

Board of Trustees of the Peter White Public Library

Agenda

Tuesday, September 30, 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**

August 5, 2025

Special Presentation – None

Township Advisory Council Report – Natasha Lantz, West Branch Township

*Financial Reports – including Approval of the Bills**

Total August Payments: \$289,475.49

Wages & Benefits Paid in the Amount of: \$162,367.51

Bills Paid in the Amount of: \$114,465.16

Utilities Paid in the Amount of: \$12,642.82

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) *Year End Budget Amendments FY24/25*
- 2) *Union Contract Adoption*
- 3) *Wages - Administration and Pages*
- 4) *Wages - Library Director*

Other Business

- 1) Strategic Plan Update

Public Comment

Board Member Comment

- a) Trustee Manual – 2021 Edition, Chapter 4, Planning

https://www.michigan.gov/documents/libraryofmichigan/LM_TrusteeManual_2020_703765_7.pdf

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:

October 21, 2025

Board of Trustees Committee Meetings:

n/a

Township Advisory Council:

October 8, 2025

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, August 5, 2025

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **August 5, 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; Lori Nelson, Member; Joe Meyskens, Member; Heather Addison, 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.

TAC Representatives Present: Paul Marin, Marquette Township

Others present (online): None

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

The Minutes of the June 17, 2025 Board Meeting were approved on a motion by Nelson and seconded by Meyskens, the motion is approved 4-0, with one abstention. The Minutes of the July 9, 2025 Joint Meeting with TAC, and the July 30, 2025 Budget Work Session, were approved, with one amendment (the July 9 meeting ended at 6:12PM) on a motion by Addison and seconded by Nelson. The motion is approved 5-0.

Special Presentation – None

TAC Report: Paul Marin, Marquette Township. Marin mentioned that at the TAC meeting members had suggested there be a library presence at township events over the course of the year.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. Goodwin noted an increase in June payments, as both a one-time battery backup purchase, and a yearly fee to Bibliotheca were both paid for. A motion was brought by Meyskens and seconded by Addison to approve the bills for June and July of 2025, in the amount of \$188,899.20 for June, and \$158,582.35 in July. Meyskens asked for the status of the budget, Jamie said the library is at 78% which is on track for a typical fiscal year. The motion is approved 5-0.

Public Comment: None

Board Action Items:

- a) **Fee Schedule FY2025/2026-** One change is recommended for the FY2025/2026 Fee Schedule. This is the addition of Studio #1 room rental rate of \$25/4-hours and \$10/hr for each hour thereafter. This is the same rate as the Community Room due to customization of setup and room size. On a motion by Williams and seconded by Addison, **the Board of Trustees of the Peter White Public Library moves to approve the proposed Fee Schedule for FY2025/2026.** The board agreed the fees are reasonable for the services provided. Meyskens asked how room availability is currently, Richmond Garrett said the rooms are being fully utilized due to both what we offer, and groups being willing to look at multiple dates for meetings and events. **The motion is approved 5-0**
- b) **Carroll Paul Trust Budget FY2025/2026 -** The Carroll Paul Trust Fund is used to support music programming, collections, and related staffing at the Peter White Public Library. Each year PWPL adopts a budget for the Carroll Paul Trust Fund. As these funds are invested in the stock market, the balance can vary widely. Following a policy using a five-year lookback for determining withdrawal ensures there are consistent revenues despite market value. Meyskens asked if the fees shown are typical, Ingmire and Goodwin verified they are from year to year. Addison asked about the name on the Raymond James account reflecting Helen Longyear Paul, not Carroll, Steltenpohl said the fund was given in memory of Carroll Paul by Helen, that history can be found in MGT-10 Investment Operations Policy. On a motion by Meyskens and seconded by Nelson, **the Board of Trustees of the Peter White Public Library moves to approve the Carroll Paul Trust Fund Budget FY2025/2026 as presented. The motion is approved 5-0**
- c) **Operating Budget FY2025/2026 Budget-** The FY25/26 budget was reviewed by the board of trustees at the budget work session held on July 30, 2025. Notes regarding specific line items can be found in the budget spreadsheet, along with general considerations on revenues and expenditures included in the Board Packet. Goodwin and Ingmire discussed changes in what had initially been presented to the Board in the July 2025 meeting. On a motion by Meyskens and seconded by Nelson, **the Board of Trustees of the Peter White Public Library moves to approve the Operating Budget for FY25-26 as presented.** Schmunk clarified the meaning of the Small Taxpayer Exemption Loss line. State revenue sharing was also discussed at length. Meyskens asked for clarification on changes with way the programming and materials will be funded in the coming year. Ingmire explained that the Friends and Donors have a desire to be involved with programming and materials, which would benefit the budget as well. Endowment fund lines were discussed at length. Steltenpohl explained the way the distributions can be designated at their beginning. Ingmire talked about how the library decides what needs to be its own line item in the budget. Schmunk asked if there would be any additional changes, even if the Board approves this Operating Budget. Goodwin said it is not unusual to have to submit an amended budget later in the fiscal year, and that thresholds for the amendments can depend on the amount and intention. **The motion is approved 5-0**
- d) **Superiorland Library Cooperative Board Election-** As members of the Superiorland Library Cooperative (SLC) PWPL has the opportunity to appoint a representative to the SLC Board of Directors. Anne Donohue has been the PWPL board appointee and her term ends September 30, 2028. While each library can appoint a representative to the board, the Superiorland Library Cooperative Voting Board is composed of nine

members who are elected from the total board. To give fair opportunity for voting capabilities the cooperative is divided into three groups, each group elects their voting members from a pool of candidates. PWPL is a member of group 2 which has one candidate this year, Anne Donohue. 2025-2026 Superiorland Board of Directors Candidates Group #1 Daryl Orr, Superior District Library Group #2 Anne Donohue, Peter White Public, and Library Group #3 Lakin Ozzello, Wakefield Public Library. On a motion by Nelson and seconded by Meyskens, **the Board of Trustees of the Peter White Public Library votes for Anne Donohue to serve on the Superiorland Library Cooperative Voting Board.** The resolution is attached. **The motion is approved 5-0**

- e) **Furniture Purchase-** The MACC transition has resulted in the need for additional meeting room tables and chairs. Quotes for 20 flip top tables and 50 hard-mold plastic chairs have been requested from three reputable vendors: KI, Custer, and Library Design Associates. Flip top tables on casters are rather expensive, but they make setup of rooms a smooth process. PWPL will retain the current folding tables for use during programs that are messy, art classes, and when the other tables are already being used. A combination of two vendors will get the best price, 20 assembled and installed tables from KI (\$18,209.35) with chairs from Custer (\$5,330.83). Total cost \$23,540.18. The request before the board is how to pay for them. It is possible that there will be enough of a year-end operating budget surplus to pay for this furniture, but that is not guaranteed. Generally, the library puts surplus operating funds to help offset MERS liability, paying for furniture from the budget surplus would reduce or eliminate this option. A one-time capital expenditure such as this would be an appropriate use of the General Fund Trust. Ingmire spoke about the importance of safety and quality when purchasing chairs and tables for public use. Meyskens asked for clarification on the MERS payment that might be affected, Goodwin verified the standard payments are unaffected, it would only be the possibility for a surplus payment which is made only when funds are available. Addison spoke in favor of using the general fund trust, and not out of the surplus fund alone, as both MERS and furniture for public spaces count as investments. On a motion by Addison and seconded by Nelson, **the Board of Trustees of the Peter White Public Library moves to approve the use of General Fund Trust to pay for tables and chairs for the lower-level meeting rooms.** The motion is approved 5-0

Other Business:

- a) **Strategic plan update** – A draft survey is being reviewed by staff, the public survey will go out after Labor Day and will close October 11. Phone interviews with public members who volunteer, in addition to the survey, will contribute to the strategic plan. The committee hopes to have all feedback collected by the October Board meeting. Focus group types for feedback still need to be established by the Strategic Planning committee. All activity is on track for the official Strategic Plan to be approved at January 2026 Board meeting.

Public Comment: None

Board Member Comment:

- a) **Trustee Manual:** Review of Chapter 3, 2021 Edition: Policies.
b) Nelson asked how turnover and hiring overtime is tracked. Ingmire began tracking this back to 2018 and will send her findings to the Board. Schmunk asked about the Activity

Plan information from the Library Director report, Ingmire gave an update that there has been an interest in all-staff meetings, which will now be held monthly, an opportunity for staff to connect with people from other departments. The department head meetings have been split into supervisor meetings.

Standing Reports: The Gather to Grow program was moved to the lower level of the library, in hopes of being able to accommodate more participants, which it has. There is also an opportunity for the program to be offered additional days of the week in the future.

Adjournment: **Meyskens** made motion to adjourn, seconded by Nelson. The motion was approved 4-0, with one abstention (Addison excused early). The meeting adjourned at 6:16 PM.

Respectfully submitted,

Suzanne Williams
Secretary

Upcoming meetings: September 30, 2025
Upcoming TAC meeting: October 8, 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 07-31-25	As of 08-31-25	Change
Cash- Checking	\$579,071.15	\$860,196.38	\$281,125.23
Notes:			
1. Cash receipts for August were \$357,998.59			
2. Cash-Checking \$355,952.56			
3. Checking-Bankcard \$2,046.03			

<u>Highlights of General Fund Trust</u>	As of 7-31-25	As of 08-31-25	Change
Cash/Investment Position	\$304,492.98	\$237,538.60	(\$66,954.38)
1. Dividends & Interest in the amount of \$464.99 were reinvested.			
2. \$73,060.00 withdrawal was made to pay for the parking lot resurfacing and the concrete project.			

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As of 07-31-25	As of 08-31-25	Change
	\$957,467.69	\$980,752.21	\$23,284.52

1. Dividends & Interest in the amount of \$1,519.26 were reinvested.

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Highlights of Revenue & Expenditure Report

{Numbers taken from City Reports 09/18/25}

Peter White Library Fund (Operating)						
				Current Month	Current YTD	
Total Revenue				\$ 36,215.09	\$ 2,338,860.69	
Total Expenses				\$ (269,223.12)	\$ (2,150,700.20)	
Net of Revenue & Expense				\$ (233,008.03)	\$ 188,160.49	

Comments

Cash Balance		August		
Month Ending		Month Ending		
Current Year		Prior Year		
\$ 860,196.38	vs	\$ 847,042.99	=	\$ 13,153.39

Notes:

- August 2025 was a three pay period month. Total wages paid were \$142,529.77
- Actual expenses are approx. 89% of budget with approximately 92% of the FY year completed
 - Included you will find
 - Raymond James August Statements
 - Utility Statements for August
 - August Balance Sheet and Revenue and Expenditure Reports for the Library's Operating Fund
 - August Balance Sheet Report for the Carrol Paul Memorial Fund
 - August Revenue & Expenditure Report for the Library Improvement Debt Fund

Respectfully Submitted ~ Jamie Goodwin



Securities offered through Raymond James Financial Services

RAYMOND JAMES

July 31 to August 29, 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		\$304,492.98	\$287,042.60
\$237,538.60			
Last Statement	Prior Year-End		
	\$304,492.98	\$287,042.60	
	Time-Weighted Performance*		
	YTD	8.70%	
	2024	7.19%	
Beginning Balance		\$304,492.98	\$287,042.60
Deposits		\$0.00	\$0.00
Income		\$464.99	\$4,487.14
Withdrawals		\$(73,060.00)	\$(73,060.00)
Expenses		\$0.00	\$(1,861.10)
Change in Value		\$5,640.63	\$20,929.96
Ending Balance		\$237,538.60	\$237,538.60

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			\$2,400.45		\$3.60
Raymond James Bank			\$2,400.45		

Your bank priority state: MI**Participating banks recently added:** Columbia Bank 07/14/2025

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

Estimated Income Yield for RJBDP was calculated as of 8/29/2025.

Cash & Cash Alternatives Total			\$2,400.45		\$3.60
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Mutual Funds

AMERICAN INTERNATIONAL VANTAGE FUND CL F2 N/L (AIVFX)	1,096.878	\$19.680	\$21,586.56	\$10,617.80 ^B	\$279.70
COHEN & STEERS REALTY SHARES FUND CL I N/L (CSJIX)	104.022	\$68.130	\$7,087.02	\$3,656.83 ^B	\$199.83

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)	3,776.611	\$7.360	\$27,795.86	\$12,539.93 ^B	\$1,620.17
FEDERATED HERMES KAUFMANN SMALL CAP FD INSTL SHRS IS N/L (FKAIX)	493.460	\$53.790	\$26,543.21	\$10,048.18 ^B	\$375.03
JPMORGAN LARGE CAP GROWTH FUND CL I N/L (SEEGX)	149.662	\$87.530	\$13,099.91	\$588.20 ^B	\$0.04
MFS INCOME FUND CL I N/L (MFIIX)	5,828.773	\$5.940	\$34,622.91	\$5,024.50 ^B	\$1,783.60
NEUBERGER BERMAN LARGE CAP VALUE INSTL CL N/L (NBPIX)	267.912	\$50.140	\$13,433.11	\$2,975.64 ^B	\$275.41
T. ROWE PRICE ALL CAP OPPORS FUND INVESTOR CL N/L (PRWAX)	162.118	\$81.770	\$13,256.39	\$749.02 ^B	\$8.17
JPMORGAN UNDISCOVERED MANAGERS BEHAVIORAL VAL CL L N/L (UBVLX)	312.392	\$88.060	\$27,509.24	\$20,010.59 ^B	\$492.95
Mutual Funds Total			\$184,934.21	\$66,210.69	\$5,034.90
Exchange-Traded Products (ETPs)					
FREEDOM 100 EMERGING MARKETS ETF (FRDM)	226.000	\$41.690	\$9,421.94	\$1,873.01	\$226.23
FIRST TRUST VALUE LINE DIVIDEND INDEX FUND (FVD)	280.000	\$46.430	\$13,000.40	\$4,059.86	\$285.60
FIRST TRUST LOW DURATION OPPORTUNITIES ETF (LMBS)	560.000	\$49.610	\$27,781.60	\$1,352.58	\$1,142.40
Exchange-Traded Products Total			\$50,203.94	\$7,285.45	\$1,654.23
Please see the Exchange-Traded Products on the Understanding Your Statement page.					
Portfolio Total			\$237,538.60	\$73,496.14	\$6,692.73

^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				
08/01/2025	Dividend - Taxable	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILD) \$.03572 per share x 5,093.631 shares		\$181.92
08/01/2025	Dividend - Taxable	MFS INCOME FUND CL I N/L (MFIIX) \$.02414 per share x 7,770.498 shares		\$187.58
08/29/2025	Interest at RJ Bank Deposit Program	Raymond James Bank Deposit Program		\$0.29
08/29/2025	Dividend - Taxable	FIRST TRUST LOW DURATION OPPORTUNITIES ETF (LMBS) \$.17000 per share x 560.000 shares		\$95.20
Income Total				\$464.99
Withdrawals				
08/05/2025	Withdrawal	Check #853234 paid *CHECK TO CLIENT		\$(73,060.00)
Withdrawals Total				\$(73,060.00)
Purchases, Sales and Redemptions				
08/01/2025	Reinvest	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILD) \$.03572 per share x 5,093.631 shares	24.955 \$7.28992	\$(181.92)
08/01/2025	Reinvest	MFS INCOME FUND CL I N/L (MFIIX) \$.02414 per share x 7,770.498 shares	31.793 \$5.90004	\$(187.58)
08/05/2025	Sale	FIRST TRUST VALUE LINE DIVIDEND INDEX FUND (FVD)	(84.000) \$45.2501	\$3,801.01
08/05/2025	Sale	FREEDOM 100 EMERGING MARKETS ETF (FRDM)	(113.000) \$40.5931	\$4,587.02
08/05/2025	Sale	FIRST TRUST LOW DURATION OPPORTUNITIES ETF (LMBS)	(167.000) \$49.415	\$8,252.31
08/05/2025	Sale	MFS INCOME FUND CL I N/L (MFIIX)	(1,973.518) \$5.94999	\$11,742.43
08/05/2025	Sale	T. ROWE PRICE ALL CAP OPPORS FUND INVESTOR CL N/L (PRWAX)	(47.658) \$80.0107	\$3,813.15
08/05/2025	Sale	JPMORGAN LARGE CAP GROWTH FUND CL I N/L (SEEGX)	(43.929) \$87.03908	\$3,823.54



Your Activity (continued)

Date	Activity Type	Description	Quantity/ Price	Amount
Purchases, Sales and Redemptions (continued)				
08/05/2025	Sale	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDIX)	(1,341.975) \$7.330	\$9,836.68
08/05/2025	Sale	AMERICAN INTERNATIONAL VANTAGE FUND CL F2 N/L (AIVFX)	(460.723) \$19.34001	\$8,910.39
08/05/2025	Sale	COHEN & STEERS REALTY SHARES FUND CL I N/L (CSJIX)	(30.332) \$67.27053	\$2,040.45
08/05/2025	Sale	FEDERATED HERMES KAUFMANN SMALL CAP FD INSTL SHRS IS N/L (FKAIX)	(131.974) \$52.5899	\$6,940.50
08/05/2025	Sale	JPMORGAN UNDISCOVERED MANAGERS BEHAVIORAL VAL CL L N/L (UBVLX)	(60.257) \$82.5894	\$4,976.59
08/05/2025	Sale	NEUBERGER BERMAN LARGE CAP VALUE INSTL CL N/L (NBPIX)	(79.503) \$48.21025	\$3,832.86





Securities offered through Raymond James Financial Services

RAYMOND JAMES

July 31 to August 29, 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	Beginning Balance	\$957,467.69	\$926,076.70
\$980,752.21	Deposits	\$0.00	\$0.00
	Income	\$1,519.26	\$13,913.08
	Withdrawals	\$0.00	\$(26,700.00)
	Expenses	\$0.00	\$(5,956.26)
	Change in Value	\$21,765.26	\$73,418.69
	Ending Balance	\$980,752.21	\$980,752.21
Last Statement	Prior Year-End		
\$957,467.69	\$926,076.70		
Time-Weighted Performance*			
YTD	8.95%		
2024	7.35%		

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			\$9,350.71		\$14.02
Raymond James Bank			\$9,350.71		

Your bank priority state: MI

Participating banks recently added: Columbia Bank 07/14/2025

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

Estimated Income Yield for RJB DP was calculated as of 8/29/2025.

Cash & Cash Alternatives Total	\$9,350.71	\$14.02
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Mutual Funds

AMERICAN INTERNATIONAL VANTAGE FUND CL F2 N/L (AIVFX)	4,990.470	\$19.680	\$98,212.45	\$44,484.16 ^B	\$1,272.57
COHEN & STEERS REALTY SHARES FUND CL I N/L (CSJIX)	430.753	\$68.130	\$29,347.20	\$11,561.65 ^B	\$827.48



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)	13,861.717	\$7.360	\$102,022.24	\$28,010.39 ^B	\$5,946.68
FEDERATED HERMES KAUFMANN SMALL CAP FD INSTL SHRS IS N/L (FKAIX)	2,003.941	\$53.790	\$107,791.99	\$33,824.39 ^B	\$1,523.00
JPMORGAN LARGE CAP GROWTH FUND CL I N/L (SEEGX)	620.543	\$87.530	\$54,316.13	\$2,438.73 ^B	\$0.19
MFS INCOME FUND CL I N/L (MFIIX)	25,008.124	\$5.940	\$148,548.26	\$16,170.51 ^B	\$7,652.49
NEUBERGER BERMAN LARGE CAP VALUE INSTL CL N/L (NBPIX)	1,112.638	\$50.140	\$55,787.67	\$10,270.50 ^B	\$1,143.79
T. ROWE PRICE ALL CAP OPPORS FUND INVESTOR CL N/L (PRWAX)	672.423	\$81.770	\$54,984.03	\$3,106.62 ^B	\$33.89
JPMORGAN UNDISCOVERED MANAGERS BEHAVIORAL VAL CL L N/L (UBVLX)	1,194.642	\$88.060	\$105,200.17	\$69,242.45 ^B	\$1,885.15
Mutual Funds Total			\$756,210.14	\$219,109.40	\$20,285.24
Exchange-Traded Products (ETPs)					
FREEDOM 100 EMERGING MARKETS ETF (FRDM)	1,087.000	\$41.690	\$45,317.03	\$9,028.22	\$1,088.09
FIRST TRUST VALUE LINE DIVIDEND INDEX FUND (FVD)	1,167.000	\$46.430	\$54,183.81	\$16,128.20	\$1,190.34
FIRST TRUST LOW DURATION OPPORTUNITIES ETF (LMBS)	2,332.000	\$49.610	\$115,690.52	\$5,452.11	\$4,757.28
Exchange-Traded Products Total			\$215,191.36	\$30,608.53	\$7,035.71
Please see the Exchange-Traded Products on the Understanding Your Statement page.					
Portfolio Total			\$980,752.21	\$249,717.93	\$27,334.97

^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				
08/01/2025	Dividend - Taxable	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDX) \$.03774 per share x 13,790.326 shares		\$520.44
08/01/2025	Dividend - Taxable	MFS INCOME FUND CL I N/L (MFIIX) \$.02414 per share x 24,906.219 shares		\$601.24
08/29/2025	Interest at RJ Bank Deposit Program	Raymond James Bank Deposit Program		\$1.14
08/29/2025	Dividend - Taxable	FIRST TRUST LOW DURATION OPPORTUNITIES ETF (LMBS) \$.17000 per share x 2,332.000 shares		\$396.44
Income Total				\$1,519.26
Purchases, Sales and Redemptions				
08/01/2025	Reinvest	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDX) \$.03774 per share x 13,790.326 shares	71.391 \$7.28999	\$(520.44)
08/01/2025	Reinvest	MFS INCOME FUND CL I N/L (MFIIX) \$.02414 per share x 24,906.219 shares	101.905 \$5.900	\$(601.24)





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

Ready to win a FREE month of power? Go paperless and get a chance to WIN! When you sign up for paperless billing with the Marquette Board of Light and Power, you'll be automatically entered into our Free Month of Power giveaway!

Switching to paperless billing has never been easier-thanks to SmartHub, our fast and user-friendly online Customer Portal. Create your account, hit the paperless button, and power up your savings!

Visit our Website at mblp.org and use the SmartHub application to enroll, or call our Customer Service Team at (906)228-0311 to enroll.



KEEP

SEND

Please do not staple or tape payment



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: 07/29/2025



Billing Summary

Balance From Last Billing	\$8,037.50
Payments Received - Thank you!	-\$8,037.50
Balance Forward	\$0.00

Service Summary

Electric Service	\$10,941.48
Current Charges Due by 08/18/2025	\$10,941.48
Total Account Balance	\$10,941.48

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

Bill Date	07/29/2025
Account Number	339129
Current Charges due by 08/18/2025	\$10,941.48
Balance Forward	\$0.00
Total Amount Due	\$10,941.48
ACH Payment - Do Not Pay Drafted on 08/18/2025	

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



123456789

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BOARD OF LIGHT & POWER

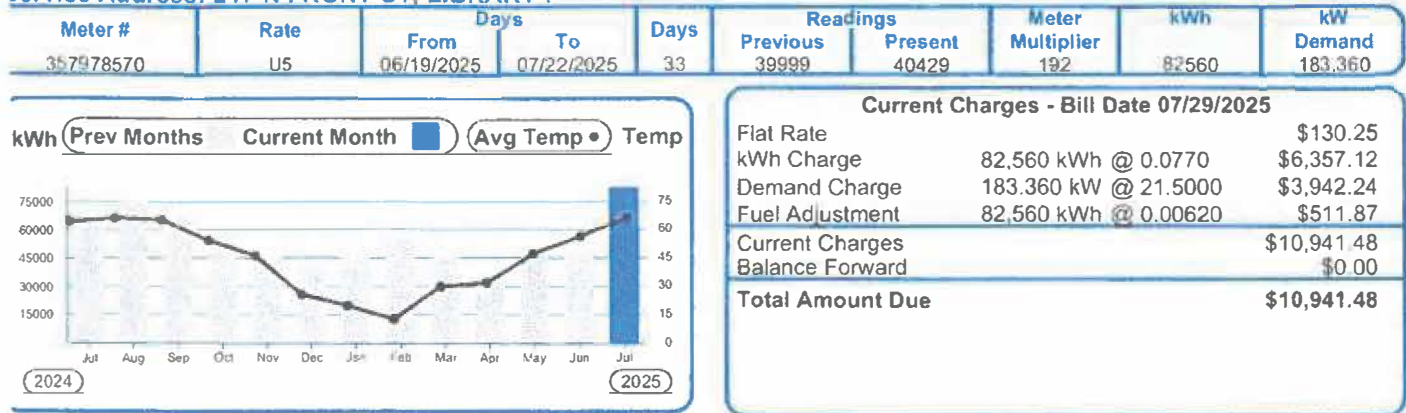
2200 Wright Street, Marquette, MI 49855



- PAY YOUR BILL
- MONITOR USAGE
- REPORT AN OUTAGE

Account: 339129

Service Address: 217 N FRONT ST, LIBRARY :



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.

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

Report an electrical outage or tree on the line, 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



NNNN



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

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KEEP

SEND

Please do not staple or tape payment



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: 07/29/2025



Billing Summary

Balance From Last Billing	\$45.5
Payments Received - Thank you!	-\$45.5
Balance Forward	\$0.0

Service Summary

Electric Service	\$45.5
Current Charges Due by 08/18/2025	\$45.5
Total Account Balance	\$45.5

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

Bill Date	07/29/2025
Account Number	339130
Current Charges due by 08/18/2025	\$45.54
Balance Forward	\$0.00
Total Amount Due	\$45.54
ACH Payment - Do Not Pay Drafted on 08/18/2025	

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



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BOARD OF LIGHT & POWER

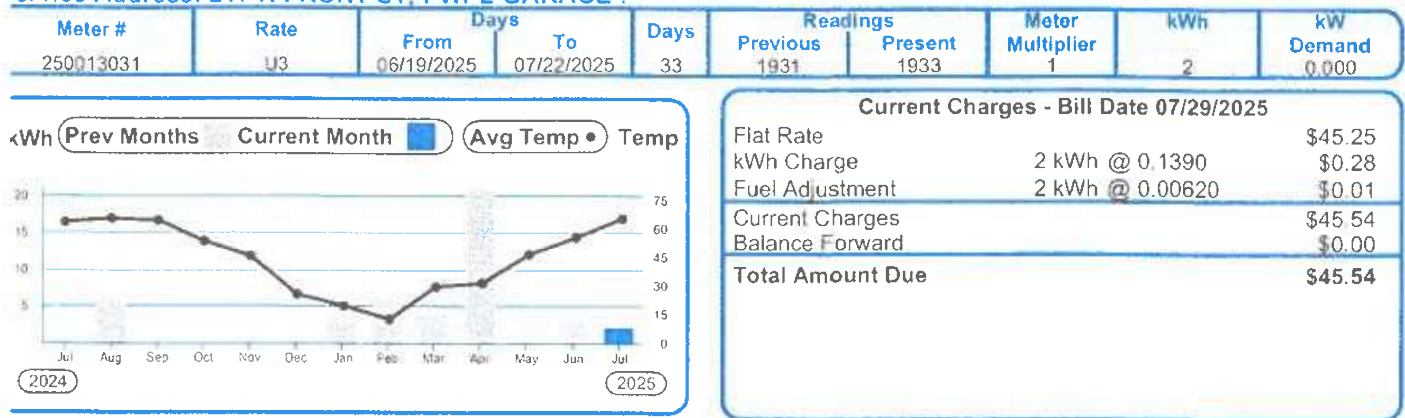
2200 Wright Street, Marquette, MI 49855



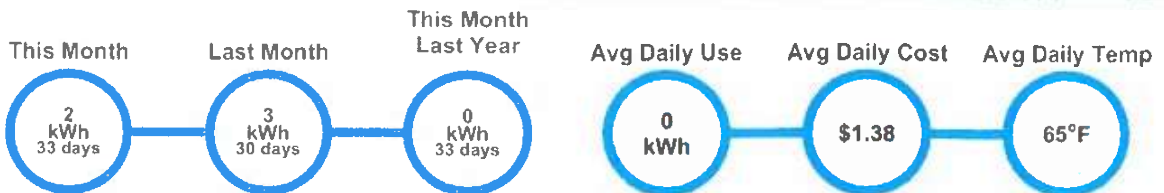
- PAY YOUR BILL
- MONITOR USAGE
- REPORT AN OUTAGE

Account: 339130

Service Address: 217 N FRONT ST, PWPL GARAGE :



energy
sage
omparison



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Ways to Pay Your Bill





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

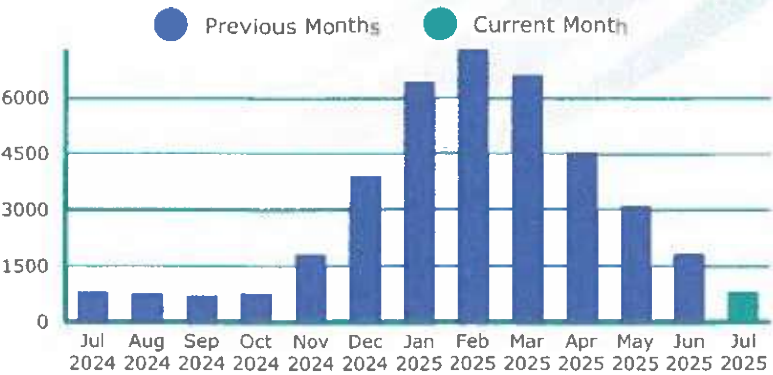
Account Summary

Balance Forward \$0.00
Current Charges \$769.54

Total Amount Due by 08/04/25

\$769.54

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

Current Charges Due 08/04/25
TOTAL AMOUNT DUE \$769.54



0272245-SEMS316807-SE.OVR-1021793000008
CITY OF MARQUETTE
300 W BARAGA AVE
MARQUETTE MI 49855-4712

Direct Payment Plan
Your account is enrolled in the Direct Payment Plan. The amount of \$769.54 will be deducted from your bank on 08/04/25.

Usage Detail

Meter Number:	Usage Period:	Previous Read:	Current Read:	Meter Factor:	Therm Factor:	Usage:
401858	06/03/25-07/01/25	41501 (Actual)	42280 (Actual)	1.000	1.050	817.950 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: 28

Previous Balance	\$1,366.69
Payment - Thank you!	(\$1,366.69)
Balance Forward	\$0.00

Current Charges

SEMCO Cost of Gas (0.362110)	\$296.19
Customer Charge	\$116.20
MRP Charge	\$43.78
IRIP Charge	\$88.15
Distribution Charge (0.680760)	\$61.27
Distribution Charge 2 (0.119670)	\$87.12
Balance & Demand Charge (0.093930)	\$76.83

Total Current Charges

\$769.54

Total Amount Due by **08/04/25**

\$769.54

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	
08/11/2025	
Amount Due	828.26
Due Date	09/02/2025
After Due Date	836.54
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	
08/11/2025	
Amount Due	828.26
Due Date	09/02/2025

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	\$0.00	Usage Dates
3488706202	0120140453	Add Current Bill	828.26	From: 06/28/2025 To: 07/28/2025
Service Address CITY OF MARQUETTE 217 N FRONT ST MARQUETTE MI 49855		Total Due	828.26	Number of Billing Days 31
		After Due Date Pay:	836.54	

Meter Readings and Usage Per Thousand Gallons

Meter Serial #	Current Reads	Previous Reads	Current Usage	Last Year's Use
68800854	2976	2930	46	63
68800737	1113	1083	30	41

CURRENT CHARGES			Messages
SERVICE	READ DATE	AMOUNT	THE CITY HAS TRANSITIONED TO A CART ONLY SYSTEM FOR GARBAGE AND RECYCLING, IF YOU HAVE NOT RECEIVED CARTS PLEASE CALL 228-0444 *YARD WASTE IS NOT ACCEPTED IN BINS*
WATER GENERAL 2"	7/28/2025	\$554.38	
SEWER GENERAL	7/28/2025	\$273.88	

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	861,024.64
271-000-004.000	Cash-Petty	1,690.00	1,690.00
271-000-007.000	Cash-Money Market	3,159.87	2,400.45
271-000-010.000	Cash-Checking Bankcard	12,591.39	2,442.51
Cash and cash equivalents		1,190,005.10	867,557.60
Investments			
271-000-017.000	Investments in Securities	290,398.81	235,138.15
Investments		290,398.81	235,138.15
Taxes receivable			
271-000-020.000	Taxes Receivable-Current	70,164.17	786,753.06
271-005-022.000	Taxes Receivable-Delinquent Personal	2,155.86	1,412.71
Taxes receivable		72,320.03	788,165.77
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	16,167.87
Prepaid expenditures		69,812.29	16,167.87
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	1,907,029.39
*** Liabilities ***			
Accounts payable			
271-000-202.000	Accounts Payable	20,711.04	2,402.30
Accounts payable		20,711.04	2,402.30
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	47,332.34
271-000-230.000	Due to Brownfield TIF	2,281.66	48,021.59
Due to other authorities		8,391.87	95,353.93
Accrued wages payable			
271-000-257.000	Accrued Wages Payable	25,019.83	0.00

Fund 271 PETER WHITE LIBRARY FUND			
GL Number	Description	Current Year 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	870,220.84
	Deferred revenue	825,064.25	870,220.84
	Accrued leave payable		
	Accrued leave payable	0.00	0.00
	Total Liabilities	879,186.99	967,977.07
*** 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		188,160.49
	Ending Fund Balance		949,452.09
	Total Liabilities And Fund Balance		1,907,029.39

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 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	1,056,101.80	(1,528.71)	(4,641.80)	100.44	1,006,709.54
271-000-410.000	Current Personal Property Taxes	51,210.00	51,846.60	0.00	(636.60)	101.24	51,192.30
271-000-410.001	Small Taxpayer Exemption Loss	9,028.00	9,028.15	0.00	(0.15)	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	2,800.00	2,841.58	2.62	(41.58)	101.49	2,158.88
271-000-510.000-50267	Federal Grants-NEA Big Read	16,600.00	16,600.00	0.00	0.00	100.00	0.00
271-000-510.000-60002	Federal Grants-Public Gallery Progra	7,200.00	7,200.00	0.00	0.00	100.00	0.00
271-000-543.000	State Aid	38,400.00	39,071.18	0.00	(671.18)	101.75	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	742,000.00	745,322.22	858.43	(3,322.22)	100.45	717,454.46
271-000-642.000	Non-Resident Fee/Services	32,000.00	39,385.14	3,701.36	(7,385.14)	123.08	41,553.67
271-000-655.000	Fines and Forfeits	4,000.00	4,608.43	373.49	(608.43)	115.21	5,205.27
271-000-658.000	Penal Fines	80,000.00	67,751.37	6,584.07	12,248.63	84.69	102,296.80
271-000-665.000	Interest/Dividends	10,000.00	32,600.20	6,105.62	(22,600.20)	326.00	95,929.24
271-000-667.000	Rent	36,000.00	34,335.24	3,005.91	1,664.76	95.38	34,560.00
271-000-671.000	Vending Machine Revenue	3,000.00	3,228.90	549.00	(228.90)	107.63	3,923.55
271-000-675.000	Private Sources	120,000.00	65,012.19	900.00	54,987.81	54.18	82,746.37
271-000-676.000	Reimbursements	9,500.00	11,215.51	388.72	(1,715.51)	118.06	7,330.82
271-000-678.000	Payment In Lieu of Taxes	2,500.00	4,339.83	0.00	(1,839.83)	173.59	3,740.48
271-000-679.000	Carrol Paul Trust	35,600.00	35,600.00	8,900.00	0.00	100.00	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	27,000.00	10,906.34	296.16	16,093.66	40.39	23,478.06
271-000-680.001	Designated Donations-Adult Programin	3,540.00	3,540.06	0.00	(0.06)	100.00	4,234.92
271-000-680.002	Designated Donations-Youth Programin	15,540.00	18,140.00	500.00	(2,600.00)	116.73	14,247.00
271-000-680.002-73023	Designated Donations-Teen Programing	5,220.00	10,919.20	5,092.00	(5,699.20)	209.18	9,210.00
271-000-680.003	Designated Donations-Adult Materials	18,730.00	18,733.78	0.00	(3.78)	100.02	11,258.27
271-000-680.004	Designated Donations-Youth Materials	4,110.00	5,110.54	0.00	(1,000.54)	124.34	6,783.12
271-000-680.004-73023	Designated Donations-Teen Materials	2,340.00	2,340.00	0.00	0.00	100.00	700.00
271-000-684.000	Fund Raising/Events	700.00	650.38	10.00	49.62	92.91	1,583.53
271-000-695.000	Retail Sales/Other	2,000.00	2,432.04	476.42	(432.04)	121.60	4,550.84
Total Dept 000		2,403,468.00	2,338,860.69	36,215.09	64,607.31	97.31	2,349,149.63
TOTAL REVENUES		2,403,468.00	2,338,860.69	36,215.09	64,607.31	97.31	2,349,149.63
Expenditures							
Dept 790 - OPERATIONS							
271-790-702.000	Wages	1,119,400.00	972,562.13	125,139.27	146,837.87	86.88	1,028,088.75
271-790-702.000-60002	Wages-Public Gallery Program	900.00	551.59	21.63	348.41	61.29	0.00
271-790-703.000	Accrued Leave Reserve	6,000.00	4,291.95	1,262.35	1,708.05	71.53	4,798.21
271-790-715.000	Longevity	6,620.00	6,620.00	0.00	0.00	100.00	7,330.00
271-790-716.000	Social Security	85,640.00	74,579.02	9,585.51	11,060.98	87.08	78,876.54
271-790-716.000-60002	Social Security-Public Gallery Progr	75.00	42.18	1.65	32.82	56.24	0.00
271-790-717.000	Health Insurance	262,000.00	235,208.42	20,502.97	26,791.58	89.77	243,065.53
271-790-718.000	Life Insurance	1,500.00	780.90	70.64	719.10	52.06	1,125.92
271-790-719.000	Unemployment Insurance	6,500.00	6,858.07	0.00	(358.07)	105.51	2,750.69
271-790-720.000	Disability Insurance	2,000.00	1,840.18	168.51	159.82	92.01	1,795.30
271-790-721.000	Workers Compensation	2,000.00	1,991.00	0.00	9.00	99.55	2,430.00
271-790-722.000	Retirement-MERS	116,860.00	116,856.00	0.00	4.00	100.00	169,092.00

User: JGOODWIN
DB: Marquette

PERIOD ENDING 08/31/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)		09/30/2024 NORM (ABNORM)
Fund 271 - PETER WHITE LIBRARY FUND							
Expenditures							
271-790-724.000	Retirement-DC	56,000.00	51,312.97	6,609.36	4,687.03	91.63	47,690.80
271-790-727.000	Materials Supplies - Magazines	11,100.00	11,194.98	13.00	(94.98)	100.86	11,012.70
271-790-728.000	Postage	7,500.00	6,688.40	143.16	811.60	89.18	4,108.76
271-790-740.000	Office & Operating Supplies-Admin	9,000.00	5,719.06	982.59	3,280.94	63.55	8,024.71
271-790-740.003	Operating Supplies-Tech Svcs	7,140.00	6,478.70	399.73	661.30	90.74	7,070.07
271-790-740.004	Operating Supplies-IT Serv	6,000.00	5,568.94	0.00	431.06	92.82	5,845.54
271-790-741.000	Music Supplies	1,600.00	1,071.52	90.18	528.48	66.97	947.12
271-790-742.000	Library Activities Admin	6,500.00	5,920.24	0.00	579.76	91.08	6,813.41
271-790-742.001	Library Activities - Adult Programs	4,000.00	2,249.43	0.00	1,750.57	56.24	3,118.68
271-790-742.002	Library Activities - Youth Programs	2,400.00	2,240.67	0.00	159.33	93.36	2,398.76
271-790-742.002-73023	Library Activities - Teen Programs	600.00	436.87	402.52	163.13	72.81	597.46
271-790-743.000	Computer Programs	6,300.00	6,256.14	76.16	43.86	99.30	4,424.44
271-790-744.000	CPT Adult Prog (Music)	10,000.00	7,450.00	700.00	2,550.00	74.50	9,978.00
271-790-746.000	CPT-Digital Media	25,000.00	21,771.87	2,054.56	3,228.13	87.09	18,755.64
271-790-746.002	CPT-Youth Programing (Music)	2,400.00	1,907.95	0.00	492.05	79.50	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	14,084.64	0.00	(584.64)	104.33	14,094.38
271-790-775.000	Custodial Supplies	10,000.00	10,502.29	1,000.72	(502.29)	105.02	8,867.71
271-790-801.000	Professional/Contractual	138,450.00	114,184.01	4,774.68	24,265.99	82.47	132,296.67
271-790-801.003	Prof/Contr-Waste Mgmt & Snow Removal	14,000.00	13,673.50	224.00	326.50	97.67	7,280.50
271-790-850.000	Communications	10,000.00	8,593.27	765.47	1,406.73	85.93	9,324.74
271-790-860.000	Transportation	3,500.00	3,078.04	148.61	421.96	87.94	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	3,207.00	407.00	793.00	80.18	4,476.48
271-790-890.000	Designated Donations Exp	27,000.00	34,776.10	279.46	(7,776.10)	128.80	22,268.72
271-790-890.000-60002	Designated Donat Exp-Public Gallery	6,225.00	1,429.95	111.17	4,795.05	22.97	0.00
271-790-890.001	Desig Donat Exp-Adult Programs	3,540.00	2,514.39	261.20	1,025.61	71.03	4,399.05
271-790-890.001-50267	Desig Donat Exp-NEA Big Read Grant	16,600.00	14,447.86	0.00	2,152.14	87.04	0.00
271-790-890.002	Desig Donat Exp-Youth Programs	17,540.00	16,317.15	1,307.62	1,222.85	93.03	14,239.24
271-790-890.002-73023	Designated Donations Exp-Teen Progra	3,220.00	6,667.89	460.00	(3,447.89)	207.08	9,237.00
271-790-891.000-73021	Development Fund Exp-Technology	10,880.00	9,590.10	42.96	1,289.90	88.14	2,300.00
271-790-891.000-73022	Development Fund Exp-Youth Svcs	2,840.00	809.67	28.75	2,030.33	28.51	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	1,500.00	799.24	0.00	700.76	53.28	687.00
271-790-910.000	Insurance	27,800.00	27,767.80	0.00	32.20	99.88	25,490.00
271-790-920.000	Purchased Power	88,000.00	74,193.31	10,987.02	13,806.69	84.31	89,681.87
271-790-921.000	Purchased Natural Gas	25,000.00	21,501.34	769.54	3,498.66	86.01	20,317.77
271-790-922.000	Purchased Water	10,000.00	6,555.65	828.26	3,444.35	65.56	10,277.19
271-790-923.000	Purchased Stormwater	700.00	638.00	58.00	62.00	91.14	600.00
271-790-930.000	Repair/Maintenance	35,000.00	33,497.86	0.00	1,502.14	95.71	15,281.19
271-790-940.000	Rental	5,700.00	4,676.46	1,213.91	1,023.54	82.04	4,940.22
271-790-950.000	Friends Sponsored/Incentive Program	1,000.00	629.02	157.43	370.98	62.90	928.87
271-790-951.000	Vending Supplies Expense	3,000.00	1,924.43	140.33	1,075.57	64.15	2,435.47
271-790-960.000	Membership Fees	4,000.00	3,826.72	0.00	173.28	95.67	2,377.03
271-790-976.000	Capital Outlay-Bldg Improvements	10,000.00	81,951.42	73,060.00	(71,951.42)	819.51	181,146.00
271-790-977.000	Capital Outlay-Equipment	2,500.00	2,500.00	0.00	0.00	100.00	10,700.00
271-790-977.000-73001	Capital Outlay-Audio Equipment	1,000.00	360.30	0.00	639.70	36.03	1,000.00
271-790-983.000-73004	Capital Outlay-Adult & Reference Boo	36,000.00	34,616.44	2,192.47	1,383.56	96.16	32,845.52
271-790-983.000-73006	Capital Outlay-Youth Books	8,000.00	6,663.00	29.67	1,337.00	83.29	7,251.20
271-790-983.000-73010	Capital Outlay-Audio Books	3,500.00	2,870.82	134.29	629.18	82.02	3,384.10
271-790-983.000-73012	Capital Outlay-DVDs	4,000.00	3,913.34	93.91	86.66	97.83	3,733.49
271-790-983.000-73019	Capital Outlay-"Library of Things"	1,000.00	348.49	20.00	651.51	34.85	424.13
271-790-983.000-73023	Capital Outlay-Teen Books	3,000.00	2,696.56	0.00	303.44	89.89	2,648.76
271-790-983.002	Capital Outlay-Desig Donations-Youth	4,110.00	4,747.20	225.34	(637.20)	115.50	6,800.90

PERIOD ENDING 08/31/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		END BALANCE
		AMENDED BUDGET	08/31/2025	MONTH 08/31/25		BALANCE	% BDGT	09/30/2024
			NORM (ABNORM)	INCR (DECR)		NORM (ABNORM)	USED	NORM (ABNORM)
Fund 271 - PETER WHITE LIBRARY FUND								
Expenditures								
271-790-983.002-73010	Capital Outlay-Desig Donations-Youth	500.00	500.00	0.00		0.00	100.00	499.59
271-790-983.002-73023	Capital Outlay-Desig Donations-Teen	2,340.00	1,167.58	437.99		1,172.42	49.90	629.05
271-790-983.003	Capital Outlay-Desig Donations-Adult	18,730.00	18,507.18	839.53		222.82	98.81	11,291.69
271-790-997.000	Reserves	55,448.00	0.00	0.00		55,448.00	0.00	0.00
Total Dept 790 - OPERATIONS		2,403,468.00	2,150,700.20	269,223.12		252,767.80	89.48	2,343,546.12
TOTAL EXPENDITURES		2,403,468.00	2,150,700.20	269,223.12		252,767.80	89.48	2,343,546.12
Fund 271 - PETER WHITE LIBRARY FUND:								
TOTAL REVENUES		2,403,468.00	2,338,860.69	36,215.09		64,607.31	97.31	2,349,149.63
TOTAL EXPENDITURES		2,403,468.00	2,150,700.20	269,223.12		252,767.80	89.48	2,343,546.12
NET OF REVENUES & EXPENDITURES		0.00	188,160.49	(233,008.03)		(188,160.49)	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	980,752.21
	Investments	956,166.87	980,752.21
Total Assets		956,166.87	980,752.21
*** 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	980,752.21
	Fund balance	956,166.87	980,752.21
Total Fund Balance		956,166.87	980,752.21
Beginning Fund Balance			956,166.87
Net of Revenues VS Expenditures			0.00
Fund Balance Adjustments			24,585.34
Ending Fund Balance			980,752.21
Total Liabilities And Fund Balance			980,752.21

DB: Marquette

		PERIOD ENDING 08/31/2025					
GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE		END BALANCE
		AMENDED BUDGET	08/31/2025	MONTH 08/31/25	BALANCE	% BDGT	09/30/2024
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED	NORM (ABNORM)
Fund 371 - LIBRARY IMPROVEMENT DEBT FUND							
Revenues							
Dept 000							
371-000-402.000	Current Real Property Taxes	292,110.00	287,983.73	(394.13)	4,126.27	98.59	233,236.88
371-000-410.000	Current Personal Property Taxes	21,670.00	21,321.57	0.00	348.43	98.39	18,812.28
371-000-410.001	Small Taxpayer Exemption Loss	0.00	1,825.39	0.00	(1,825.39)	100.00	0.00
371-000-437.000	Industrial Facility Tax	20,020.00	19,750.92	0.00	269.08	98.66	16,071.23
371-000-445.000	Penalties and Int on Taxes	0.00	752.59	0.59	(752.59)	100.00	454.41
371-000-678.000	Payment In Lieu of Taxes	0.00	1,124.72	0.00	(1,124.72)	100.00	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	332,758.92	(393.54)	10,861.08	96.84	269,330.63
TOTAL REVENUES		343,620.00	332,758.92	(393.54)	10,861.08	96.84	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	332,758.92	(393.54)	10,861.08	96.84	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	(10,861.08)	(393.54)	10,861.08	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: September 30, 2025
RE: Board Action Items

1) Year End Budget Amendments FY24/25

Background:

At the close of FY24/25, the budget reflects a sufficient balance to allow for a \$50,000 surplus payment to MERS in support of long-term retirement obligations. In addition, approximately \$16,800 will be added to the library's fund balance, further strengthening financial stability.

Fiscal Effect:

Approximately \$16,800 added to the fund balance. Total unassigned fund balance as recorded on our September 30, 2024 audit was \$681,080.

Recommendation:

The PWPL Board of Trustees hereby approves the FY24/25 year-end budget, including a \$50,000 surplus payment to MERS.

Alternatives:

As determined by the PWPL Board of Trustees.

Attachments:

- Budget Spreadsheet FY24/25
- Township Revenue and Penal Fines FY24/25

Peter White Library Fiscal Year 2024-2025

REVENUES						
City of Marquette:		Budget 24-25	Amended 6/17/25	Final Amended 9/30/25	Change	Notes
Real Property Tax	271-000-402.000	\$ 1,051,450.00	\$ 1,051,450.00	\$ 1,056,091.00	\$ 4,641.00	
Personal Property Tax	271-000-410.000	\$ 51,210.00	\$ 51,210.00	\$ 51,846.00	\$ 636.00	
Small Taxpayer Exemption Loss	271-000-410.001		\$ 9,028.00	\$ 9,028.00	\$ -	
Current Year Penalty	271-000-445.000	\$ 2,000.00	\$ 2,800.00	\$ 2,800.00	\$ -	
Payment in Lieu of Taxes	271-000-678.000	\$ 2,500.00	\$ 2,500.00	\$ 4,340.00	\$ 1,840.00	
Subtotal:		\$ 1,107,160.00	\$ 1,116,988.00	\$ 1,124,105.00	\$ 7,117.00	
State Grants:		Budget 24-25	Amended 6/17/25	Final Amended 9/30/25	Change	Notes
State Revenue Sharing	271-000-574.000	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ -	
State Aid	271-000-543.000	\$ 38,400.00	\$ 38,400.00	\$ 39,071.00	\$ 671.00	
Subtotal:		\$ 78,400.00	\$ 78,400.00	\$ 79,071.00	\$ 671.00	
Township Contract:			Amended 6/17/25	Final Amended 9/30/25	Change	Notes
Township Contract Revenue	271-000-580.000	\$ 700,000.00	\$ 742,000.00	\$ 759,400.00	\$ 17,400.00	
Subtotal:		\$ 700,000.00	\$ 742,000.00	\$ 759,400.00	\$ 17,400.00	
Penal Fines:		Budget 24-25	Amended 6/17/25	Final Amended 9/30/25	Change	Notes
Penal Fines	271-000-658.000	\$ 80,000.00	\$ 80,000.00	\$ 88,000.00	\$ 8,000.00	
Subtotal:		\$ 80,000.00	\$ 80,000.00	\$ 88,000.00	\$ 8,000.00	
Fines, Fees, Rental, Other:		Budget 24-25	Amended 6/17/25	Final Amended 9/30/25	Change	Notes
Non-Resident Fees	271-000-642.000	\$ 32,000.00	\$ 32,000.00	\$ 42,300.00	\$ 10,300.00	this amount is consistent with the prior year
Library Fines	271-000-655.000	\$ 4,000.00	\$ 4,000.00	\$ 5,100.00	\$ 1,100.00	
Interest	271-000-665.000	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	
Land & Building Rental	271-000-667.000	\$ 34,000.00	\$ 36,000.00	\$ 37,000.00	\$ 1,000.00	
Reimbursements	271-000-676.000	\$ 3,000.00	\$ 9,500.00	\$ 12,700.00	\$ 3,200.00	
Vending Machine Revenue	271-000-671.000	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	\$ 500.00	
Retail Sales	271-000-695.000	\$ 3,000.00	\$ 2,000.00	\$ 2,500.00	\$ 500.00	
Subtotal:		\$ 89,000.00	\$ 96,500.00	\$ 113,100.00	\$ 16,600.00	

Peter White Library Fiscal Year 2024-2025

REVENUES						
Fund Raising, Grants, Special Events:		Budget 24-25	Amended 6/17/25	Final Amended 9/30/25	Change	Notes
Private Sources	271-000-675.000	\$ 120,000.00	\$ 120,000.00	\$ 67,000.00	\$ (53,000.00)	leaving the remainder of budgeted amount in the Dev. Fund
Carroll Paul Trust Fund	271-000-679.000	\$ 35,600.00	\$ 35,600.00	\$ 35,600.00	\$ -	
PWPL Development Fund -General Operating	271-000-679.022	\$ 18,565.00	\$ 18,565.00	\$ -	\$ (18,565.00)	not needed, leavng this in the Development Fund
PWPL Development Fund- Technology	271-000-679.022-73021	\$ 10,880.00	\$ 10,880.00	\$ 10,880.00	\$ -	
PWPL Development Fund -YS & Teen	271-000-679.022-73022	\$ 3,550.00	\$ 3,550.00	\$ 3,550.00	\$ -	
Designated Donations	271-000-680.000	\$ 10,000.00	\$ 27,000.00	\$ 40,800.00	\$ 13,800.00	
Designated Donations -Adult Programs	271-000-680.001	\$ 5,000.00	\$ 3,540.00	\$ 3,540.00	\$ -	
Designated Donations -YS Programs	271-000-680.002	\$ 10,000.00	\$ 15,540.00	\$ 18,140.00	\$ 2,600.00	
Designated Donations -Teen Programs	271-000-680.002-73023	\$ 2,000.00	\$ 5,220.00	\$ 10,920.00	\$ 5,700.00	
Designated Donations -Adult Materials	271-000-680.003	\$ 10,000.00	\$ 18,730.00	\$ 19,730.00	\$ 1,000.00	
Designated Donations -YS Materials	271-000-680.004	\$ 1,500.00	\$ 4,110.00	\$ 5,110.00	\$ 1,000.00	
Designated Donations -Teen Materials	271-000-680.004-73023	\$ 100.00	\$ 2,340.00	\$ 2,340.00	\$ -	
Ticket sales / Events Donation	271-000-684.000	\$ 700.00	\$ 700.00	\$ 800.00	\$ 100.00	
Subtotal:		\$ 227,895.00	\$ 265,775.00	\$ 218,410.00	\$ (47,365.00)	
Grants:			Amended 6/17/25	Final Amended 9/30/25	Change	Notes
Grant - NEA Grant Big Read	271-000-510.000-50267	\$ 16,600.00	\$ 16,600.00	\$ 16,600.00	\$ -	
Grant -Public Gallery Program (Federal)	271-000-510.000-60002		\$ 7,200.00	\$ 7,200.00	\$ -	
Subtotal:		\$ 16,600.00	\$ 23,800.00	\$ 23,800.00	\$ -	
Fund Balance Carried Forward	271-000-697.000			\$ 95,492.00	\$ 95,492.00	Amount from General Fund Trust to cover projects
TOTAL REVENUES:		\$ 2,299,055.00	\$ 2,403,463.00	\$ 2,501,378.00	\$ 97,915.00	
Total Revenues (no fund balance)		\$ 2,299,055.00	\$ 2,403,463.00	\$ 2,405,886.00	\$ 104,408.00	

Peter White Library Fiscal Year 2024-2025

EXPENDITURES						
Fringe Benefits:		Budget 24-25	Amended 6/17/25	Final Amended 9/30/25	Change	Notes
Salaries & Wages	271-790-702.000	\$ 1,119,400.00	\$ 1,119,400.00	\$ 1,085,000.00	\$ (34,400.00)	
Wages -Public Gallery Program	271-790-702.000-60002		\$ 900.00	\$ 600.00	\$ (300.00)	
Accrued Leave Reserve	271-790-703.000	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	\$ (1,000.00)	
Longevity	271-790-715.000	\$ 6,860.00	\$ 6,620.00	\$ 6,620.00	\$ -	
Employers Social Security	271-790-716.000	\$ 85,631.00	\$ 85,631.00	\$ 85,631.00	\$ -	
Employers Social Security-Public Gallery Program	271-790-716.000-60002	\$ -	\$ 75.00	\$ 50.00	\$ (25.00)	
Health Insurance	271-790-717.000	\$ 262,000.00	\$ 262,000.00	\$ 250,000.00	\$ (12,000.00)	
Life Insurance	271-790-718.000	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	
Unemployment Insurance	271-790-719.000	\$ 2,500.00	\$ 6,500.00	\$ 9,000.00	\$ 2,500.00	
Worker's Compensation Insurance	271-790-721.000	\$ 2,500.00	\$ 2,000.00	\$ 2,000.00	\$ -	
Long Term Disability	271-790-720.000	\$ 3,300.00	\$ 2,000.00	\$ 2,100.00	\$ 100.00	
Retirement (MERS - Defined Benefit)	271-790-722.000	\$ 116,856.00	\$ 116,856.00	\$ 116,856.00	\$ -	
Retirement (MERS - Defined Contribution)	271-790-724.000	\$ 50,000.00	\$ 56,000.00	\$ 107,000.00	\$ 51,000.00	includes \$50,00 surplus payment to MERS
Subtotals:		\$ 1,656,547.00	\$ 1,665,482.00	\$ 1,671,357.00	\$ 5,875.00	
Materials:		Budget 24-25	Amended 6/17/25	Final Amended 9/30/25	Change	Notes
Magazines	271-790-727.000	\$ 11,100.00	\$ 11,100.00	\$ 11,200.00	\$ 100.00	
Computer Programs	271-790-743.000	\$ 6,000.00	\$ 6,300.00	\$ 6,300.00	\$ -	
Capital Outlay - Computer Equipment	271-790-977.000	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	
PWPL Development Fund - Technology	271-790-891.000-73021	\$ 10,880.00	\$ 10,880.00	\$ 10,880.00	\$ -	
CPT Capital Outlay-Audio Equipment	271-790-977.000-73001	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	
Capital Outlay - Designated Adult Materials	271-790-983.003	\$ 8,000.00	\$ 18,730.00	\$ 19,730.00	\$ 1,000.00	
Capital Outlay - Designated YS Materials	271-790-983.002	\$ 500.00	\$ 4,110.00	\$ 5,110.00	\$ 1,000.00	
Capital Outlay - Designated Teen Materials	271-790-983.002-73023	\$ 100.00	\$ 2,340.00	\$ 2,340.00	\$ -	
Adult & Reference Books	271-790-983.000-73004	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	\$ -	
Youth Books	271-790-983.000-73006	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -	
Teen Books	271-790-983.000-73023	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	
CPT Audio Books	271-790-983.000-73010	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ -	
CPT Audio Books - YS	271-790-983.002-73010	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	
CPT DVD	271-790-983.000-73012	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	
Library of Things	271-790-983.000-73019	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	
CPT - Digital Media	271.790-746.000	\$ 24,500.00	\$ 25,000.00	\$ 28,000.00	\$ 3,000.00	
Electronic Materials	271-790-747.000	\$ 13,500.00	\$ 13,500.00	\$ 14,100.00	\$ 600.00	
Subtotals:		\$ 134,080.00	\$ 151,460.00	\$ 157,160.00	\$ 5,700.00	

Peter White Library Fiscal Year 2024-2025

EXPENDITURES						
Operating, Printing, Prof & Contractual:		Budget 24-25	Amended 6/17/25	Final Amended 9/30/25	Change	Notes
Postage	271-790-728.000	\$ 7,000.00	\$ 7,500.00	\$ 7,500.00	\$ -	
Operating Supplies Administration	271-790-740.000	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ -	
Operating Supplies Tech Services	271-790-740.003	\$ 7,140.00	\$ 7,140.00	\$ 7,140.00	\$ -	
Operating Supplies IT	271-790-740.004	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	
CPT Music Supplies	271-790-741.000	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ -	
Library Activities Admin Programs	271-790-742.000	\$ 6,500.00	\$ 6,500.00	\$ 7,000.00	\$ 500.00	
Library Activities Adult Programs	271-790-742.001	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	
Library Activities Youth Programs	271-790-742.002	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ -	
Library Activities Teen Programs	271-790-742.002-73023	\$ 600.00	\$ 600.00	\$ 600.00	\$ -	
CPT Music Adult Programs	271-790-744.000	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	
CPT Music Youth Programs	271-790-746.002	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ -	
CPT Music Teen Programs	271-790-746.002-73023	\$ 600.00	\$ 600.00	\$ 600.00	\$ -	
Professional & Contractual	271-790-801.000	\$ 138,450.00	\$ 138,450.00	\$ 138,450.00	\$ -	
Prof & Contractual Snow and Waste	271-790-801.003	\$ 15,500.00	\$ 14,000.00	\$ 14,000.00	\$ -	
Communications	271-790-850.000	\$ 10,500.00	\$ 10,000.00	\$ 9,400.00	\$ (600.00)	
Transportation	271-790-860.000	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00	\$ 500.00	
Conference/Seminars	271-790-865.000	\$ 4,000.00	\$ 4,000.00	\$ 1,300.00	\$ (2,700.00)	
Community Promotion	271-790-880.000	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	
Printing & Publishing	271-790-900.000	\$ 1,000.00	\$ 1,500.00	\$ 1,000.00	\$ (500.00)	
Lease/Rental	271-790-940.000	\$ 5,700.00	\$ 5,700.00	\$ 7,000.00	\$ 1,300.00	
Designated Donation	271-790-890.000	\$ 10,000.00	\$ 27,000.00	\$ 40,800.00	\$ 13,800.00	
Designated Donations Adult Programs	271-790-890.001	\$ 5,000.00	\$ 3,540.00	\$ 3,540.00	\$ -	
Designated Donations Youth Programs	271-790-890.002	\$ 10,000.00	\$ 15,540.00	\$ 18,140.00	\$ 2,600.00	
Designated Donations Teen Programs	271-790-890.002	\$ 2,000.00	\$ 5,220.00	\$ 10,920.00	\$ 5,700.00	
PWPL Development Fund - YS Programs	271-790-891.000-73022	\$ 2,840.00	\$ 2,840.00	\$ 2,840.00	\$ -	
PWPL Development Fund - Teen Programs	271-790-891.000-73023	\$ 710.00	\$ 710.00	\$ 710.00	\$ -	
NEA Big Read Grant	271-790-890.001-50267	\$ 16,600.00	\$ 16,600.00	\$ 16,600.00	\$ -	
Public Art Gallery Grant	271-790-890.000-60002		\$ 6,225.00	\$ 6,550.00	\$ 325.00	
Membership Fees	271-790-960.000	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00	\$ -	
Friends Sponsored Staff Development	271-790-950.000	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	
Vending Machine Supplies	271-790-951.000	\$ 3,000.00	\$ 3,000.00	\$ 2,500.00	\$ (500.00)	
Subtotals:		\$ 294,540.00	\$ 324,565.00	\$ 344,990.00	\$ 20,425.00	

Peter White Library Fiscal Year 2024-2025

EXPENDITURES						
Building Operations:		Budget 24-25	Amended 6/17/25	Final Amended 9/30/25	Change	Notes
Custodial Supplies	271-790-775.000	\$ 10,000.00	\$ 10,000.00	\$ 12,500.00	\$ 2,500.00	increase cost in supplies
Insurance	271-790-910.000	\$ 26,000.00	\$ 27,800.00	\$ 27,800.00	\$ -	
Public Utilities Power	271-790-920.000	\$ 88,000.00	\$ 88,000.00	\$ 95,000.00	\$ 7,000.00	increased usage over the summer months
Public Utilities Gas	271-790-921.000	\$ 35,000.00	\$ 25,000.00	\$ 24,500.00	\$ (500.00)	
Public Utilities Water	271-790-922.000	\$ 10,000.00	\$ 10,000.00	\$ 9,000.00	\$ (1,000.00)	
Storm Drain Utilities	271-790-923.000	\$ 690.00	\$ 700.00	\$ 700.00	\$ -	
Repair and Maintenance	271-790-930.000	\$ 25,000.00	\$ 35,000.00	\$ 36,000.00	\$ 1,000.00	
Building Improvements	271-790-976.000	\$ 10,000.00	\$ 10,000.00	\$ 105,492.00	\$ 95,492.00	Library concrete/parking lot projects & MACC space furniture
Subtotals:		\$ 204,690.00	\$ 206,500.00	\$ 310,992.00	\$ 104,492.00	
Reserves	271-790-956.000	\$ 9,198.00	\$ 55,456.00	\$ -	\$ (55,456.00)	
GRAND TOTAL EXP.: (Includes Reserves)		\$ 2,299,055.00	\$ 2,403,463.00	\$ 2,484,499.00	\$ 81,036.00	
Expenditures Total (No Reserves)		\$ 2,289,857.00	\$ 2,348,007.00	\$ 2,484,499.00		
Revenues vs Expenditures		\$ -	\$ -	\$ 16,879.00		

**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
06/23/25						-	7,633.00
07/10/25		800.05	2024 MSHDA		103.45	903.50	
07/10/25		641.24	2024 WHETSTONE PILT			641.24	
08/01/25						-	6,584.07
08/12/25				358.12		358.12	
08/20/25		272.47		227.84		500.31	
09/02/25						-	7,834.40
09/12/25					82.09	82.09	
09/24/25			236.21			236.21	8,204.16
						-	
						-	

\$ 262,918.02 \$ 291,634.57 \$ - \$ 121,146.62 \$ 32,987.98 \$ 34,231.86 \$ 745,640.52 \$ 83,789.93

Prior Year(s) Collections
Marquette Township \$5,132.32

Fiscal Year To Date 2024/2025			
Townships		Penal Fines	
Budget	\$ 700,000.00	Budget	\$ 80,000.00
Actual	\$ 745,640.52	Actual	\$ 83,789.93
	106.52%		104.74%

TO: PWPL Board of Trustees
FROM: Andrea Ingmire, Library Director
DATE: September 30, 2025
RE: Board Action Items

2) AFSCME Bargaining Agreement 10/1/25 – 9/30/28

Background:

AFSCME held a membership meeting on September 5, 2025, and the contract changes were approved by membership vote on September 9, 2025.

The PWPL Board Personnel Committee convened on September 10, 2025, to review the updated AFSCME contract with a focus on clarity, consistency, and aligning contract language with current practices. The PWPL Board Personnel Committee recommends approval of the proposed AFSCME contract effective October 1, 2025.

Key contract changes include:

Clarified guidelines for union activity during library time. Extended probationary period for new hires from 90 to 180 days. Bereavement extended to three working days. Comprehensive rewrite of PTO policy which exceeds ESTA requirements and is tied to actual hours worked. Implemented a 6% increase to stepped wage scale, standardized Assistant Department Head pay grade, and adjusted Facilities Manager wages to reflect responsibilities. A letter of agreement ensures the current PTO schedule remains in place until the new system begins January 1, 2025. Contract includes a wage reopener for FY26/27 and FY27/28.

Fiscal Effect:

The proposed wage adjustments will result in an estimated increase in wage expenditure of approximately \$56,000 for union staff. Changes to PTO will result in an increased PTO accumulation for all staff with more than one year of service.

Recommendation:

The PWPL Board of Trustees hereby moves to approve the AFSCME contract effective October 1, 2025-September 30, 2028.

Alternatives:

As determined by the PWPL Board of Trustees.

Attachments:

TO: PWPL Board of Trustees
FROM: Andrea Ingmire, Library Director
DATE: September 30, 2025
RE: Board Action Items

3) Wages FY25/26 Administrative Staff and Pages

Background:

The PWPL Board Personnel Committee convened on September 10, 2025, to review compensation for administrative staff and Library Pages for FY25/26. Each year, the Board and Administration endeavor to provide staff with the most sustainable wage adjustment possible within budgetary constraints.

In seeking to maintain equity in wage increases across staff groups, the Committee has noted that administrative staff are at a disadvantage, as their positions do not include a structured wage step scale. By contrast, in October 2023, the union wage scale was implemented, providing a ten-year progression of step increases. Administrative staff have not received an equivalent model, resulting in comparatively smaller long-term adjustments.

To address this disparity, the Personnel Committee recommends that administrative staff receive a wage adjustment consisting of a \$0.25/hour increase in addition to a 6% increase, effective October 1, 2025.

Library Pages are currently compensated at minimum wage, which will rise to \$13.29 per hour on January 1, 2026. The Personnel Committee recommends implementing this increase early, effective October 1, 2025, to align with all other staff wage adjustments.

Fiscal Effect:

The proposed wage adjustments will result in an estimated increase of approximately \$13,750 for administrative staff and \$3,500 for Library Pages.

Recommendation:

The PWPL Board of Trustees hereby moves to approve a wage adjustment for administrative staff consisting of a \$0.25 per hour increase plus a 6% increase, and to approve a wage adjustment for Library Pages to reflect the upcoming minimum wage of \$13.29 per hour. Both adjustments shall take effect on October 1, 2025.

Alternatives:

As determined by the PWPL Board of Trustees.

Attachments:

None

TO: PWPL Board of Trustees
FROM: Andrea Ingmire, Library Director
DATE: September 30, 2025
RE: Board Action Items

4) Wages FY25/26 Library Director

Background:

The PWPL Board Personnel Committee convened on September 10, 2025, to review compensation for the Library Director for FY25/26.

It is the intent of the Personnel Committee to align the Library Director's compensation with that of the administrative staff. Given uncertain projected revenues, the proposed FY25/26 budget includes a 3% wage increase for the Library Director.

To limit wage expenditures, the Committee recommends implementing the 3% increase for the Library Director effective October 1, 2025.

Should sufficient funding be available in September 2026, the Committee further recommends issuing the difference between the 3% increase and the administrative staff adjustment, totaling \$3,218.80, as a one-time lump sum payment prior to the close of FY25/26. This payment shall not result in a change to the Library Director's base wage.

Compensation adjustments for FY26/27 shall be calculated from the salary established on October 1, 2025.

Fiscal Effect:

The proposed wage adjustment will result in a maximum increase of \$5,886.40.

Recommendation:

The PWPL Board Personnel Committee recommends that the Library Director receive a 3% wage increase effective October 1, 2025, with a one-time lump sum of \$3,218.80 to be issued in September 2026 if funding permits.

Alternatives:

As determined by the PWPL Board of Trustees.

Attachments:

None



TO: PWPL Board of Trustees
FROM: Andrea Ingmire, Library Director
DATE: September 30, 2025
RE: Other Business

1. Strategic Plan Update

Background:

The survey is out in the world!

As of September 25, 2025 we had 250 submissions! Our last large survey, we had 354 submissions so we're on track to match that.

So far survey results have provided insights. It's not surprising, by and large, our community loves what we are already doing.

CHAPTER 4: PLANNING

A. What & Why

Planning for the future is one of the library board's primary responsibilities. A good plan is a roadmap for the library. It assists the board and the director in making the best decisions for the community. It also communicates the library's priorities and future vision to the community. A good plan reflects examination of the following questions:

Where are we now?

- What is the present state of the library?
- How does the library meet the community's needs?
- What are the economic, political and cultural factors that affect library services?
- What role does (or should) the library play in the community?

Where do we want to go?

- What trends can be identified as significant to the library's future?
- What is the mission of the library?
- Does the library have a mission statement?
- What are its goals?
- What does the library want to accomplish?

How do we get there?

- How will the library make its vision a reality?
- What steps should be taken?
- Who has responsibility for each step?
- What is the best sequence and timetable for implementing the steps?

How do we know we've arrived?

- How will the board determine when the plan has succeeded?
- What measurements of attainment will be used?
- How and why will we adapt our plan in the future?

Planning involves looking at what is possible among a wide range of alternatives. Planning takes into account the present and future needs of the entire community served by the library. A good plan also helps the library develop alternative scenarios for a changing future. Obtaining input from members of the public, the director and the library staff is critical.

When preparing to create and/or amend a plan, it is important to assemble a team or committee of diverse representatives of the library community. Often, Friends of the Library serve as representatives of the general public. Other times, influential members of the community and/or representatives from other governmental units are sought to serve on the planning team. The team should strive to represent as many perspectives as is practical in order to ensure buy-in for the resulting plan from staff, patrons, trustees, municipal leaders, and any other group involved (or that the board would like to get involved) in the welfare of the library.

Good planning requires work and time. It requires a thorough examination of many factors and ideas. There are many helpful tools available to assist boards looking to create or update a strategic plan:

- United for Libraries provides short videos and accompanying handouts on many topics, called Short Takes for Trustees. Video #6 is about strategic planning and includes an accompanying handout. (See Appendix A for login information.) The Library Board's Practical Guide to Strategic Planning by Sally Reed is also available in the "practical guide" section of United for Libraries "Trustee Zone."
- The American Library Association (ALA) has a site on planning and assessment that links users to many resources on developing plans for libraries and evaluating libraries. http://wikis.ala.org/professionaltips/index.php?title=Planning_and_Assessment
- Quality Services Audit Checklist, known as QSAC. Provided by the Library of Michigan, these measures help libraries determine what level of service they're currently offering, and where efforts should be concentrated for improvement. The Library of Michigan awards certificates of attainment for compliance at three levels of service: essential, enhanced, and excellent. Certificates of attainment are awarded on stated objectives. Library directors and trustees are encouraged to use these standards when measuring their current level of service and as markers for the future. QSAC details can be found at <https://www.michigan.gov/libraryofmichigan/libraries/admin/qsac>. The QSAC planning resources sheet can also be found at this page.

B. How: Planning Statements

A good plan follows a hierarchy, starting with a mission statement, then goals, objectives, and finally, action statements.

Mission Statement — a concise statement of the library's purpose for existing. The statement is carefully worded to provide enough specificity to serve as a guide for the rest of the plan without losing focus. In other words, it is brief and direct. A mission statement is the most basic and permanent part of the plan. The library's goals, objectives and action statements flow from the mission statement.

Goals — a broad statement of what the library should be doing in the future. Goals must be consistent and flow from the mission statement. An example of a goal is: "The library will provide access to a library building for residents within a 10-mile driving radius."

Objectives — statements of specific results to be accomplished that support achieving a goal. Objectives need to be capable of being counted or measured. This allows for a determination of the successful accomplishment of a goal.

For example, an objective in support of the above goal could be:

"The library will build two branch libraries within the next 10 years."

This statement makes it possible for the board and community to determine if this objective has been met. It provides a time frame in which to build a specific number of branches.

Action Statements — statements describing the means that will be used to attain the objectives. These are the most specific part of the planning statements. An action statement includes a detailed time frame, names personnel who will participate and outlines specific costs.

C. Evaluation

When the plan is completed and implementation begins, the planning process shifts to review and evaluation. The board monitors the plan's progress and makes adjustments as necessary. Are goals being accomplished? Are parts of the plan out-of-date and in need of amendment or abandonment? Are there new community elements that need to be added to the plan?

Plans are dynamic documents and need to be reviewed to keep them relevant. While mission statements remain constant over long periods of time, goals, objectives, and action statements are often amended in light of changing circumstances, such as shifts in population, in funding, or in technology.

With a strategic plan in place, all elements of the community know where library service is headed, at what cost and in what time frame. Strategic plans determine budget planning, staff allocation and public service direction. Long-term plans are the cornerstone of board leadership.

CHECKLIST FOR CHAPTER 4

- Has your library developed a strategic plan for the library?
- Did your board use the Library of Michigan's Quality Services Audit Checklist (QSAC) during the planning process?
- Was the community affected by the library – the municipality, the patrons, board, director and staff considered and consulted in the planning process?
- Has your board evaluated the strategic plan within the past year?

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 ELECTIVE Quality Measures

Enhanced CORE Quality Measures – Governance/Administration
Excellent CORE Quality Measures – Governance/Administration
QSAC Planning Resources

QSAC Planning Resources

https://www.michigan.gov/libraryofmichigan/0,9327,7-381-88855_89735_89759-492787--,00.html

Correspondence

Management and Department Reports

September 30, 2025
Library Director's Report
Andrea Ingmire, Library Director

ACTIVITY PLAN 2025

SERVICE

- Build clear patron experience standards, developing staff scripts to ensure consistent, high quality patron service across departments.
- Prioritize library programming and marketing functions on those which support the library mission and meet the needs of our community. We continue to evaluate programming and taking a hard look at defining success – and not duplicating the efforts of other organizations in our area.
- Maintain high levels of service during MACC transition, ensuring good patron experience as the spaces move to PWPL management. MACC is actively moving out! We have tables, chairs, and office furniture on order or waiting in the wings... So far this has been going very well. We've also ordered sound panels/baffles with the state MACC grant dollars for the Deo Gallery. I'm really excited to see the impact of these in the space.

SUSTAINABILITY

- Funding – We are ending FY24/25 with a budget surplus. Which means we have capacity to pay \$50,000 into the MERS surplus account – helping to shore up retirement funding obligations.
- Development Fund is getting very close to \$2million.

EXPERTISE

- Employee Administrative Manual is currently on pause.
 - New Staff Guidebook is being tested by members of each department. This document is intended to help guide new staff through the process of meeting other members of staff and learning about how other departments fit into the library ecosystem.
-

Art Galleries

October - November 2025

Deo Gallery – Lake Superior Art Association, *Member Show*

Huron Mountain Club Gallery –Emily Tobin Lavoy, *Echo. Mirror. Magnify.*

Artist Reception October 9, 2025.

Superiorland Library Cooperative (UPRLC Conference)

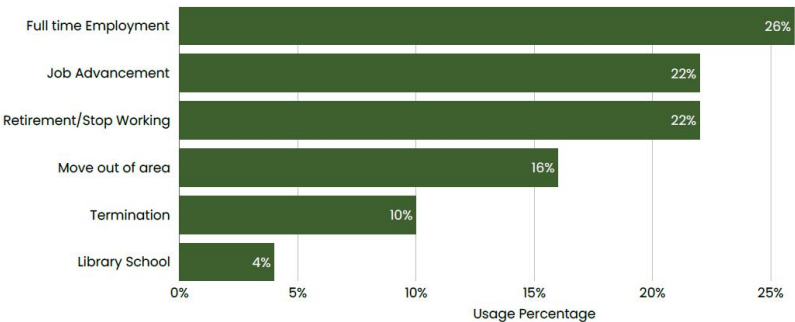
The annual UPRLC conference was held in Iron Mountain September 17-18, 2025. Five of our staff attended this conference, and three of us presented at it! Amy presented a session on Collection Development for adults. Ben Sargent co-presented with Ellen Moore (SLC) on Serials and Periodical cataloging. I presented on staff turnover and the difficulties we're dealing with regarding staff retention. A few of the slides that I pulled together are below. Attached is an 8-year look at turnover trends.

NOTE: I was unable to fully verify the Full-time/Part-time split of the positions at PWPL from 2019-2017.

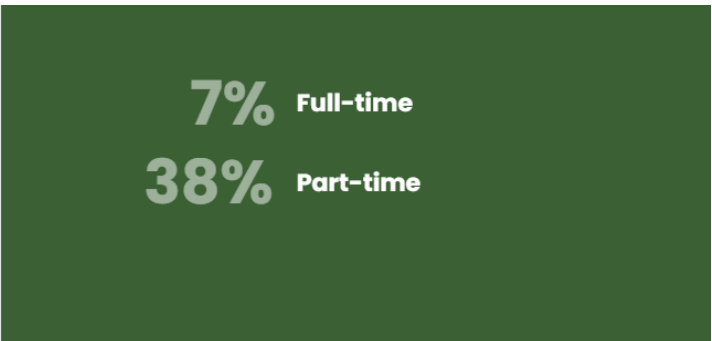


Employee Termination Stats

Jan 2017 – July 2025
PWPL has had 69 employees leave employment either voluntarily or in-voluntarily.

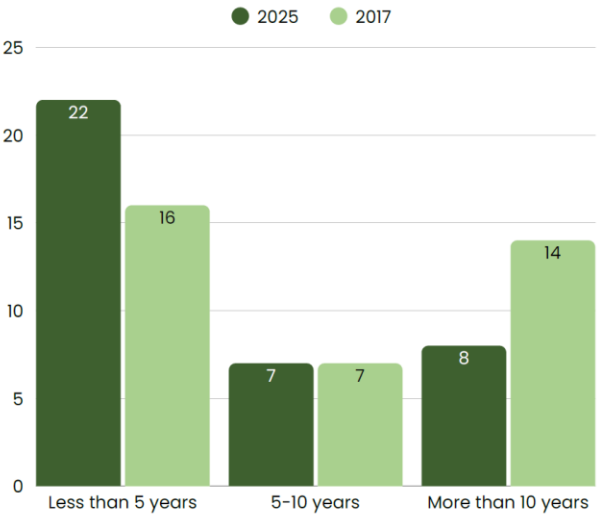


Turnover by Job Status.



LONGEVITY

Between 2017-2025
A major flip between staff with less than 5 years and staff with more than 10 years at PWPL.



Statewide Budget Concerns

There has been much media and discussion about the possible shutdown at the state (and federal)

levels. We've been informed that if there is a state shutdown the Library of Michigan staff are not able to work in any capacity – answering emails is included in this. The State Aid report will still go live on October 1. Additionally, there is still no clarity on whether the IMLS (Institute for Museum and Library Services – federal \$\$) that has been allocated to the state will be included in the state budget. Until it is included in the budget, it cannot be spent. Library of Michigan and MCLS are dedicated to keeping MelCat and MelDatabases up for as long as it takes for the budget to get sorted.

eNewsletters

Total subscribed as of 9/25/25: 2877

August 2025	Constant Contact			Subscribers as of:
	Number of Deliveries	Average Rate open	Average clicks	9/25/2025
Insider (General Newsletter)				2591
Friends	1	58%	0%	607
Off the Shelf				565
Digital Resources and Tech				451
Art and Exhibits	1	60%	1%	573
Local History				523
Weekly Program Update	5	64%	1%	658
Youth Services Insider	5	61%	0%	599

Staff Updates

- Andrea Marsh submitted resignation, her last day was 9/24/25. The Communication Coordinator posting is currently internal.
- Maxwell Tran (custodian) has submitted resignation. Maxwell is graduating from NMU this December and wants a little more time this semester.
- Lynette Suckow is retiring at the end of this year. She's worked at PWPL for over 22 years!

Director Chat – 9/3/2025

- Visited with a former staff member
- Patron who is so happy about the 'New Large Print' section at the library
- Spoke with one of our new staff members' neighbors.
- Patron told me that they've had the same library card since 1999
- Talked to a patron about singing bowls sessions in town, and expanding to Ishpeming.
- Talked to patrons about survey.
- Man who is out of the district, wants to say how much they love PWPL.
- Showed a patron about UPLINK and MJ archives.
- Patron asked if we would still have MelCat in October.
- New staff talked about what they were learning.
- Talked to a friend about another organization in town.
- Talked to patron about an artist who might want to exhibit.
- A couple wanted to talk about general topics and the weather.
- Several patrons wanted to stop and say hi.

AM = 18

- Talked to a few patrons about their life situations.
- Talked with Ann about room signs and MACC

- Chatted with two librarians from IL
- Talked to staff member about meditate Marquette.
- Two families came up to chat about how much they love YS programming and wondered if it would be possible to add some adaptive programs.

PM = 18

Total = 36!

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

August 1	AFSCME Negotiations Meeting 4 C's Program
August 2	Supervisor on Duty – Weekend
August 4	MCLS Orientation
August 5	City Department Head Meeting
August 6	Marquette County Fair – Baking superintendent
August 7-8	MCLS Board Meeting
August 12	All Staff Meeting Tasty Reads Picnic
August 14	Friends of PWPL Supervisor Meeting
August 21	AFSCME Negotiations Meeting
August 22	Closet Committee 4 C's Program
August 26	City Department Head meeting
August 28	Meditate Marquette – Website training
August 29	Meet with LSAA member about Deo Gallery acoustics options

Peter White Public Library

Turnover trends (turnover % does not include involuntary terminations)

2024 Turnover

Departments	Employee count Jan 1	Voluntary Resignations of staff	Employee count Dec 31	Involuntary Terminations	2024 Turnover
Maintenance:	3	2	3	1	67%
Circulation:	7	3	6	1	46%
Youth Services:	5	3	5		60%
Adult Services:	5	1	5		20%
Tech Services:	2	1	2		50%
Administration:	6	0	6		0%
Department Heads:	5	0	5		0%
Communication/Prg	3	0	3		0%
Pages:	3	0	2		0%
	39	10	37		26%
Full-time	14	1	14		7%
Part-time	25	9	23		38%

In 2024 we also had three employees who voluntarily resigned before or right at the end of their probationary period due to getting full-time jobs elsewhere.

2023 Turnover

Departments	Employee count Jan 1	Voluntary Resignations of staff	Employee count Dec 31	Involuntary Terminations	2023 Turnover
Maintenance:	3	0	3		0%
Circulation:	7	2	7		29%
Youth Services:	5	0	5		0%
Adult Services:	5	1	5		20%
Tech Services:	2	1	2		50%
Administration:	6	1	6		17%
Department Heads:	5	1	5		20%
Communication/Prg					
Pages:	3	1	3		33%
	36	7	36		19%
Full-time	14	2	14		14%
Part-time	22	5	22		23%

2022 Turnover

Departments	Employee count Jan 1	Voluntary Resignations of staff	Employee count Dec 31	Involuntary Terminations	2022 Turnover
Maintenance:	3	0	3	1	0%
Circulation:	8	2	6		29%
Youth Services:	5	1	6		18%
Adult Services:	4	0	6		0%
Tech Services:	2	0	2		0%
Administration:	6	0	4		0%
Department Heads:	5	1	5		20%
Communication/Prg					
Pages:	4	0	4		0%
	37	4	36		11%
Full-time	14	1	14		7%
Part-time	23	3	22		13%

2021 Turnover

Departments	Employee count Jan 1	Voluntary Resignations of staff	Employee count Dec 31	Involuntary Terminations	2021 Turnover
Maintenance:	3	0	3		0%
Circulation:	9	0	8	1	0%
Youth Services:	4	0	5		0%
Adult Services:	4	1	4		25%
Tech Services:	2	0	2		0%
Administration:	6	4	6		67%
Department Heads:	5	0	5		0%
Communication/Prg					
Pages:	3	1	4		29%
	36	6	37		16%
Full-time	15	3	15		20%
Part-time	21	3	22		14%

2020 Turnover

Departments	Employee count Jan 1	Voluntary Resignations of staff	Employee count Dec 31	Involuntary Terminations	2020 Turnover
Maintenance:	2	0	3	1	0%
Circulation:	6	2	9		27%
Youth Services:	5	1	4		22%
Adult Services:	4	2	4		50%
Tech Services:	2	0	2		0%
Administration:	6	1	6		17%
Department Heads:	5	1	5	1	20%
Communication Prg:					
Pages:	4	0	3		0%
	34	7	36		20%
Full-time	16	4	16		25%
Part-time	18	3	20		16%

2019 Turnover

Departments	Employee count Jan 1	Voluntary Resignations of staff	Employee count Dec 31	Involuntary Terminations	2019 Turnover
Maintenance:	3	2	2		80%
Circulation:	6	0	6		0%
Youth Services:	4	1	5		22%
Adult Services:	4	0	4		0%
Tech Services:	2	0	2		0%
Administration:	6	0	6		0%
Department Heads:	5	1	5		20%
Communication Prg:					
Pages:	4	3	4		75%
	34	7	34		21%
Full-time	16	2	16		13%
Part-time	18	5	18		28%

2018 Turnover

Departments	Employee count Jan 1	Voluntary Resignations of staff	Employee count Dec 31	Involuntary Terminations	2018 Turnover
Maintenance:	2	2	3		80%
Circulation:	7	0	6		0%
Youth Services:	5	1	4		22%
Adult Services:	3	1	4		29%
Tech Services:	2	0	2		0%
Administration:	5	2	6		36%
Department Heads:	5	1	5		20%
Communication Prg:					
Pages:	5	3	4		67%
	34	10	34		29%
Full-time	16	3	16		19%
Part-time	18	7	18		39%

2017 Turnover

Departments	Employee count Jan 1	Voluntary Resignations of staff	Employee count Dec 31	Involuntary Terminations	2017 Turnover
Maintenance:	1	1	2	1	67%
Circulation:	7	2	7		29%
Youth Services:	5	1	5		20%
Adult Services:	3	0	3		0%
Tech Services:	2	0	2		0%
Administration:	5	0	5		0%
Department Heads:	5	0	5		0%
Communication Prg:					
Pages:	7	2	5		33%
	35	6	34		17%
Full-time	16	0	16		0%
Part-time	19	6	18		32%

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

Final Fiscal Year 2024/2025 (September 24, 2025) - \$637,477.23 from 412 gifts has been 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	\$76,466.64
2024 Endowment Fund	\$107,478.59
2024 Fall Newsletter	\$3,160.00
2024 Tribute Fund	\$350.00
2025 Annual Fund	\$66,275.19
2025 Endowment Funds	\$296,416.81
2025 Fall Newsletter	\$1,355.00
2025 Great Lakes Poetry Festival	\$1,500.00
2025 Mining Journal Dig Fund	\$50,000.00
2025 Passion for Books B&W Print	\$1,700.00
2025 Passion for Books Color Print	\$4,000.00
2025 Spring Newsletter	\$6,375.00
2025 Summer Newsletter	\$3,815.00
2025 Summer Reading Program	\$3,000.00
2025 Tribute	\$2,000.00
2025 Winter Newsletter	\$13,585.00
	\$637,477.23

PWPL Development Fund Balance

Garden Fund	\$	2,448.58
Next Chapter Book Club	\$	126.22
FRIENDS	\$	45,650.95
2025 Teen Summer Reading	\$	3,100.00
2026 Teen Summer Reading	\$	1,500.00
2025 Youth Summer Reading	\$	2,000.00
2026 Youth Summer Reading	\$	2,000.00
Mining Journal Project	\$	18,876.10
Kulisheck Programming Fund	\$	9,841.21
2022 Strategic Planning	\$	288.78
Aldrich Technology Assistance Fund	\$	9,699.40
Great Lakes Poetry Festival	\$	120.87
Collections Endowment	\$	15,000.00
Passion for Books Project	\$	5,174.11
Peace Room Project	\$	2,041.00
25/26 Teens Cook	\$	960.00
2024/2025 General Operations	\$	44,631.55

Endowment Funds

Allyn Roberts Endowment Fund (8/30/25) - \$118,832.10
2025 Estimated Income (FY26/27 Budget) - \$3,451.97
Aldrich Technology Fund (8/30/25) - \$1,022,158.79
2025 Estimated Income (FY26/27 Budget)- \$25,312.36
Steinhaus Endowment Fund (8/30/25) - \$27,857.38
2025 Estimated Income (FY26/27 Budget)- \$782.87
PWPL General Endowment Fund (8/30/25) - \$799,895.80
2025 Estimated Income (FY26/27 Budget)- \$22,474.89
Vander Veen Center for the Book (8/30/25) - \$25,339.46
2025 Estimated Income (FY26/27 Budget)- \$1,071.75
Family and Local History Fund (8/30/25) - \$61,445.67
2025 Estimated Income (FY26/27 Budget)- \$1,711.73

TOTAL ENDOWMENT FUND VALUE (8/30/25): \$2,055,529.20
Total FY 2025 Estimated Endowment Fund Income (FY 26/27 Budget): \$54,805.57

Strategic Planning

Earlier this year, the PWPL Strategic Planning Committee charged me with the development, implementation and compiling of public survey data for the 2026-2029 Strategic Plan. As of September 24, 2025, we've received 247 completed surveys. We've advertised it on social media, PWPL quarterly newsletter, local media and via direct mail. It is live until October 11, 2025 and can be completed on a paper form or online at www.pwpl.info/2025survey. Early results show the community loves their public library and appreciates being asked their opinion.

Friends of PWPL

The Friends met on August 14, 2025 and approved \$27,050.00 in grants to PWPL:

Book Group Books for Adults (FY 25/26)	\$ 1,500.00
Large Print Standing Orders (FY25/26)	\$ 2,500.00
Staff Development Day	\$ 3,000.00
Public Gallery Program 25/26	\$ 2,300.00
Staff Shirts	\$ 550.00
Popcorn Supplies	\$ 500.00
1000 Books Before Kindergarten	\$ 500.00
Fandom Fun	\$ 625.00
YS 2026 Winter Reading Program	\$ 2,500.00
December Class Field Trips	\$ 500.00
Halloween Craft Night	\$ 500.00
25/26 Scavenger Hunts	\$ 500.00
School's Out, Library's In	\$ 500.00

Tasty Reads	\$ 250.00
25/26 Teen School Year Programs	\$ 2,000.00
Teen Zone Mural	\$ 2,000.00
NMU Fall Fest	\$ 400.00
Repair Café	\$ 200.00
Child Bathroom Seat	\$ 180.00
Free to Read Supplies	\$ 965.00
Writers on Writing Fees	\$ 750.00
25/26 Adult Programming	\$ 2,000.00
w2526 After School Programs	\$ 400.00
Art with Ella	\$ 200.00
Youth Circulating Games	\$ 500.00
'Twas the Night Before Halloween	\$ 200.00
25/26 Staff Monthly Meeting Refreshments	\$ 1,000.00

FY 2024/2025 Friends Revenue

Total August 2025 Store Sales	\$ 4,536.67
Total 24/25 Store Sales	\$ 47,832.81
Total 24/25 Online Sales	\$ 7,951.52
Total March 2025 Sale	\$ 6,989.26
Total Other 24/25 Revenue	\$ 2,101.93
2024/2025 Friends Revenue	\$ 64,875.52
Total PWPL Grants	\$ (51,394.02)
Total Other Expenses	\$ (5,723.13)
2024/2025 Total Expenses	\$ (57,117.15)

The Friends next meeting is November 13, 2025 at 12:30 pm. Everyone is welcome to attend.

Head of Technology / Assistant Director - Peter White Public Library

August 2025 Report - Events of July 2025

Improvements & What's New:

- A Bibliotheca tech was on-site July 25th. He upgraded the self-checkout machines to a new version of Windows 10 with support until 2032, replaced one internal PC, upgraded the proprietary Bibliotheca software, and did some other troubleshooting. Bibliotheca phone support also helped me resolve an issue where cards from other libraries were able to check out on our system. Because of the upgrades, I re-enabled emails to patrons from self-checkout (receipts).
- New barcode scanners were installed at the reference desk. New ones read phone screens. This will help better serve patrons who use the MyLibro library app.
- PCI compliance updated. This is a yearly requirement for our credit card processor to make sure we are adhering to best practices.
- I'm pushing to upgrade the last few computers that are still running Windows 10 to Windows 11. Several were done in July, and I have less than ten to upgrade or replace before October. I have four replacement machines in my office that will be deployed as part of this.
- I wrote the "What's New at PWPL" article for the July 26th Mining Journal.
- Several new hires came onboard, and folks leaving makes for onboarding / offboarding work.
- July 23rd marked my 18th anniversary at PWPL. I had a feeling I would be here a while when I accepted a position here, but this is a long time! I am looking forward to more years here.
- On my own time, I attended a memorial service in the Community Room for a patron who was a frequent visitor to PWPL, David Boyd. It was well-attended, and a fitting tribute to someone who never let his physical limitations affect his accomplishments in life.

Fixed, Etc.:

- The security cameras server experienced a hard disk failure with little to no warning. This resulted in the system going down. Vendor Range Telecommunications was contacted. They were unable to get the server restarted and advised us to buy a new device. This equipment was not budgeted for replacement. I was eventually able to get the server restarted, with it showing live video only, no recordings. I purchased a new group of hard drives for video storage, and Gordon from Superiorland helped me to configure them properly. We lost our prior video footage, but that's not a big problem. The old storage drives will have their drive data destroyed prior to recycling.
- Updated the security certificate that allows our VPN to work for remote access to the network.
- Troubleshooting / reconfiguration / upgrading of switch on network that was causing a problem by randomly disconnecting multiple client machines. Worked with Netgear support.
- One of our circulation computers became slow and unresponsive. After determining it was not a virus or malware, I was able to reinstall Windows, re-do the antivirus software, and get it working properly again.
- One public PC completely stopped working. On rare occasions this can happen with the software that protects our public computers, DeepFreeze. Because multiple computers share common configurations, it's easy to restore a single PC.
- Fixed formatting error on a barcode scanner.
- Helped troubleshoot PayPal issue on our public catalog for fine payment.
- Renewed subscription to our chat with a librarian web software Library3lp.
- Updated our PCI compliance certification for our credit card machine (yearly task).
- Worked with Superiorland to resolve email delivery problems from a certain domain.
- Many other small fixes and updates.

Pending:

- New firewall later in 2025. Dependent on e-rate funding, which is currently up in the air. If we must keep our current firewall, we would be OK.
- Finish up Windows 11 upgrades.
- Microsoft 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:

- AFSCME negotiations – July 3rd
- Staff meeting – July 9th
- PWPL Board of Trustees meeting – July 9th
- Community Room technology run-through for patron – July 10th
- Regular meeting with Steph – July 16th
- AFSCME negotiations – July 23rd
- Supervisory meeting – July 23rd
- MACC transition committee meeting – July 29th
- Administration employee meeting – July 30th
- PWPL Board of Trustees budget session – July 30th

Respectfully submitted,
Bruce MacDonald

Head of Technology / Assistant Director - Peter White Public Library
September 2025 Report - Events of August 2025

Improvements & What's New:

- Purchased the Microsoft Office 2024 licenses I needed for public computers. Test installed one.
- Several more Windows 11 upgrades have been made on staff computers. As of September 1st there are only three more to upgrade or replace.
- Onboarding two new employees in reference.
- Put together information to get a quote for new people counting hardware from two vendors.
- Sold several pieces of furniture and old technology on Public Surplus auction site. This process is a bit time consuming, but it moves the items that we don't need. I consider it a service to the public.

Fixed, Etc.:

- Fixed some issues on Steph's new computer, and installed Adobe Pro.
- Added two more drives to the security cameras server to bring the storage back up to where it was before it experienced a failure.
- Three public computers were rendered unusable by one of the August 2025 windows updates. I did a lot of troubleshooting to determine what caused it. I ended up pausing updates on public PCs for the time being, and blocking this specific update from installing on staff PCs.
- Troubleshooting of biblotheca self-checkout. Had to open a support ticket, pending.
- Many other small fixes and updates.

Pending:

- Upgrade rest of public computers to Office 2024.
- New firewall later in 2025. Dependent on e-rate funding, which is currently up in the air. If we must keep our current firewall, we would be OK.
- Finish up Windows 11 upgrades. Laptop configuration for youth services staff. Two other laptops to deploy to staff.

Bruce's committee, meeting, and other activity:

- AFSCME negotiations – August 1st
- PWPL Board of Trustees meeting – August 5th
- City budgeting meeting – August 7th
- Christmas in July tree building with volunteers – August 8th
- All staff meeting – August 12th
- Supervisor's meeting – August 14th
- AFSCME negotiations – August 21st
- Closet and storage committee – August 22nd

Respectfully submitted,
Bruce MacDonald

Peter White Public Library
Adult Services Department Board Report
July 2025

ELECTRONIC COLLECTION USE (not noted in statistics sheets):

Ancestry:

- o Searches: **510**
- o Images/text: **201/309**

Mango languages:

- o Sessions: **63**
 - Mobile: **32**
 - Average Learning Time: **7:51**

New York Times:

- o Offsite code redemptions: **139**
 - Usage sessions: **1529**, Page views: **7059**, Articles read: **2056**

Value Line Online:

- Logins: **28**
 - o Searches: **121**, Downloads: **88**

Weiss Ratings Online:

- Total Users: **72**
- Searches: **2**
- Total Sessions: **6**
- Pages Viewed: **17**

OUTREACH/MARKETING:

- Superiorland Yesterdays: **Lynette**
- Entrance Display: **Circles on the Cover (Lynette) ; Reading Work (Bella)**
- NF Display: **House Projects (Corey)** FIC Display: **Summer Romance (Elliot)**
- What's New At PWPL articles for the Mining Journal: **Lynette**

PROGRAMMING/TECH HELP:

- Tech Coaching for Seniors: **27**
- Heritage Room Book Group: **5**
- Adult Summer Reading Program: Art Escapes: Rock Painting: **12**
- Adult Summer Reading Program: Art Escapes BOYP (Bring your own project): **4**

Peter White Public Library
Adult Services Department Board Report
August 2025

ELECTRONIC COLLECTION USE (not noted in statistics sheets):

Ancestry:

- o Searches: **196**
- o Images/text: **97/99**

Mango languages:

- o Sessions: **55**
 - Mobile: **30**
 - Average Learning Time: **5:30**

New York Times:

- o Offsite code redemptions: **136**
 - Usage sessions: **1089**, Page views: **4798**, Articles read: **1334**

Value Line Online:

- Logins: **37**
 - o Searches:**113**, Downloads: **79**

Weiss Ratings Online:

- Total Users: **73**
- Searches: **30**
- Total Sessions: **9**
- Pages Viewed: **39**

OUTREACH/MARKETING:

- Superiorland Yesterdays: **Corey**
- Entrance Display: **It's A Secret (Lynette) ; Mad Science (Corey) ; Back to School (Elliot)**
- NF Display: **Cats (Elliot)** FIC Display: **Midwestern Mysteries (Lynette)**
- What's New At PWPL articles for the Mining Journal: **Amy and Lynette**

PROGRAMMING/TECH HELP:

- Tech Coaching for Seniors: **18**
- Heritage Room Book Group: **5**

Updates from Adult Services

Adult Services had 20 passport applications processed, proctored 10 exams for students, and there were 1070 computer logins during the month of July. There were 27 passport applications processed, proctored 7 exams for students, and there were 953 computer logins during the month of August. 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.

We transferred the Fiction Display from a table next to the Friends Bookstore to shelving on the walls in the Audio/Visual Section. Patrons are starting to notice it more as they are gathering in the space for a game of chess, putting a puzzle together, or using the courtesy phone.

Art Escapes programming for the Adult Summer Reading Program has been a hit. I ran a series of art programs for adults to experiment with different art tools and ideas during the months of June and July. We rounded out July with Rock Painting and BYOP (Bring Your Own Project) sessions. Adult Summer Reading ran from June 7 to August 2 and winners were drawn the week of August 4. We had 912 bookmarks returned total. Thank you to the Friends of the Peter White Public Library for sponsoring Adult Summer Reading this year.

Tech Coaching for Seniors continued this summer and has been much appreciated by our seniors navigating technology. Lynette has complete all the advertising for many Tuesday and Thursday mornings during the Fall. This continues to be a great and much needed program for our seniors, and they really like Christine. Call the reference desk to reserve a spot!

July has brought many changes in staffing for Adult Services Department. Lilith submitted her resignation effective July 9 and Bella's last day was July 25. Corey stepped into the role of Local History Assistant after Bella's departure. Two new Adult Services Assistants were hired in August, Cheryl and Allie. They have been training for almost a month now and both are doing great in their roles here at PWPL, learning more every day.

Elliot has also now been with us for over 3 months and has been working on the online training from the US Department of State to become a Passport Agent here at PWPL. Elliot has also added facilitating the Repair Café to their duties.

Lynette has been doing some clean-up tasks to get us ready for Fall. She has gotten all files ready for the new semester for proctoring, kept on top of the changes from the US State Department for US Passport processing, and extended Adult Services electronic calendars/schedules for tasks until the end of 2025.

All Book Groups resume in September that had been on hiatus for the summer. Extra copies of book group books for Fall 2025 have been purchased and are now circulating.

Regards,

Amy M. Salminen, MLIS

Adult Services Department Head

Circulation Department Head Report: August 2025

We are gearing up for fall in circulation. This means more NMU student card sign-ups, library card sign-up month (September), and relaunching the digital-only cards program at Bothwell. There is a new full-time librarian at Bothwell who assisted with the project last year, so I anticipate a smooth transition for this academic year.

Stephanie catalogued several new items for the Library of Things in August, including a tool set, Geiger counter, steel Tonga drum and a lighted magnifying glass. We continue to see a lot of circulation among the Blu-Ray players, and with all that use they wear out. Three new players were ordered to replace the ones we have. The Geiger counter was an idea I got from another library – it's used by antique shoppers and rockhounds to detect certain metals and minerals, such as uranium in glass.



The Friends receive a lot of artwork donations throughout the year, and David White and I have had a lot of great conversations about local art. We often check in when artwork donations come in, just in case something makes sense for PWPL to have on display or have in the circulating collection. I appreciate being able to use my art background now and again. I framed 3 pieces of art for the circulating collection in August, and these were among the 9 new pieces being added to that collection.



Andrea M. and I are working on adding information about the library app to the website. This ties into the ongoing project of sending out patron emails for overdue notices using Peter White Public Library branding (our logo and colors). Having a landing page for the app linked to these emails will hopefully encourage patrons to use the app for things like renewing items.

I was very happy to have some vacation time in August!

Meetings & Activities:

August 1: Union negotiations
August 11: staff development day meeting
August 14: Circulation staff meeting
August 14: Supervisor's meeting
August 21: Union negotiations
August 22: Service desk supervisor's meeting
Week of August 25: Vacation

Respectfully submitted,
Melissa Matuscak Alan
Circulation Department Head

PETER WHITE PUBLIC LIBRARY YOUTH SERVICES DEPARTMENT-REPORT TO BOARD OF TRUSTEES

Month of August 2025 With Summer Reading Report & Gather2Grow

	# Attended	# Sessions
➤ Program Attendance Stats		
○ EL Total	8	1
○ Children's Total (Non-EL)	1,448	17
○ Self-Directed Programming	1,203	11
▪ Total Program Attendance	2,659	36

August

- August is our pause month in regular programming as we wrap up summer reading and get ready for the school year. In August we had the final book fair which marked the end of summer reading, though kids could come anytime up to Saturday 8/30/25 and get any books they missed.
- Gather2Grow continued – see final report below
- We had several children finish the 1000 Books Before Kindergarten program this month!

Outreach

- Sarah attended a back-to-school teacher professional development day on August 26th. I was there in the morning for about an hour, then again in the afternoon for about an hour set-up with a table to encourage teachers to sign up for educator cards and rocks to choose from. One teacher said I made her day when she got to pick a rock! It was a good event to attend, reminding the teachers about PWPL and just being there as a presence
- Sarah, Marissa, Holli and Grace all attended Back-To-School Open Houses on August 27th, taking fall flyers and again having an information table and library presence as families attended those open houses.

Summer Reading 2025

Programs

A really big part of summer reading at PWPL is the programs that we offer. Staff are very deliberate in what programs we run, as we try to make sure we offer a little of something for everyone. Most of the summer reading programs are planned and executed by YS staff members. All are free of charge, and meant to be a fun, engaging experience for kids and families. These programs took place in the months of June and July.

	Participation
• Kickoff – Comedy Magician and Entertainer Cameron Zvara	329
• Blue Bash & Mini Blue Bash -	398
• Bergonzi String Trio -	49
• Lego Club – Weekly on Fridays -	299
• Park Storytime – Weekly on Tuesdays at the Ohio St. Park-	815
• Community Art Tie-Dye Flags - 3 sessions -	213
• Pokémon Adventure -	114
• D&D Jr – 3 sessions, limited registration -	34
• Art Show Drop-in & Reception	242
• Wimee & Friends Puppet Show -	169
• Bubble Bubble Splash -	330
• Family Bubble Fun Run – In partnership with Queen City Running -	106
• Book Fairs – 3 Book Fairs, each lasts 2 days	1,891

Total Summer Reading Programs Attendance 4,989

Passive Activities

During the summer we have ongoing passive activities. Passive activities are things that children can do at any time while at the library with their grown-ups' help. Passive activities all require funding and staff to plan, organize and maintain throughout the week. This summer we brought back our wildly popular Around the World Scavenger Hunts. This is 7 weeks of scavenger hunts where the clues and unscramble are all related to different countries around the world. Children receive a passport which gets stamped when they complete a country, and a treat to try from that country each week. Regular scavenger hunts continued after summer reading ended. We also had rotating MakerSpace activities and writing prompts for the Kindness tree as passive activities this summer.

- Scavenger Hunts - 14 different scavenger hunts June, July, August 2,236 participants
- Maker space & Kindness tree – 15 different themes June, July, August 2,213 participants

Total Passive Activities Participation June, July, August 4,449

Summer Reading – Book Fairs

A key element of the summer reading program is the actual reading portion of summer. Kids register, get a reading chart, read and then choose up to 3 free books at the Summer Reading Book Fairs. This year we had fantastic turnout, with lots of books going home with kids. For our readers looking for a greater challenge, they can track their hours and the top 5 hours read get their names engraved on a plaque in the kids room.

- 852 – Total number of registrations
- 638 – Total number of kids who completed the reading program (choose at least 1 book)
- 1,986 – Total number of books given out this summer at book fairs

Registration by Residence

- Chocolay Township – 123
- City of Marquette – 421
- Marquette Township – 104
- Other – 113
- Sands – 40
- Skandia – 37
- West Branch – 13

Gather2Grow

PWPL was approached by Feeding America West Michigan back in fall of 2024 to see if we would be interested in being a Gather2Grow meal pickup site. We decided to give the program a try. It went very well, and I do believe that it is a great thing for us to do if able. It was a bit interesting taking it on during summer reading, which is already a very busy time, but we were able to utilize a temporary page hire to help run the program, which was very helpful. What I loved about this program was that the only requirements are that the meals are for children 18 and younger and disabled adults up to ages 26. No proof of need was needed, and adults could come pick up the meals without their children present.

Meals are shelf-stable, with 10 different options that we rotated through. There were vegetarian and gluten free options. Meals came up a couple times a month from downstate – Sarah met the truck at St. Vinny's and transported the boxes back to the library.

We held meal-pickup on Tuesdays and Fridays from June 3-August 29, a total of 26 times, Tuesdays being the more popular days We handed out 1,756 meals this summer.

Fall 2025

YS staff are eager to resume regular programming the first full week of September. We are looking ahead to Nov/December for the class visits that occur while the trees are up, and will begin getting teachers to sign up for that in October.

Sarah Rehborg

Youth Services Librarian
Peter White Public Library

1000 Books Before Kindergarten!



Summer Reading 2025



Family Bubble Fun Run

Bubble Bubble Splash 2025



Wimee & Friends Puppet Show



Book Fair



Bergonzi String Trio



Tie-Dye Flags



Gather2Grow



Kickoff with Cameron Zvara



Peter White Public Library

Teen Services Department Board Report

August 2025 and Summer Reading Wrap Up.

- Registration
 - 185 Students registered
 - City of Marquette - 101
 - Chocolay Township – 26
 - Marquette Township – 21
 - Sands Township – 8
 - Skandia Township – 4
 - West Branch Township – 2
 - Other – 23
 - 142 Students Completed logs, 77%
- Programs
 - Total Programs – 12
 - Total Attendance – 299
 - Teen Tuesday
 - Teens Cook, Henna, Cardboard Art, Felting, Terrariums, Diamond Book Art
 - Game On
 - D&D
- Prizes
 - Gift Cards Options
 - Snowbound
 - Blossom Bird Bubble Tea
 - Border Grill
 - 231 West
 - Thomas Movie Theatre
 - Donckers
 - Iron Golem Games
 - HotPlate
 - Read My Lips
 - Provisions

Summer Reading was a huge hit and only continues to grow each year. August was spent cleaning and organizing for the fall semester, as programs were on a break. School year programs were finalized and I also began to set up classroom visits to the middle school. During the final week of August I also attended NMU Fall Fest and talked to NMU students, faculty and staff about the library and all the resources we have available for them.

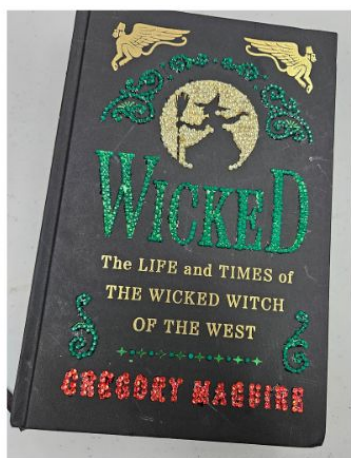


Summer Reading Teens Read

I would like to extend a huge thank
you to all of the sponsors of the
Teens Read

Summer Reading Program.

Over 300 Teens had a great summer
of programs due to your generous
support and were able to pick gift
cards to local businesses for prizes.



Phyllis & Max Reynolds
FOUNDATION

Dr. Allyn
ROBERTS



Rotary 
Marquette Harbor



September 2025

Technical Services Department Report for August 2025

Stephanie Garn, Technical Services Department Head

The statistic, Cataloging Review, is high this month (and will be next) since Amanda and I are fixing the Teen Nonfiction labels. The old labels still have YA on them, and we are updating them with TNNF to be consistent with the TNNF home location.

August 14

Supervisors meeting

August 21

Union negotiations (Steph and Ben)

August 2025 Adult Programming

Craft Magic Series: Felt Magic with Jody Trost

Monday, August 4, 2025, 6:30 p.m.-8 p.m. Peter White Public Library Shiras Room. Teens, Family, Adults, Seniors. Join fiber artist Jody Trost for a Beginner Needle Felted Workshop. Learn basic needle felting and leave with your very own handmade felted Moon magnet. Felting starter kits and wool provided. Please bring a small pair of scissors. Space is limited to ten participants, so register early. No admission charge. Register at pwpl.info. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **17 in-person attendees** for this event.

Derrell Syria Project Concert on the Steps

Wednesday, August 13, 2025, 6:30 p.m.-7:30 p.m. Peter White Public Library Community Room. Teens, Family, Adults, Seniors. Popular local band the Derrell Syria Project provides a concert sure to lift your spirits and get you dancing. Weather Contingency: Community Room. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **219 in-person attendees/3 virtual in-person attendees/85 YouTube views** for this event.

Marquette Poets Circle

Thursday, August 14, 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 **29 in-person attendees** for this event.

Global Cinema: Alfonso Cuarón's *Roma*

Friday, August 15, 2025. 12:00 p.m.-2:00 p.m. Peter White Public Library Community Room. Adults, Seniors, Family. In this Oscar-winning Mexican drama, a domestic worker, Cleo, navigates the complexities of life in 1970s Mexico City. Amidst personal and social upheaval, her quiet strength anchors a family facing change. Cleo's story unfolds against a backdrop of political unrest, revealing the profound human connections within a turbulent era. Rated R. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **8 in-person attendees** for this event.

Block Busting Cinema Dinner & a Movie: *A Complete Unknown*

Monday, August 18, 2025. 5:30 p.m.-8:00 p.m. Peter White Public Library Community Room. Adults, Seniors. Bring your own dinner and enjoy the acclaimed biopic *A Complete Unknown* starring Timothee Chalamet in a SAG Award-winning performance as a young Bob Dylan. The film follows Dylan from his arrival on the New York City music scene to his groundbreaking performance at the 1965 Newport Folk Festival. Rated R. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **32 in-person attendees** for this event.

Gemini Moon Concert on the Steps

Wednesday, August 20, 2025. 6:30 p.m.-7:30 p.m. Peter White Public Library Front Street Steps. Teens, Adults, Seniors, Family Friendly. PWPL welcomes Gemini Moon to the Front Street Steps. Gemini Moon performs guitar-driven originals with male/female lead vocals and harmonies, as well as fresh interpretations of classic and modern covers from artists like Elle King, Jimi Hendrix, Fleetwood Mac,

Cyndi Lauper, and Paramore. Weather Contingency: Community Room. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **154 in-person attendees/11 virtual in-person attendees/49 YouTube views** for this event.

All Booked Up: Can We Talk?

Tuesday, August 26, 2025, 10 a.m.-11 a.m. Peter White Public Library Shiras Room. Adults, Seniors, Family Friendly. This All Booked Up Book Club discussion will focus on Matt Haig's *The Life Impossible*. 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 on the Steps

Tuesday, August 26, 2025, 6:30 p.m.-7:30 p.m. Peter White Public Library Front Street Steps. Adults, Seniors, All Ages. Peter White Public Library hosts a blues concert sponsored by the Marquette Area Blues Society. This month's band: Flat Broke Blues Band. Weather Contingency: Community Room. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **154 in-person attendees/6 virtual in-person attendees/42 YouTube views** for this event.

All Booked Up

Wednesday, August 27, 2025, 9 a.m.-10 a.m. WLUC TV 6. Adults, Seniors, Family Friendly. *Upper Michigan Today* hosts an-air book discussion of Matt Haig's *The Life Impossible* with host Tia Trudgeon and John Redfield. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **6 in-person attendees** for this event.

TOTAL NUMBER OF PARTICIPANTS FOR AUGUST 2025 EVENTS:

Participants for in-person events:	623
Participants for virtual in-person	20
Participants for virtual (after the fact)	<u>176</u>
TOTAL Participants/Views:	819

Respectfully submitted,

Martin Achatz (he/him/his)

Adult Programming Coordinator

Communication Coordinator September 2025

Website

- Pageviews - 13,764
- Unique Pageviews - 18,450

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Webstie (MWM)													
Page Views	9,867	14,585	12,131	15,654	14,934	15,972	13,888	n/a	5,527	10,512	13,116	13,764	
Unique Pageviews	11,807	11,827	9,673	12,725	12,383	12,901	11,491	n/a	2,647	11,214	11,214	8,450	

Social Media

- **Facebook**
 - Views - 22,938
 - Reach - 7,456
- **Instagram**
 - Views - 13,616
 - Reach - 1,619

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Facebook													
Views	48,207	34,663	40,476	50,882	57,532	55,941	54,456	30,105	31,686	13,820	25,320	22,938	
Reach	21,462	11,030	13,165	14,437	23,540	18,470	22,299	18,100	11,461	4,307	13,775	7,456	
IG													
Views	19,415	18,149	15,107	15,502	13,051	13,931	12,807	10,167	11,010	6,458	9,377	13,616	
Reach	2,559	2,118	3,360	2,107	1,787	1,474	2,115	1,887	1,779	914	1,200	1,619	

YouTube

- Views - 633
- Watch Time (hours) - 43

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
YouTube													
Overview	693	583	65	727	515	569	642	615	712	603	912	633	
Watch Time (hours)	41.7	35.9	3.8	56.1	35.1	44.9	55.5	36.5	40.5	28.8	48.8	43	

New Business

- We have a NEW page, 2025 Strategic Planning page as well as a static banner at the top of the page for easy accessibility to the survey.
- This is my final board report. Thank you for providing our board with outstanding guidance.

Thank you,
Andrea Marsh

Facilities Manager September 2025

- In the process of moving Marty's office.
- Gearing up for MAAC move out.
- Getting snow removal equipment ready.
- Monthly generator test.
- Monthly exit light test.
- Monthly fire extinguisher inspection.
- General upkeep and maintenance.

John Povey
Facilities Manager
Peter White Public Library
jpovey@pwpl.info
906-235-4262

Statistical Reports

Library Visits

2024/2025	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	14,961	16,175	14,829		162,627
Hours Open	269	221	225	244	236	243	250	251	236	261	251		2,687

Last FY 2023/2024	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
Library Visits (Door Count)	13,733	12,641	11,992	13,152	15,210	14,738	15,012	13,108	13,691	15,007	14,127	14,278	166,689
Hours Open	258	231	226	240	247	243	258	255	232	258	262	236	2,946

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	3,500	2,774	2,581	2,295	2,164	1,647	14,961	
	Average Daily		700	693	645	765	541	412	623	24
JULY	Attendance	0	2,618	3,661	3,964	2,961	1,394	1,577	16,175	
	Average Daily		654	732	793	592	465	394	622	26
AUGUST	Attendance	0	2,709	2,624	2,620	2,400	2,532	1,944	14,829	
	Average Daily		677	656	655	600	506	389	570	26
SEPTEMBER	Attendance	0							0	
	Average Daily									
Current FY Total		0	28,709	29,797	30,493	29,145	21,926	22,558	162,628	274
Current FY Average YTD/Day		0	651	645	673	636	489	471	593	23
Last FY Total		0	30,135	32,814	30,860	29,245	22,336	21,300	166,690	299
Last FY Average/Day		0	624	631	607	587	456	428	558	25

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
Total Children's Programs (0-11)	48	41	25	6	47	40	50	8	32	30	17	0	344
Total Children's Program Attendance (0-11)	1695	1289	1239	781	2193	1622	1788	748	4302	2820	1447	0	19924

Total Teen Programs (12-18)	12	7	8	6	12	5	7	1	5	7	0	0	70
Total Teen Program Attendance (12-18)	583	85	327	73	158	57	379	10	155	144	0	0	1971

Total Adult Programs (does not include virtual #)	34	29	23	32	56	38	50	30	31	30	28	3	384
Total Adult Programs (does not include virtual #)	604	577	540	477	407	799	872	352	1,517	975	1,290	60	8,470
Total Virtual Attendance (Virtual live and after views)	230	170	285	168	79	172	293	219	274	330	196	0	2,416
Total Programs	94	77	56	44	115	83	107	39	68	67	45	3	798
Total Attendance (Live)	2,882	1,951	2,106	1,331	2,758	2,478	3,039	1,110	5,974	3,939	2,737	60	30,365
Total Virtual Views (After the fact)	208	151	254	155	62	147	250	192	236	285	176	0	2,116

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
Total Passive Activities	13	10	11	11	10	13	13	13	16	7	11	0	128
Total Passive Program Participants	949	969	1037	926	1057	1128	974	1180	1990	989	1203	0	12402

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	Previous FY Total
Children's Circulation	7,299	6,978	5,224	6,514	6,403	6,572	5,946	5,001	6,198	6,596	6,455	-	69,186	81,481
Adult and Teen Circulation	10,171	9,871	8,398	9,755	8,612	9,372	9,685	8,992	9,684	10,379	9,759	-	104,678	124,757
Circulation of Physical Objects (Art, Kits, Things, etc)	346	375	70	89	82	94	96	94	104	87	156	-	1,593	3,072
OverDrive E-Book Circulation	942	955	955	958	888	1,094	907	902	956	1,002	902		10,461	12,600
OverDrive E-Magazines	616	761	747	943	860	868	829	833	823	779	908		8,967	8,830
OverDrive E-Audiobook Circ	1,498	1,469	1,482	1,685	1,419	1,618	1,517	1,568	1,555	1,615	1,593		17,019	18,719
Hoopla E-Book Circulation	140	151	177	162	135	175	171	166	178	153	146		1,754	1,295
Hoopla E-Audiobook Circ	512	593	577	626	593	689	664	686	698	706	768		7,112	5,028
Hoopla Streaming Video Circ	92	77	104	89	95	92	137	168	135	101	141		1,231	918
Hoopla Streaming Music Circ	11	7	4	5	15	15	8	5	13	7	8		98	103
Hoopla Streaming Binge Pass	4	6	7	9	7	9	7	7	6	4	7		73	65
Kanopy Streaming Video Circ	569	497	460	661	491	463	304	212	428	384	519		4,988	6,222
Total Physical Circulation	17,816	17,224	13,692	16,358	15,097	16,038	15,727	14,087	15,986	17,062	16,370	-	175,457	209,310
Total Electronic Content Use	4,384	4,516	4,513	5,138	4,503	5,023	4,544	4,547	4,792	4,751	4,992	-	51,703	53,780
Total Circulation	22,200	21,740	18,205	21,496	19,600	21,061	20,271	18,634	20,778	21,813	21,362	-	227,160	263,090

Circulation by City/Township

City of Marquette	9,336	9,140	8,263	9,961	9,211	9,751	9,415	8,812	9,767	10,156	10,111		103,923	115,244
Marquette Township	1,852	1,682	1,611	1,906	1,775	1,866	1,749	1,512	1,846	1,850	1,572		19,221	20,351
Chocolay Township	2,175	2,141	1,990	2,516	2,179	2,369	2,256	1,706	2,183	2,630	2,396		24,541	28,009
Sands Township	753	657	733	781	816	695	756	654	821	991	795		8,452	9,406
Skandia Township	487	362	409	507	443	373	478	289	371	393	390		4,502	5,587
West Branch Township	722	1,108	864	823	799	855	881	777	754	854	770		9,207	8,318
Turin Township	-	-	-	-	-	-	-	-	-	-	-		-	-
Wells Township	-	-	-	-	-	-	-	-	-	-	-		-	-
Ewing Township	-	-	-	-	-	-	-	-	-	-	4		4	261
Non-Residents	874	686	542	685	592	757	1,052	1,086	962	998	1,075	-	9,309	10,623

Check Outs via Self-Check	5,361	5,250	4,550	5,762	5,168	5,591	5,064	4,288	6,133	5,887	5,709		58,763	62,555
% of Check Outs via Self-Check	33.23	32.81	30.09	28.39	29.21	28.69	31.06	32.85	26.07	28.98	28.67		29.86	33.46
Online Renewals	3,927	3,739	3,903	3,722	3,756	3,758	3,980	3,953	3,545	4,070	3,674		42,027	43,512
Items Checked In	13,683	12,900	12,567	13,322	12,970	13,911	14,433	12,572	13,426	15,034	14,600		149,418	162,403
Adult Books Browsed	302	182	252	258	311	278	302	238	191	299	229		2,842	3,052
YS Books Browsed	1,009	727	675	773	881	257	931	827	826	957	1,080		8,943	8,251
Items Browsed	1,311	909	927	1,031	1,192	535	1,233	1,065	1,017	1,256	1,309	-	11,785	11,303

Reference and Other Services

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
Online Questions	30	23	40	42	34	30	30	29	39	42	25		364
Total Directional Questions	517	375	402	417	553	462	447	308	883	594	724	0	5682
Total Reference Questions	674	610	490	611	598	496	634	635	1509	1309	1137	0	8703
Grand Total of Questions	1630	1345	1233	1453	1473	1272	1482	1252	2663	2188	2178	0	18169

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	106	131	128		1,515
Passport Applications	32	35	25	56	39	33	38	15	17	20	27		337
Proctored Exams	4	1	6	3	7	8	8	8	16	10	7		78
Meeting Room Reservations	114	87	88	98	125	117	113	97	82	68	86		1,075
Meeting Room Drop-Ins	55	42	55	66	50	60	49	41	48	85	52		603
Notary Services	5	5	8	6	2	2	4	6	5	6	3		52

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	640	798	730	0	7869
Total Borrowed from Other Libraries	845	709	759	1,011	817	753	924	799	778	909	903	0	9207
Holds Placed	1873	1809	1503	2189	1784	1987	1908	1786	1780	1868	1970		20457
RSL ILL Borrowed	686	565	562	798	642	575	717	636	612	714	659		7166
RSL ILL Lent	589	548	478	627	583	596	591	555	486	620	598		6271
MelCat Items Borrowed	159	144	197	213	175	178	207	163	166	195	244		2041
MelCat Items Lent	143	162	144	180	135	139	116	115	154	178	132		1598

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	131	138	199	

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	1,603	1,694	1,651	
Marquette Township	298	303	287	332	323	288	304	284	288	295	309	
Chocolay Township	430	363	361	405	382	384	414	370	414	474	415	
Sands Township	150	134	132	156	153	148	147	145	126	164	152	
Skandia Township	55	39	44	51	41	40	53	47	47	63	44	
West Branch Township	53	61	59	76	71	70	76	75	60	74	73	
Turin Township	2	0	3	0	2	1	0	1	2	2	2	
Wells Township	3	1	2	2	3	2	4	2	4	2	2	
Ewing Township	1	2	1	1	1	1	1	1	0	1	2	
Non-Residents	75	74	66	85	79	62	73	66	59	73	89	0
Total Active Borrowers	2,860	2,583	2,488	2,798	2,724	2,680	2,808	2,627	2,603	2,842	2,739	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
Townships	5,722	5,757	5,800	5,766	5,771	5,797	5,805	5,820	5,859	5,899	5,932	0
Service Area	16,280	16,349	16,471	16,459	16,502	16,615	16,595	16,671	16,790	16,895	17,070	0
Other Areas	521	525	525	469	464	471	445	420	423	430	461	0
Total	16,801	16,874	16,996	16,928	16,966	17,086	17,040	17,091	17,213	17,325	17,531	0

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
Total Computer Sessions/Logins	1067	854	767	937	945	1004	1033	1,006	1021	1207	1120	0	10961
Laptop/Wireless Logins	1417	1498	1327	1193	1363	997	1372	1295	1166	1112	1305		14045
Total Computer Logins	2484	2352	2094	2130	2308	2001	2405	2301	2187	2319	2425	0	25006
Library Website Hits	9,867	14,585	12,131	15,654	14,934	15,972	13,888	3,196	7,775	13,612	13,116	13,764	148494
Unique Visitors	11,807	11,827	9,673	12,725	12,383	12,901	11,491	2,647	12,631	10,600	11,214	8,450	128349

myLIBRO App													
Total Number of Users									220	304	356		
Total App Usage									1,913	2,832	3,549		

Technical Services

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	Last FY Totals
FY YTD Totals	791	630	747	541	759	618	739	655	789	795	629		7693	7178
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	Last FY Totals
Cataloging Review	29	28	72	35	76	35	30	44	27	22	228		626	433
Original	2	5	10	11	4	10	18	11		8	5		84	83
Volunteer Hours	16.00	16.00	16.50	12.00	16.00	14.50	12.00	4.00			16.00		123.00	170
Mending	309	189	274	314	288	311	286	308	217	303	341		3140	3538
Discards	898	728	1,028	2221	1,111	1028	591	1011	1222	687	2756		13281	18888
Donations Added											98			N/A

Remote Book Drops

		Number of Pickups	Number of Items
Marquette Township			
	Total Year to Date	48	1172
	Total Last FY	52	1157

Chocolay Township			
	Total Year to Date	48	1359
	Total Last FY	51	1378

Sands Township			
	Total Year to Date	48	511
	Total Last FY	52	451

Skandia Township			
	Total Year to Date	48	369
	Total Last FY	52	398

West Branch Township			
	Total Year to Date	47	91
	Total Last FY	52	54

Total Year to Date ALL Locations:	239	3502
Total ALL Locations Last FY:	259	3438

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
Burtrum	Cheryl	8/11/2025	Adult Services Assistant
Champion	Grace	10/9/2024	Youth Services Assistant
Couts	Emily	2/15/2023	Circulation Aide
Ellis	Claire	6/11/2025	Youth Services Assistant
Flynn Chapman	Allison	8/12/2025	Adult 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
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
Marsh	Andrea	9/26/2022	Communications Coordinator
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
Wiseman	Corey	10/3/2023	Adult Services Local History Assistant

Distribute only to: Supervisory Staff, Administration Staff