

Township Advisory Council of the Peter White Public Library
Agenda
Wednesday, October 8, 2025
George Shiras III Room, 5:00 pm

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

Call to Order

Introductions

Approval of the Agenda*

Approval the Minutes of the Previous Meeting*

July 9, 2025

Public Participation

Financial Reports

Library Director's Report

- a) Staffing Updates

Old Business

- a) PWPL Board Meeting Updates: July - September 2025

New Business

- a) TAC Meeting Dates 2026
- b) TAC Board Reports
- c) PWPL Board Meeting Representatives
 - a. October 21, 2025
 - b. November 18, 2025

Council Member's Comments

Public Participation

Adjournment*

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

Upcoming Meeting Dates:

Township Advisory Council meetings:

- January - TBD

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

Peter White Public Library Township Advisory Council

Shiras Room PWPL/Zoom

Minutes: July 9, 2025

Call to Order at 5:04 pm.

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

Also in Attendance: Peter White Public Library Board Members: Steve Schmunk, Joe Meyskens, Suzanne Williams, Lori Nelson, Heather Addison.

Approval of the Agenda: Moved by Beth Linna, seconded Jan Raskin and unanimously approved.

Approval of the Minutes of the March 2, 2022 Meeting: Moved by Natasha Lantz, seconded by Suzanne Standerford and unanimously approved.

Public Participation: None

Financial Reports: The most recent report through May 31 reveals where the Library stands at a point 67% through the fiscal year. And that position is “surprisingly good.” The Board made amendments to both revenues and expenditures in June. Revenue increases included a \$40,000 windfall resulting from back payments made by Marquette Township and a new \$10,000 revenue line from the City, which may or may not be continuing. As a result, the reserve amount has increased to over \$50,000. The Board will consider the most effective uses for these funds, possibly moving them to the development fund or an additional donation to MERS. Natasha Lantz raised the loss of revenue from MACC’s departure from PWPL. Suzanne Standerford wondered if the rental of those rooms, Studio 1 and 2, would offset some of the \$30,000 loss. Andrea Ingmire explained that the Library is planning to use Studio 2 for Library programming, likely the Teen program, and that they are already booking Studio 1 for October 1 and beyond. Peggy Jensen questioned the total annual room rental. It totals about \$6000.

Library Director’s Report:

Staff Updates: New staff since April 2025 include, Maxwell Tran-Maintenance, Elliot Shumate-Adult Services, Tina Peterson-Circulation, Frank Pergande-Youth Services, Halle Haynes-Summer Page Youth Services, and Clair Ellis-Youth Services. Lillith Murano and Bella Markham are leaving PWPL. Posted positions include Adult Services Local History Assistant (in house) and Adult Services Assistant. Having the summer page position has worked very well. Halle Haynes, a MSHS grad, is managing the Gather 2 Grow meal program as well as shelving in Youth Services. The well-received program is providing youth with about 100 meals a day.

Old Business:

Board Meeting Updates April-June 2025: The Board of Trustees reappointed Anne Donahue as the PWPL representative on the Superiorland Library Cooperative Board. She has been serving as the board chair and is leading the search for a new SLC director. A candidate, Trisha Wylie, has been offered and accepted the position.

The Board is continuing work on the PWPL Administrative manual. There are staff concerns about some of the proposed wording as well as administrative concerns about the ESTA (Earned Sick Time Act) language received from the attorney.

On the recommendation of the Strategic Planning Subcommittee the Board did not approve the one bid submitted to update the strategic plan. The work will be done internally.

The Board approved the bid from Closner Construction for concrete repairs in the parking lot. Staff are working to remove the pea gravel from the parking lot beds. This gravel is free for the taking. Suzanne Standerford mentioned the faded striping in the lot and was assured that it will be repainted once the concrete work is finished. We were warned that some parking spaces will be temporarily unavailable as this work proceeds. The native beds on the backside are being redone. A neighbor is volunteering to oversee this project.

The Board made a Budget Amendment for FY24/25. At this point the bulk of revenues have been collected. Some revenue increases included those noted earlier in the Financial Reports section as well as insurance claim funding from the January HVAC leak, the State of Michigan Arts and Culture Grant and donations from Friends of the Library and others. Increased expenses include a rise in the unemployment rate, an additional full-time position, building projects and the battery back-up system. One positive on the expense side, the continued low rate for natural gas. All in all, the reserve amount of \$55,456 is \$46,258 more than the initial budget proposal.

The Board also had the first reading of the Social Media Policy (MGT 5.2). This policy outlines what is considered acceptable behavior from the public on Library social media platforms.

New Business:

Strategic Planning Committee: Natasha Lantz, a committee member, affirmed that the committee did not recommend accepting the one bid received (from the company who did the original plan) to do the update, finding the cost too high. The update will be handled in house. A big part of the task will be the survey aspect, gathering information. Steve Schmunk (PWPL Board president) added that small pieces, such as focus groups, may be contracted out. Suzanne Standerford, a hospice volunteer, commented on the effectiveness of focus groups run by an outside firm for that organization.

TAC Board Reports: Beth Linna reported on the presentation by Stephanie Garn on the "Lifecycle of a Book" as it is selected, catalogued, shelved and checked out. She also reported on the Skandia Community Day celebration to be held July 19 and the grumpiness of motorists dealing with the construction on US41. Barb Bradley attended the June meeting, at which a lot was covered. She

commented favorably on the employee manual, mentioning that it was thoughtfully written, citing the patron greetings and dress code sections.

Board Meeting TAC Representatives:

August 5, 2025-Paul Marin

September 30, 2025-Natasha Lantz

October 21, 2025-Eve Lindsey, Jan Raskin

Council Member's Comments: Natasha Lantz asked what a "closet committee" is? Andrea Ingmire explained that the new storage to be gained when MACC moves out is a hot commodity: hence, the committee to divvy it up. Natasha also commented that the open rates for the specialty newsletters are stellar! Additionally, she wondered why the book drop in Skandia has higher numbers than that in West Branch, though West Branch has more users. Skandia's book drop is located outside and easier to access, plus the post office is also located there. Suzanne Standerford and Karrie Heikes commented on Sands Township jurisdiction issues with two campgrounds and the long delayed solar project. Suzanne also asked about the status of funding for MELCAT. It will remain in place through September 30, 2026. Laurel Kniskern questioned how far ahead are we worrying about millage elections. How do we ensure voters feel they are getting their money's worth, especially considering the relatively few actual card holders and MELCAT checkouts? How do we make sure the Townships feel the Library is invested in them? Much discussion followed. Suzanne Standerford mentioned her efforts writing a column for the Sands newsletter. Natasha Lantz suggested emphasizing how much people can and do use Library services in their own homes. Heather Addison (PWPL board), citing the success of JJ Packs, suggested the expansion of the Gather 2 Grow program to include meal deliveries in the Townships. Paul Marin suggested a PWPL table at community events. Joe Meyskens (PWPL Board) commented that beyond mustering people for an election, they are voting all along, reading newsletters, using digital services, attending programs like Music on the Steps, sometimes not even knowing that they are using the Library. He commented on the positive dynamic at TAC and at Board meetings with participants comfortable bouncing around ideas and asking questions. Laurel Kniskern added that even in these contentious times it has been a great experience attending Board and Township meetings.

Public Participation: None

Adjournment: It was moved by Natasha Lantz, seconded by Karrie Heikes and unanimously approved to adjourn at 6:10 pm.

Next TAC Meeting: October 8, 2025 at 5:00 pm.

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

Respectfully Submitted,

Beth Linna

PWPL Board of Trustees Meeting Minutes

Board of Trustees of the Peter White Public Library
Budget Work Session
Minutes
Wednesday, July 30, 2025

A budget work session of the Board of Trustees of the Peter White Public Library was held on Wednesday, July 9, 2025 in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 10:01AM.

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

Library Staff Present: Andrea Ingmire, Library Director; Jamie Goodwin, Finance Director; Bruce MacDonald, Assistant Director/Network Administrator; Heather Steltenpohl, Development Director.

Others present (online): None

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

Public Comment: None

Discussion:

- a) **Budget FY2025/2026** – The board of trustees discussed the revenues and expenditures for the Peter White Public Library.

Public Comment: None

Adjournment: **Addison** made motion to adjourn, seconded by Meyskens. The motion was approved 5-0. The meeting adjourned at 11:38 AM.

Respectfully submitted,

Suzanne Williams
Secretary

Upcoming meetings: August 5, 2025
Upcoming TAC meeting: 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

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, September 30, 2025**

DRAFT

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **September 30, 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: None

Others present (in person or online): None

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

The Minutes of the August 5th, 2025 Board Meeting were approved on a motion by Meyskens and seconded by Nelson. The motion is approved 5-0.

Special Presentation – None

TAC Report: None

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports, noting that the concrete and parking lot vendors were paid in August. A motion was brought by Nelson and seconded by Addison to approve the bills for August 2025, in the amount of \$289,475.49. Schmunk asked where the General Fund Trust balance of \$237,538.60 could be found in the financial statements. Goodwin explained that the number can be found in the Raymond James statement as well as the Balance Sheet by adding Investment in Securities (\$235,138.15) and Cash – Money Market (\$2,400.45). The motion is approved 5-0.

Public Comment: None

Board Action Items:

- a) **Year End Budget Amendments FY2024/2025-** 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. Total unassigned fund balance as recorded September 30, 2024 audit was \$681,080. On a motion by Meyskens and seconded by Nelson, **the Board of Trustees of the Peter White Public Library moves to approve the Year End Budget Adjustments for FY2024/2025.**

Meyskens asked if there are employees not currently enrolled in MERS, Ingmire said the MERS benefit is only available to full-time staff. Goodwin said PWPL is funded 71% through MERS, which is average to above average. Schmunk asked which fund was used for the August repairs, Goodwin said the General Fund Trust was used. **The motion is approved 5-0**

b) **Union Contract Adoption -AFSCME Bargaining Agreement 10/1/25 – 9/30/28**

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 and recommends approval of this updated contract addressing the following. 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, 2026. Contract includes a wage reopener for FY26/27 and FY27/28. 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. On a motion by Addison and seconded by Nelson, **the Board of Trustees of the Peter White Public Library moves to approve the AFSCME contract effective October 1, 2025-September 30, 2028.** Meyskens asked how PWPL wages compare to other libraries. Ingmire and MacDonald presented statistics in which PWPL is wage competitive compared to other local libraries and across the state. Meyskens also asked about the wage reopener date, Ingmire said AFSCME usually sends notices each June. Schmunk also asked about insurance increases in the near future, Goodwin said is not certain yet, but is being anticipated. **The motion is approved 5-0.**

c) **Wages-Administration and Pages-** The PWPL Board Personnel Committee convened on September 10, 2025, to review compensation for administrative staff and Library Pages for FY25/26. 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. The proposed wage adjustments will result in an estimated increase of approximately \$13,750 for administrative staff and \$3,500 for Library Pages. On a motion by Nelson and seconded by Meyskens, **the Board of Trustees of the Peter White Public Library 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. Meyskens asked if administrative staff is being paid competitively, Ingmire said that there has been

imbalance in the pay structure over time, due to lack of step increases that union members automatically receive, that administrative has not, and that on a local level those wages may be falling behind similar positions at other jobs. Meyskens brought up need to plan for this in the future. PTO and benefits for full-time staff were discussed at length. **The motion is approved 5-0**

- d) **Wages-Library Director-** 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. On a motion by and seconded by, **the Board of Trustees of the Peter White Public Library moves to approve the Library Director receiving 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.** Williams asked how it will be determined if funding permits. Addison explained that the committee operates with the knowledge that all figures within the actual budget are conservative. Predictions for the results of the 2025/2026FY budget were discussed at length. **The motion is approved 5-0**

Other Business:

- a) **Strategic plan update:** As of September 25, 2025 PWPL had 250 submissions returned, with a goal of matching 354 submissions from the last survey. So far survey results have provided evidence of community support and positive experiences with PWPL services, and requests for Sunday/extended hours. More information on the surveys will be presented at the October board meeting.

Public Comment: None

Board Member Comment:

- a) **Trustee Manual:** Review of Chapter 4, 2021 Edition: Planning
- b) Schmunk asked about the cap on digital resources in regard to budget. Goodwin said the subsidy for Hoopla/Kanopy/Libby provided by the co-op will end on December 31, 2025. Discussions are underway on how to manage this change and control cost, several of which Ingmire discussed at length. Per tracked statistics, use of these services is rapidly increasing.
- c) The tracking of staff rosters and turnover was discussed at length.

Adjournment: Nelson made motion to adjourn, seconded by Addison. The motion was approved 5-0. The meeting adjourned at 6:26 PM.

Respectfully submitted,

Suzanne Williams
Secretary

Upcoming meetings:

Board of Trustees: October 21, 2025

Board of Trustees Committee Meetings: n/a

Upcoming TAC meeting: October 8, 2025

Finance Director Reports

Library Director Reports

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

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

Highlights of General Fund Balance Sheet

Cash Position	As of 05-31-25	As of 07-31-25	Change
Cash- Checking	\$857,303.13	\$579,071.15	(\$278,231.98)
Notes:			
1. Cash receipts for June and July were \$30,617.30 & \$35,485.81			
2. Cash-Checking \$27,649.38 & \$33,245.49			
3. Checking-Bankcard \$2,967.92 & \$2,240.32			

<u>Highlights of General Fund Trust</u>	As of 05-31-25	As of 07-31-25	Change
Cash/Investment Position	\$295,710.62	<i>*July Statements were not available (8/1/25)</i>	

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As of 05-31-25	As of 07-31-25	Change
	\$938,329.24	<i>*July Statements were not available (8/1/25)</i>	

1. The fourth disbursement of the fiscal year in the amount of \$8,900 was made and transferred to the Library's General Operating Fund

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Highlights of Revenue & Expenditure Report

{Numbers taken from City Reports 08/01/2025}

Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 317,353.56	\$ 2,297,549.91
Total Expenses	<u>\$ (168,244.90)</u>	<u>\$ (1,881,349.73)</u>
Net of Revenue & Expense	<u>\$ 149,108.66</u>	<u>\$ 416,200.18</u>

Comments

Cash Balance	July		
Month Ending	Month Ending		
Current Year	Prior Year		
\$ 579,071.15	vs \$ 802,977.53	=	\$ (223,906.38)

***As of the date of this report month end journal entries at the City level have not been posted to the cash account to recognize the tax revenue for July and other items.*

Notes:

- June 2025 was a two pay period month. Total wages paid were \$94,604.67
- July 2025 was a two pay period month. Total wages paid were \$96,411.34
- Actual expenses are approx. 78% of budget with approximately 83% of the FY year completed
 - Included you will find
 - Raymond James June Statements
 - Utility Statements for June & July
 - July Balance Sheet and Revenue and Expenditure Reports for the Library's Operating Fund
 - July Balance Sheet Report for the Carrol Paul Memorial Fund
 - July Revenue & Expenditure Report for the Library Improvement Debt Fund

Respectfully Submitted ~ Jamie Goodwin



August 5, 2025
Library Director's Report
Andrea Ingmire, Library Director

ACTIVITY PLAN 2025

Updates on our annual Activity Plan. We are continuing to work heavily on internal processes and procedures. In addition to the subcommittees established in April 2025, we've added monthly all staff meetings and monthly supervisor meetings. We hope this helps to keep everyone on staff connected and to focus the topics for supervisors to boots on the ground topics.

SERVICE

- Build clear patron experience standards, developing staff scripts to ensure consistent, high quality patron service across departments. – Patron Experience Committee established to create actionable standards for all staff which support the library's patron services philosophy, Stephanie Garn has stepped back from this committee, but Amy, Melissa, and Sarah have taken it on! We will continue to address this in the supervisor meetings.
- Prioritize library programming and marketing functions on those which support the library mission and meet the needs of our community. The standing programming committee is being led by Sarah Rehborg.
- Maintain high levels of service during MACC transition, ensuring good patron experience as the spaces move to PWPL management. The library has established contracts with Lake Superior Arts Association and the Marquette Senior Center to retain and build these relationships in the wake of MACC leaving.

SUSTAINABILITY

- We continue to transition lines in the library's budget from operating revenues to endowment/designated revenues. Designated revenues include piecemeal donations but by and large are comprised of Friends revenues. This is only possible due to these funding sources being stable.

EXPERTISE

- Employee Administrative Manual is currently on pause. Time is needed for a thorough review. You will see it return to you this fall.
 - Department Head staff are working on an onboarding/new 'staff passport' which encourages new staff to meet co-workers from different departments. We are hopeful that this will build connections between new and existing staff.
-

Art Galleries

August – September 2025

Deo Gallery – Sensoria Artist Collective, *Umbilios*

Huron Mountain Club Gallery –AJ Jensen, *M.G.H. 1915-2025*

Artist Reception August 14, 2025.

Superiorland Library Cooperative

I was delighted to participate in the hiring of the new Superiorland Library Cooperative Director. Tricia Wiley is joining the SLC crew on August 11, 2025. Tricia is coming to SLC from a cooperative in Florida where she has been working for a number of years. While Tricia is moving from Florida, she has family up north and spent time in her youth living in Indiana.

MCLS Board of Directors Appointment

I have been appointed to serve on the MCLS Board of Directors <https://www.mcls.org/about-mcls/mcls-board/> My first meeting is August 8, 2025 in Fort Wayne Indiana.

MCLS serves an important role for libraries in Michigan and Indiana. Of high importance to Michigan libraries is their management of the RIDES program – which is the service responsible for InterLibrary Loan transportation in our state. While I don't relish adding this additional workload, it was an opportunity I could not pass up. RIDES is critical, and with the changes in federal funding, the more involved we can be, the better.

eNewsletters

Total subscribed as of 8/2/2025: 2,872

June 2025	Constant Contact			Subscribers as of:
	Number of Deliveries	Average Rate open	Average clicks	
				n/a
Insider (General Newsletter)				n/a
Friends				n/a
Off the Shelf	1	62%	7%	n/a
Digital Resources and Tech				n/a
Art and Exhibits	1	53%	1%	n/a
Local History	1	64%	1%	n/a
Weekly Program Update	5	65%	1%	n/a
Youth Services Insider	4	58%	1%	n/a

July 2025	Constant Contact			Subscribers as of: 8/2/25
	Number of Deliveries	Average Rate open	Average clicks	
Insider (General Newsletter)				2588
Friends				598
Off the Shelf	1	63%	4%	559

Digital Resources and Tech	1	63%	3%	447
Art and Exhibits				565
Local History				515
Weekly Program Update	4	64%	1%	649
Youth Services Insider	4	58%	1%	596

Staff Updates

- Lilith Muraro submitted resignation. Their last day was 7/9/25, which left two open positions in Adult Services. We had an amazing set of applicants this time, in fact I conducted phone interviews to help us narrow the field down to a reasonable number of in-person interviews. I am confident we will find two excellent candidates.

Director Chat – No July Session

Library Director Professional Development/Outreach and Volunteer Activities – June/July 2025

June 1	Meeting with legal team – Admin manual review
June 2	City Department Head Meeting
June 4	Virtual Interviews – Superiorland Library Cooperative Director
June 4	Director Chat
June 5	Virtual Interviews – Superiorland Library Cooperative Director
June 6	4 C's Program
June 10	City Department Head Meeting
June 11	SLC Board Meeting
June 13	4 C's Program
June 17	City Department Head Meeting Marc Weinrick – Native beds discussion
June 18	Closet Committee – Space reorganization
June 19	SLC Search Committee Meeting
June 20	Winter Charm meeting with Lake Superior Arts Association 4 C's Program
June 25	Planning for Free to Read program
June 26	PWPL Supervisor Meeting
June 27	Union Negotiations Kickoff Meeting 4 C's Program
June 30	Special Conference Union
July 3	Union Negotiations Meeting
July 7	Superiorland Library Cooperative Director In-Person Interviews Free to read program meeting
July 9	All Staff Meeting
July 11	4 C's Program
July 15	City Department Head Meeting
July 18	4 C's Program
July 19	David Boyd Celebration of Life
July 21	AAUW Scholarship Committee – Scholarship Review

Programming Committee

July 22	City Department Head Meeting Acrisure insurance meeting
July 23	Union Negotiations Meeting
July 29	City Department Head Meeting MACC Transition Committee
July 30	PWPL Board – Budget Work Session
July 31	Jocelyn Benson event helper

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)

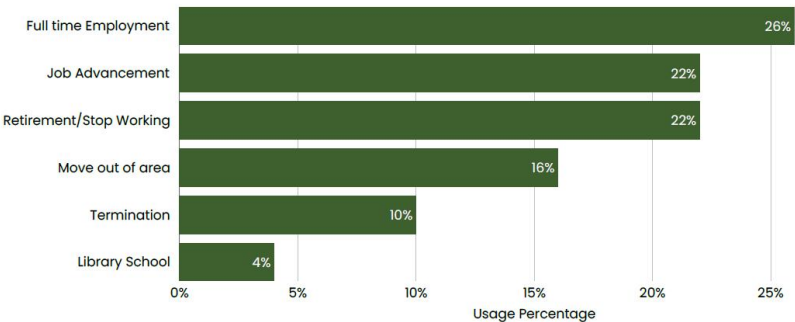
The annual UPRLC conference was held in Iron Mountain September 17-18, 2025. Five of our staff attended this conference, and three of us presented at it! Amy presented a session on Collection Development for adults. Ben Sargent co-presented with Ellen Moore (SLC) on Serials and Periodical cataloging. 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.

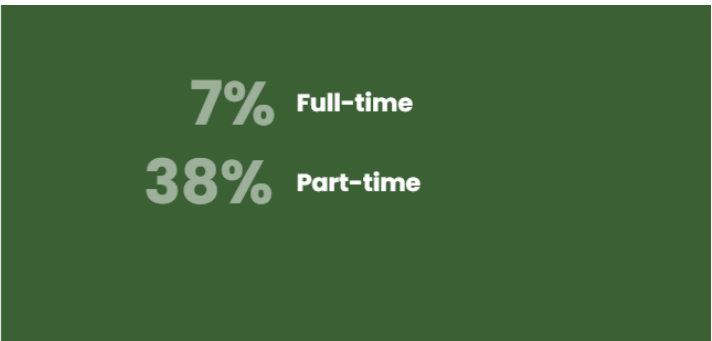


Employee Termination Stats

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

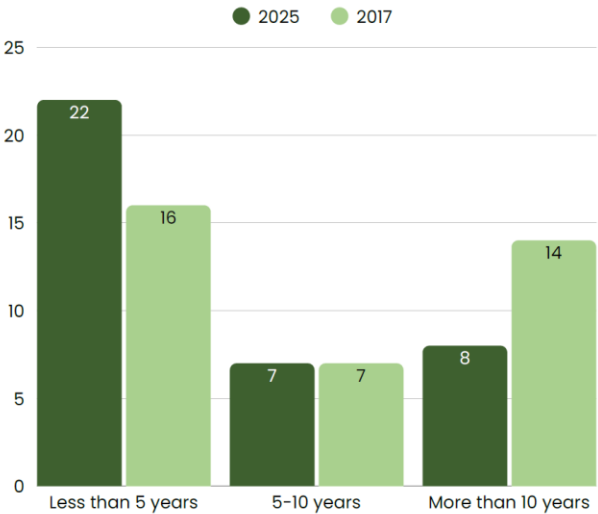


Turnover by Job Status.



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

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 Current Year		Month Ending 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

Background Information

TO: Township Advisory Council
FROM: Andrea Ingmire, Library Director
DATE: October 8, 2025
RE: Library Director Report

A. Staff Updates

New Staff Since July 2025:

- Cheryl Bertrum – Adult Services Assistant
- Allison Flynn-Chapman – Adult Services Assistant

Staff leaving/or have left PWPL:

- Andrea Marsh – Communication Coordinator
- Maxwell Tran – Custodial Assistant

Staff transitions:

- N/A

Open Positions:

- Communication Coordinator
- Custodial Assistant

TO: Township Advisory Council
FROM: Andrea Ingmire, Library Director
DATE: October 8, 2025
RE: Old Business

A. PWPL Board Meeting Updates: August and September Meetings

The August 5, 2025 meeting addressed several key financial and operational items for FY2025/2026. The board reviewed and recommended approval of the updated Fee Schedule, which introduces a rental rate for Studio #1 at \$25 for four hours and \$10 per additional hour. This change is expected to generate modest new revenue to help offset losses from the MACC transition. The Carroll Paul Trust Budget for FY2025/2026 was also presented, supporting music programming, collections, and staffing, with withdrawals guided by the five-year lookback policy to ensure steady income despite stock market fluctuations.

The Operating Budget for FY2025/2026 was discussed in detail, with anticipated increases in city property and personal property tax revenues, alongside uncertainty in state revenue sharing. Key expenditures include furniture purchases for Studios #1 and #2, replacement of the disk buffer, and shifting more programming costs to designated and endowment funds to align with donor interest. The board also reviewed the Superiorland Library Cooperative Board election, with a recommendation to reappoint Anne Donohue as PWPL's representative.

Lastly, the board considered the purchase of lower-level meeting room furniture, with a proposal to buy 20 flip-top tables and 50 chairs from two vendors for a total cost of \$23,540.18. The discussion centered on whether to fund the purchase through a possible year-end budget surplus or the General Fund Trust, with the recommendation to approve using the General Fund Trust to ensure the need is met without delaying the purchase. Overall, the meeting focused on maintaining financial stability while addressing facility and programming needs in the upcoming fiscal year.

The September 30, 2025 meeting focused on several key financial and personnel matters for the library. First, the FY24/25 year-end budget amendments were reviewed. The budget closed with a balance sufficient to support a \$50,000 surplus payment to MERS, strengthening long-term retirement obligations, while also adding approximately \$16,800 to the library's fund balance. This total unassigned fund balance was \$681,080 as of the September 30, 2024 audit. The board approved the year-end budget, including the surplus payment.

The board also considered the AFSCME bargaining agreement for October 1, 2025 through September 30, 2028. The contract, already approved by union membership, includes clarified union activity guidelines, an extended probationary period, expanded bereavement leave, a full rewrite of the PTO policy, and wage adjustments including a 6% increase to the stepped wage scale. The contract carries an estimated \$56,000 increase in wage expenditures for union staff, along with higher PTO accruals. The Personnel Committee recommended approval.

In addition, the Personnel Committee recommended wage adjustments for non-union staff. Administrative staff will receive a \$0.25/hour increase plus a 6% adjustment to address disparities with union step-scale progression. Library Pages will receive an early increase to \$13.29/hour, aligning with the 2026 minimum wage, effective October 1, 2025. These changes total an estimated \$17,250 in additional expenditures. For the Library Director, the Committee recommended a 3% increase effective October 1, 2025, with a possible one-time lump sum of \$3,218.80 in September 2026 if revenues allow. Overall, the meeting focused on ensuring financial stability while maintaining equity and sustainability in staff compensation. The board approved all proposals presented at these meetings.

TO: Township Advisory Council
FROM: Andrea Ingmire, Library Director
DATE: October 8, 2025
RE: New Business

A. TAC Meeting Dates 2026

- January 14, 2026 – Election of Officers
- April 8, 2026
- July 8, 2026 – Joint Meeting with PWPL Board
- October 14, 2026 – Yearly TAC meeting schedule

B. TAC Member Board Reports

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

C. Board Meeting TAC Representatives

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

Statistics

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