to someone willing to pick it up, avoiding disposal charges. Beth Linna suggested considering painting the concrete with "inspirational words" as has been done on the City bike path.

The minimum wage has increased this year. The pages wages were bumped up to reflect this increase. No increase was made to other employees' wages. The union contract will be negotiated this summer and wages will certainly be considered then.

This last fiscal year has been a strong one for the Library. The increase in the City tax base was sizeable and is expect to continue. The cuts at the federal level of the IMLS funding are concerning. This funding affects state wide projects like the MEL data base and the MelCat system, the software systems that connect our state

libraries and allow for inter-library exchanges. Such exchanges account for 6% of our Library's circulation. These are funded through September 30th of this year. The loss of such funding will especially impact requests for rare or special use materials. The State of Michigan has invested substantially in these systems and the MLA continues to lobby state government on our behalf. Jan Raskin questioned the fate of the Superiorland Library Cooperative. The Cooperative, which operates for libraries like MARESA does for our school district, could be affected if the state shifts funding to the MEL and MelCat systems. Suzanne Standerford commented on the resolution signed by the PWPL Board in opposition to these funding cuts and her dissatisfaction that they were, in fact, carried out. Barb Bradley commented on the Humanity's funding cuts. These statewide cuts will also affect the PWPL. The good news is that the day-to-day operating funds are not impacted. Regarding increased revenue, Karrie Heikes questioned the distribution of the marijuana tax revenue received by the state. At one point, a proposal to give some of this funding to libraries was made. As of now, communities that host a facility get a flat fee per facility. Suzanne Standerford also commented that the "big box dark store" issue appears to be dead and will not produce any more funding.

Library Director's Report:

Staff Updates: New staff since January 2025 include Joe Seacrest, Maintenance Assistant and Natalie Joyal, Student Page. Staff leaving/or have left PWPL include Icarus Farnham, Tehya Campbell, Megan LeBouf, Sharon Madjar and Thayer Yates. The Library continues, in 2025, to deal with significant turnover. Open positions include Custodial Assistant, Youth Services Program Assistant (2) and Adult Services Assistant (currently posted in-house).

Township Report Schedule:

March 19, 2025: Andrea Ingmire attended the Marquette Township Board Meeting.

April 14, 2025: Joint meeting of the Skandia and West Branch Boards.

June 9, 2025: Chocolay Township (not confirmed)

June 10, 2025: Sands Township

Old business:

Board Meeting Updates: The PWPL Board of Trustees adjusted the timing of the Library Director's performance evaluation to coordinate with the timing set forth in GOV-6. The next Library Director performance evaluation and contract negotiation will be completed by September 30, 2026. Audit engagement letters with Anderson Tackman were discussed and signed. The audit was filed by deadline and can be viewed on the PWPL website. At their February meeting, the Board received the updated Activity Plan for 2025 Strategic Planning and established a subcommittee to make a recommendation to the Board regarding facilitation and process for the upcoming period 2026-2028. Natasha Lantz has volunteered to serve as a representative from TAC. The Board has also established a subcommittee to review the Employee Administrative Manual draft before it is submitted for legal review. This manual has been in the works for several years. It is necessary as the Union Contract does not cover every employee or every issue. It is hoped the completed manual will go before the Board in May or June.

New Business:

Strategic Planning Committee: Paul Marin, who served on the last strategic planning committee and learned a lot about the library, urged TAC members to volunteer. After a period of silence, Karrie Heikes volunteered and thanks were expressed to both her and Natasha Lantz.

TAC Board Reports: Beth Linna commented that Skandia Township is looking for a new deputy clerk. She added that Zumba, line dancing and senior chair exercise classes have begun at the Community Center. Friday coffee has also resumed. Paul Marin commented on the improved attitude toward the Library in Marquette Township, changes in the Township Board and on the positive reception given Andrea Ingmire on her visit. Karrie Heikes commented on the Wildfire Awareness Day in Sands to be held on April 29 from 9 am-12:00 pm. The presentation will deal with caring for farm animals in case of wildfire. Natasha Lantz reported on the January Board meeting. The presentation by Marty Achatz on Adult programming was informative including information on the Great Lakes Poetry Fest, the imminent return of concerts on the steps, and changes to "Words with Nerds." She also reported on the presentation given by Rich Vanderveen and Betsy Rutz regarding a fundraising proposal for PWPL, the strategic plan subcommittee and the audit. Karrie Heikes attended Febraury's meeting and commented on the notion raised that newly printed books may disappear completely in 2-3 generations. Discussion followed. Suzanne Standerford and Paul Marin attended the March meeting. Paul commented on the MLS and MelCat funding discussion and Suzanne on the engaging presentation by Andrea Marsh on the rebuild of the Library's website.

Board Meeting TAC Representatives:

April 15, 2025: Beth Linna

May 20, 2025: Paul Marin

June 17, 2025: Barb Bradley

Council Member Comments: Barb Bradley commented on the spring break drop-in activities led by NMU students. Her granddaughter very much enjoyed the Slime and I Spy jars, especially as she had turned eight years old and could attend the activities without an adult! Andrea Ingmire commented on the value of the collaboration with NMU. Suzanne Standeford complimented Andrea Ingmire and her staff on the full parking lot and how important PWPL is to the community. The meeting rooms are very popular and the home schoolers are in attendance on Wednesdays. Jan Raskin asked about the room reservation system Localhop and we received a demonstration of the process. Suzanne Standerford also commented on the value and affordability of room reservations at PWPL.

Public Participation: None

Adjournment: It was moved by Paul Marin, seconded by Karrie Heikes and unanimously approved to adjourn at 6:11 pm.

Next TAC Meeting: July 9, 2025 at 5:00 pm. (Joint Meeting with PWPL Board of Trustees)

Next Board of Trustees Meeting: April 15, 2025 at 5:00pm.

Respectfully Submitted,

Beth Linna

PWPL Board of Trustees Meeting Minutes

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, April 15, 2025

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, April 15, 2025 in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:01PM.

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

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Ann Richmond Garrett, Administrative Assistant; Jamie Goodwin, Finance Director; Stephanie Garn, Technical Services Department Head; Kelsey Matthews, Interlibrary Loan Coordinator; Ben Sargent, Technical Services Assistant.

TAC Representatives Present: Beth Linna, Skandia Township; Laurel Kniskern, Marquette Township.

Others present (online): Natasha Lantz, West Branch Township.

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

The Minutes of the March 18, 2025 Board Meeting were approved as corrected, with a change of the signor from Williams to Schmunk, on a motion by Meyskens and seconded by Steinhaus. The motion is approved 4-0, with one abstention.

Special Presentation – Stephanie Garn, Technical Services Department Head. Garn gave a presentation on the life cycle of a book at Peter White, from ordering, cataloging, circulation and mending, to discarding/withdrawing. Williams asked about the average amount of mending that accumulates in Technical Services, Sargent said the number sits at one hundred or more at a time. Meyksens asked what the department's biggest challenge is, Garn said they are watching the emergent situation with IMLS funding closely. Schmunk asked about the ebb and flow of numbers that are attached to collection accumulation and loss, Ingmire said a lot of this can depend on stages of weeding that Youth and Adult Services may be at, and where current books in the collection fall within the criteria that dictate it would need to be weeded. Nelson asked for further information on the criteria, noting the free books table is often populated. Meyskens asked about the library capacity for shelving physical books, MacDonald and Ingmire estimated the library has about 20% of space remaining. Meyskens asked about royalties and cost for hard copy books, vs. digital content which does accrue per use costs. Ingmire said the cost of hard copy books is actually below market cost. Ingmire also discussed the difference between copy cataloguing, and original cataloguing when a unique file for an item and author need to be created.

TAC Report: Beth Linna, Skandia Township. Forty acres of property have been purchased by Skandia Township, near the baseball field, and they are in discussion as to what

recreational activities it will be used for. Fitness classes and Friday Coffee Hour have resumed at the recreation center.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. Ingmire and Goodwin will be meeting with a representative from Mark Aho, at the end of April, to discuss market activity. Nelson suggested the Board of Trustees be given an opportunity to join the meeting. A motion was brought by Steinhaus and seconded by Nelson to approve the bills for March 2025, in the amount of \$149,534.80. The motion is approved 5-0.

Public Comment: None

Board Action Items:

- a) ***Superiorland Library Cooperative (SLC) – Board Appointment.*** In June 2023, the Board of Trustees appointed Anne Donohue to the Superiorland Library Cooperative (SLC) Board of Trustees for a term ending September 30, 2025. At the time of that appointment SLC was reorganizing the board structure, instituting elections for voting members, and staggering terms. As a result, Anne's last term was for less than a normal three-year term. During her time on the SLC board Anne has served as a voting member, first by default and then by election of the membership. She is currently the board chair, a member of the personnel committee, and is leading the search committee for a new SLC Director. Anne has agreed to serve another term which would end on September 30, 2028. **On a motion by Meyskens and seconded by Steinhaus, the attached resolution is approved 5-0.**

Other Business:

- 1.) **Personnel Manual Committee Update:** At the February 18, 2025, board meeting a subcommittee (Andrea Ingmire, Bruce MacDonald, Jamie Goodwin, Joe Meyskens, Suzanne Williams) was formed to help PWPL Administrative Staff review the Personnel Manual prior to sending off for legal review. The Committee has met three times since February, to review the manual. All Sections through H have been evaluated. There are three additional meetings scheduled for April, with the goal of sending the final draft to the Attorney at Kendricks Bordeau by May 1. The subcommittee, is hopeful the board can receive this document for a first reading at the May 20, 2025 meeting. Steinhaus asked for clarification on whether or not the City of Marquette attorney is used for official Peter White documents, it was verified that attorney cannot be used.
- 2.) **Strategic Planning Committee Update:** At the February 18, 2025, board meeting a subcommittee (Andrea Ingmire, Bruce MacDonald, Heather Steltenpohl, Sarah Rehborg, Stephanie Garn, Steve Schmunk, Lori Nelson, Natasha Lantz (TAC), and Kerrie Heikes (TAC)) was formed to begin working on the PWPL Strategic Planning process. The next meeting was set for April 30 from 1:00PM-2:30PM in the Shiras Room.

Public Comment: Natasha Lantz commented on the quality of the presentation Ingmire gave at the most recent West Branch and Skandia Township joint meeting.

Board Member Comment:

- a) **Carol Steinhaus Presentation:** Steinhaus reflected on the changes and developments at Peter White Public Library, during her ten years serving on the Board of Trustees.
- b) **Trustee Manual – 2021 Edition, Chapter 14, Libraries and the Law.**
https://www.michigan.gov/documents/libraryofmichigan/LM_TrusteeManual_2020_7_03765_7.pdf. The Laws mentioned in this chapter are not national, they are specific to Michigan libraries. Steinhaus asked if there was an update on the state of the Interlibrary Loan Service, as affected by recent federal budget cuts. Ingmire said the Library of Michigan is holding a meeting on April 24, during which Michigan libraries will receive an update on this topic.

Adjournment: Steinhaus made motion to adjourn, seconded by Meyskens. The motion was approved 5-0. The meeting adjourned at 6:13PM.

Respectfully submitted,
[signed by Steve Schmunk 5/20/2025, signature removed for posting]

Steve Schmunk, President, on behalf of
Suzanne Williams
Secretary

Upcoming meetings: **May 20, 2025**

Upcoming TAC meeting: **July 9, 2025-Joint Meeting with Board of Trustees**

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; 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

Finance Director Reports

Library Director Reports

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

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

Highlights of General Fund Balance Sheet

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

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

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

Notes:

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

Highlights of Carroll Paul Trust Fund

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

Notes:

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

Highlights of Revenue & Expenditure Report

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

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

Peter White Library Fund (Operating)

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

Comments

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

Notes:

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

Respectfully Submitted ~ Jamie Goodwin



April 15, 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 is leading this committee.

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

Donor party is May 9!

EXPERTISE

Employee Administrative Manual is receiving heavy review by Joe and Suzanne as well as Administration staff.

Art Galleries

April 2025 – May 2025

Deo Gallery – High School Art Show – April - Artists in Excellence; May- HS Art Show
Huron Mountain Club Gallery – Knot Work Studio, *Patterns of Connection*

The Artist Reception for April/May Exhibits was held on Thursday, April 10, 2025. We had an outstanding turnout of 150 people.

Public Gallery Program Jury met on April 3, 2025 and set the schedule for the 2026 gallery season. We had 22 applications for 7 gallery openings! We will be notifying all applicants of the selections over the next couple of weeks.

Superiorland Library Cooperative

We will be considering the re-appointment of Anne Donohue to the SLC Board at this month's meeting. In addition, Dillon Geshel has announced that he will be leaving SLC in Mid-May. His destination is not fully public yet, but he's going to be very involved with Michigan Libraries in his new position, so more to come! In the meantime, we are left again to search for a new director at SLC. I've been asked to sit on the search committee and the work is underway. Announcements will be forthcoming in the next couple of weeks, and we hope to post this opening immediately so that we have as little lag time between directors as possible. We are very sorry to lose Dillon at SLC, he has been a huge asset. His next move is a good opportunity, and it's something to celebrate! I'm confident that we will find a good director to take up the reins at SLC.

eNewsletters

Total subscribed as of 4/11/2025: 2,859

March 2025	Constant Contact			Subscribers as of:
	Number of Deliveries	Average Rate open	Average clicks	4/11/2025
Insider (General Newsletter)	1	61%	2%	2569
Friends	1	64%	1%	578
Off the Shelf	1	62%	6%	544
Digital Resources and Tech				435
Art and Exhibits				547
Local History				500
Weekly Program Update	5	64%	1%	626
Youth Services Insider	6	58%	1%	580

Staff Updates

- Joe Secreast joined us as Assistant Maintenance (full-time). The relief is palpable.
- We've had interviews for the custodial assistant and are reviewing the applicants for the youth service openings.
- An adult Services assistant position is posted externally.

Director Chat - 4/2/2025

- This was the Director Chat of IMLS discussions. This was the topic that patrons wanted to chat about. 6 of my visitors had direct questions about IMLS and the impact on ILL, all had received our email update or the bookmark and had follow-up questions.
- A patron complemented Maggie Barch on her excellent customer service skills.
- A young adult student living with parents in Skandia comes in once a week to study, as it's too chaotic to study at home.

- Talked to several staff about various issues.
- A young man said he comes in to use the sister cities collection, he's learning Japanese and is interested in the Sister Cities program.
- The library is love.
- Several patrons offered words of encouragement and 'keep your heads up' statements.
- Talked with 4 patrons about the Meditate Marquette programming and how pleased folks are with this partnership.
- Totals = 9am, 13pm = 22 total
-

Upcoming Township Meeting Visits

Monday, April 14 – West Branch/Skandia Joint Meeting

Library Director Professional Development/Outreach and Volunteer Activities – March 2025

March 4	City Department Head Meeting Board Liaison Training – City Hall Public Gallery Committee training
March 5	Library Closed due to weather
March 6	AAUW Scholarship Committee
March 11	Tasty Reads ABL Meeting LSAA Meeting Friends Booksale Setup
March 12	Museum Director Lunch
March 13	Admin – Personnel manual meeting
March 14	Admin – Personnel manual meeting Library of Michigan Director chat Student Page Interview
March 17	Personnel Manual Review – Scheduling meeting Student Page Interview Cyber Security Program
March 18	PLRC – Research interview with University of ILL doctorate student New TAC member orientation PWPL Board Meeting
March 19	Maint Interviews TV6 Interview Mqt Township Board Meeting
March 20	Peer Insight Program – HR Session PWPL Department Head Meeting City Citizens Academy – Library Presentation
March 31	Personnel Manual Review – Session #1 Public Gallery Committee training SLC Director Search Committee



May 20, 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.

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SUSTAINABILITY

Donor party is May 9!

EXPERTISE

Employee Administrative Manual is off to the Attorney for review.

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"*

2026 Lineup will be announced soon!

Superiorland Library Cooperative

Dillon Geshel will begin his new role as MLA Interim Director on May 20th. The Director Search Committee is meeting on May 22 to evaluate applicants, the position officially closed on May 16.

eNewsletters

Total subscribed as of 5/9/2025: 2,863

April 2025	Constant Contact			Subscribers as of:
	Number of Deliveries	Average Rate open	Average clicks	5/19/2025
Insider (General Newsletter)				2576
Friends				584
Off the Shelf	1	64%	5%	549
Digital Resources and Tech	1	59%	2%	439
Art and Exhibits	1	54%	1%	553
Local History				503
Weekly Program Update	4	65%	2%	632
Youth Services Insider	4	58%	1%	583

Staff Updates

- Maxwell Tran has joined the custodial/maintenance department.
- Frank Pergande has joined the youth services department.
- Elliot Shumate has joined the adult services department.
- We still have one opening in youth services and circulation.

Director Chat – 5/6/2025

More IMLS chats.

- Several patrons asked questions about IMLS, how they can support libraries, and what's coming.
- Talked to a patron who moved to AZ for a year. They came back because AZ was horribly hot and they missed Marquette.
- Talked to another patron who moved here 8 years ago to live with their son.
- Talked to a man who had a suggestion about how new books display in the online catalog, I showed him the new book lists.
- Talked to a patron about battery collections and possible vape collections.
- Talked to Tiina about MACC plans and furniture chat in July.
- Assisted a few patrons with material locations.
- Visited with several patrons coming for evening programs.
- Talked with a teen celebrating their birthday.
- A patron stopped to say that they read the whole community report from cover to cover, and they never do that. This place is really busy!

A.M. Chats = 9 P.M. Chats = 10 Total Chats = 19

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

April 1	City Department Head Meeting
	County Commission meeting
April 2	Director Chat
April 3	Peer Insight Budget Session
	Public Gallery Program Jury Meeting
April 4	4 C's Program
April 7	Programming Meeting
	PPPL Rehearsal Meeting
April 8	Personnel Manual Committee Meeting
	Tasty Reads
April 9	Gallery meeting with MACC
	Township Advisory Council Meeting
April 10	Department Head meeting
	Artist Receptions
April 11	4 C's Program
April 14	Skandia West Branch Joint Meeting
April 15	Personnel Manual Committee Meeting
April 16	Gather 2 Grow Orientation
April 17	Senior Center Agreement Meeting
April 21	Eric Froberg Meeting
April 22	City Department Head Meeting
	Staff Member Meeting
	SLC Director Search Committee
April 24	Personnel Manual Review meeting
	Library of Michigan Meeting
April 25	PPPL Virtual Conference Presentation
April 29	Millages Panelist with Lakeland Library Cooperative
April 30	SLFP wrap up meeting
	Strategic Planning Committee Meeting.

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

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

Highlights of General Fund Balance Sheet

Cash Position	As of 03-31-25	As of 04-30-25	Change
Cash- Checking	\$1,077,563.15	\$916,329.94	(\$161,233.21)
Notes:			
1. Cash receipts for April were \$97,303.65			
2. Cash-Checking \$94,626.03			
3. Checking-Bankcard \$2,677.62			

Highlights of General Fund Trust

	As of 03-31-25	As of 04-30-25	Change
Cash/Investment Position	\$287,192.99	\$287,962.70	\$769.71
1. Interest and Dividend payments of \$643.40 were reinvested in additional shares of the Mutual Funds			
2. 2 nd Quarter Admin fees in the amount of \$608.60 were paid on 4/15/25			

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As 03-31-25	As of 04-30-25	Change
	\$919,959.91	\$913,461.18	(\$6,498.73)
1. Interest and Dividend payments of \$2,060.40 were reinvested in additional shares of the Mutual Funds			
2. 2 nd Quarter Admin fees in the amount of \$1,949.55 were paid on 4/15/25			
3. The third disbursement of the fiscal year in the amount of \$8,900 was made and transferred to the Library's general operating fund			

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Highlights of Revenue & Expenditure Report

{Numbers taken from City Reports 05/14/2025}

Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 68,761.75	\$ 1,826,700.72
Total Expenses	<u>\$ (259,246.55)</u>	<u>\$ (1,363,896.52)</u>
Net of Revenue & Expense	<u><u>\$ (190,484.80)</u></u>	<u><u>\$ 462,804.20</u></u>

Comments

Cash Balance	April		
Month Ending Current Year	Month Ending Prior Year		
\$ 916,329.94	vs \$ 709,640.54	=	\$ 206,689.40

Notes:

- April 2025 was a two pay period month. Total wages paid were \$92,744.43 our second and final for the fiscal year MERS payment was also made in April in the amount of \$58,428.00
- Actual expenses are approx. 59% of budget with approximately 58% of the FY year completed
 - Included you will find
 - Raymond James April Statements
 - Utility Statements for April
 - April Balance Sheet and Revenue and Expenditure Reports for the Library's Operating Fund
 - April Balance Sheet Report for the Carrol Paul Memorial Fund
 - April Revenue & Expenditure Report for the Library Improvement Debt Fund

Respectfully Submitted ~ Jamie Goodwin

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

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

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



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

Background Information

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

A. Staff Updates

New Staff Since April 2025:

- Maxwell Tran – Maintenance
- Elliot Shumate – Adult Services
- Tina Peterson – Circulation
- Frank Pergande – Youth Services
- Halle Haynes – Summer Page Youth Services
- Clair Ellis – Youth Services

Staff leaving/or have left PWPL:

- Lilith Muraro, Bella Markham

Staff transitions:

- N/A

Open Positions:

- Adult Services Local History Assistant (in-house)
- Adult Services Assistant

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

A. PWPL Board Meeting Updates

SLC Board Appointment

Anne Donohue was re-appointed as the PWPL representative on the Superiorland Library Cooperative (SLC) board. Her term ends September 30, 2028. As the SLC serves many libraries, it is possible to have a representative who is not a voting member of the board. However, there were not other candidates in our Group, so it appears that Anne will continue to serve on the voting board. Anne has been the board chair for the past year, and is also leading the Director Search committee.

PWPL Administrative Manual

The drafting of the PWPL Administrative Manual has been on board agendas since February and this document is still under review. There are staff concerns about some of the proposed wording in this manual as well as administrative concerns about the ESTA language received from our Attorney. This document will continue to be worked on, with a new target of this fall for approval.

Strategic Planning Update

Members of this subcommittee include Andrea Ingmire, Bruce MacDonald, Heather Steltenpohl, Sarah Rehborg, Stephanie Garn, Steve Schmunk, Lori Nelson, Natasha Lantz (TAC), and Kerrie Heikes (TAC). The committee received one proposal from Fast Forward Libraries to update the strategic plan. However, the committee did not recommend that the library board approve this proposal, as the costs seemed too high.

Grounds Concrete Repair Project

An RFP for concrete repairs was issued on May 22 and closed on June 17, 2025. PWPL Board of Trustees approved the bid from Closner Construction. Work on this project will begin July 9, as staff work to remove the pea gravel from the parking lot beds. Closner will be onsite July 14 to begin their part of this project. Full RFP can be viewed here: <https://pwpl.info/wp-content/uploads/2025/05/RFP-for-Grounds-Cement-Repairs-2025.pdf>

Budget Adjustments FY24/25

The fiscal year is currently over 67% complete and the bulk of revenues have been collected. Finance Director, Jamie Goodwin, reviewed the current fiscal year budget and provided a budget amendment for board review. Adjustments to both revenues and expenditures were included.

Revenue increases of note include *Small Taxpayer Exemption Loss* revenue 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, we are estimating designated donations for programming and materials to be 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. A positive change in expenditures is the continued low rate for natural gas.

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.

Policy Updates

MGT 5.2 – Social Media Policy

First reading of this policy, which outlines what is considered acceptable behavior from the public on our social media platforms.

All approved policies are available on the Library's website!

<https://pwpl.info/policies/>. Policies that have been reviewed are all available in the board packets.

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

A. Strategic Plan Committee

B. TAC Member Board Reports

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

C. Board Meeting TAC Representatives

We ask that each TAC member try to attend one board meeting a year. At each TAC meeting we take volunteers for the upcoming four meetings.
See agenda.

Statistics

A. Library Visits

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Total
Library Visits (Door Count)	18,404	14,234	12,333	13,552	13,972	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