

**Township Advisory Council of the Peter White Public Library
Agenda**

**Wednesday, January 14, 2026
George Shiras III Room, 5:00 pm**

Zoom access: <https://us02web.zoom.us/j/89585044103?pwd=KObLwmUcbi8GtLp1ee9CzeykAsOikB.1>

Call to Order

Introductions

Approval of the Agenda*

Approval the Minutes of the Previous Meeting*

October 8, 2025

Election of Officers*

Public Participation

Financial Reports

Library Director's Report

a) Staffing Updates

Old Business

a) PWPL Board Meeting Updates: October - November 2025

New Business
PWPL Board Reports

b) PWPL Board Meeting Representatives

- a. January 20, 2026
- b. February 17, 2026
- c. March 17, 2026
- d. April 21, 2026

Council Member's Comments

Public Participation

Adjournment*

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

Upcoming Meeting Dates:

Township Advisory Council meetings:

- April 8, 2026
- July 8, 2026 (joint meeting with the PWPL Board of Trustees)
- October 14, 2026

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

Peter White Public Library Township Advisory Council

Shiras Room PWPL/Zoom

Minutes: October 8, 2025

Call to Order at 5:00 pm.

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

Introductions were made.

Approval of the Agenda: Moved by Natasha Lantz, seconded Paul Marin and unanimously approved.

Approval of the Minutes of the July 9, 2025 Meeting: Moved by Paul Marin, seconded by Natasha Lantz and unanimously approved.

Public Participation: None

Financial Reports: The last couple of months have been “all finance” with the ending of fiscal year 2024/2025 on September 30 and the beginning of the new fiscal year on October 1. Fiscal year 2024/2025 is ending up in the black, to the tune of \$63,000-66,000. Two factors that contributed include unexpected revenue from two townships that came to light as they reconciled their books and the reduced expenditures resulting from the milder, less snowy winter. Funding was taken from the General Fund Trust to pay for the renovation of the parking lot in the amount of \$66,900. The improvements were commented on favorably by TAC members and patrons. This fund, created in the 1950’s also funded the work done on the lower Front Street steps last year. The balance remaining is approximately \$237,000 (these are invested funds, so the amount varies with the stock market). Maintenance, and snow removal, will be easier with the removal of the pea gravel and the new parking lot lines are much appreciated. Paul Marin commented on the newly approved State budget. This budget is good news for the Library. LSTA money allocated to Michigan by the federal government is still in the budget. IMLS and MEL funding is solid for another year. MEL actually received a \$900,000 increase. The only negative is that the State Library of Michigan suffered a \$50,000 budget reduction. The budget is still pretty positive, especially contrasted with a state like Indiana where the State Library lost 30% of their budget. That means a huge loss in staff. The City is still evaluating the effect of this new State budget on revenue sharing. Also positive is the continued funding for free lunches in schools. Suzanne Standerford expressed some concerns about information she has received concerning university libraries. NMU’s Olson Library is still on target to reopen in January 2026.

Library Director’s Report:

Staff Updates: New staff since April 2025 include, Cheryl Bertrum, a long-time librarian and Allison Flynn-Chapman who is currently attending Library School, both as Adult Services Assistants. Both employees are doing a great job. Staff leaving/or have left PWPL include Andrea Marsh, Communication Coordinator (for a full-time job at NMU) and Maxwell Tran, Custodial Assistant (to devote more time to

his studies). Both positions are open, though the Communication Coordinator may be filled by an internal candidate. Lynette Kim will be retiring December 31.

Old Business:

Board Meeting Updates July-September 2025: The Board of Trustees adopted the budget for fiscal year 2025/2026 at its August meeting. The budget includes increased City tax revenue and, as of now, includes the Library's \$40,000 share of the State revenue sharing received by the City. The Board also approved the updated fee schedule, including a rental rate for Studio 1 (vacated by the MACC) equal to that of the Community Room. The Library plans to use Studio 2 for Library programming and also for some long-time groups, like the Bonsai tree group, well-suited to the space, or for overflow. Library rental spaces are often fully booked.

The Board reviewed the Superiorland Library Cooperative Board election and reappointed Anne Donahue as PWPL's representative. Additionally, The Board approved the purchase of 20 flip top tables and 50 chairs at a cost of \$23,540.18 funded by the General Fund Trust. These quality items will replace the Community Room furniture. The existing furniture will be used for art and other "messy" programming. The Board also approved the installation of sound proofing panels in the Deo Gallery to abate the high noise levels during events like receptions.

The September meeting saw the end of the fiscal year 2024/2025 with a \$66,000 surplus. It was decided to make a \$50,000 surplus payment to MERS and add about \$16,000 to the fund balance. This puts the Library in a good position, a fund balance of 20% of the budget is considered prudent. The Board also approved the AFCSME bargaining agreement for October 1, 2025-September 30, 2026. The new contract extends the probationary period from 90 to 180 days for new employees, increases bereavement leave from 2 to 3 days, and includes a reworking of the PTO policy (hours worked will be used to fairly determine the amount of PTO awarded). The contract includes a 6% wage increase and 25 cents per step. They also considered wage increases for nonunion staff. Administrative staff will receive a 6% increase plus a 25 cent per hour increase (they have no step increases). Pages will receive the increases 2026 minimum wage of \$13.29 an hour beginning October 1, 2025. The Library Director will receive a 3% increase with a possible one-time lump sum of \$3218 in September, 2026 if revenues allow. The budget must take into consideration all obligated expenses now and into the future, when approving employee wage increases.

The Board also discussed containing costs this fiscal year, specifically controlling the cost of Hoopla which has been increasing about 25% per month. In addition, the SLC will be dropping the 15% subsidy for Hoopla. Use may have to be capped or a system in which patrons pay for credits could be introduced; some libraries have dropped it all together. The Library may budget more money for Libby, another digital resource, to reduce hold times for its books. Natasha Lantz asked about Kanopy. Costs continue to be steady, though it serves more of a niche audience. Suzanne commented on Play Away, a single use MP3 type unit for audio books. Discussion ensued, ranging from the adoption of the Play Away system by some libraries at the beginning of the audio book age to Yoto players and Tony Boxes currently for children through the middle grades.

New Business:

TAC Meeting Dates for 2026: It was moved by Karrie Heikes, seconded by Natasha Lantz and unanimously approved to set the following meeting dates for 2026:

January 14, 2026, April 8, 2026, July 8, 2026 and October 14, 2026.

TAC Board Reports: Beth Linna reported on the ongoing, frustrating attempts to deal with blight in Skandia Township. Lack of money for enforcement is an issue. Karrie Heikes commented on the worrying state of recycling in Marquette County. Participation is low and the Solid Waste Authority funding is at risk because quotas are not being met. The Authority has opened Cell #4 at the County landfill. Tire collections have been a success. Discussion centered on why rates are so low, continued education regarding recycling and how they are collected.

Board Meeting TAC Representatives:

October 21, 2025-Jan Raskin and Eve Lindsey

November 18, 2025-Barb Bradley

Council Member's Comments: Natasha Lantz commented on Libro FM, an independent service, similar (but different!) that directs a portion of proceeds to local book stores like SnowBound Books. Angela Ingmire described the Libro FM program for librarians and teachers that gives them early access to titles before they are released to everyone else. Paul Marin commented on how much he appreciated the tour Angela Ingmire gave to a visiting church group from Tanzania. Angela said it was enjoyable to lead the tour for a group from such a different world than our own. She appreciated the "good questions" of the participants and they appreciated the "free book table" set up after the Friend's book sale. Natasha commented that she gave a private tour herself to out of town residents that was well received. Suzanne Standerford commented on how friendly and welcoming the staff at PWPL are. Barb Bradley relayed her experience with a Marquette Citizen Academy member. The City program introduces people to different aspects of local government. This member was excited to recognize Barb in the considerably impressive position of a PWPL TAC member!

Public Participation: None

Adjournment: It was moved by Paul Marin, seconded by Natasha Lantz and unanimously approved to adjourn at 6:20 pm.

Next TAC Meeting: January 14, 2026 at 5:00 pm.

Next Board of Trustees Meeting: October 21, 2025 at 5:00 pm.

Respectfully Submitted,

Beth Linna

PWPL Board of Trustees Meeting Minutes

Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, November 18, 2025

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **November 18, 2025** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:03 PM.

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: Barb Bradley, Skandia Township

Others present (in person or online): None

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

The Minutes of the October 21, 2025 Board Meeting were approved on a motion by Meyskens and seconded by Nelson. The motion is approved 3-0, with two abstentions.

Special Presentations – Bruce MacDonald, Network Administrator/Assistant Director. MacDonald gave updates on IT at PWPL. Computers, general hardware, network hardware, and VPN are all continually being managed and updated throughout the year. Major updates include: installation of Windows 11 on all computers, Linux for online public access catalogs, myLIBRO library app for patron smartphones and other devices. The Polk Directory has now been digitized, and the next priority will be to digitize the Marquette Monthly. The Mining Journal Digitization project is now online through February 1989 (due to copyright limit. Request for approval from the owner of the Mining Journal, is ongoing.) MacDonald also touched on the topic of AI in libraries. While it can be a useful tool for both drafting and accessibility, some pitfalls also include security/privacy issues, and risk of misinformation. Meyskens asked about the difference between the myLIBRO and the Superiorland app, MacDonald said they function the same way and both are not needed. Meyskens also asked about security when early voting is held on site at the library, MacDonald said the City has its own network with a unique VPN, that the City can encrypt if they choose. Meyskens asked what safeguards are in place to prevent AI-produced books in library collections. MacDonald and Ingmire said the selection committee pays attention to this. Schmunk asked how the VPN is used with staff who work from home, MacDonald explained at length. He also asked about security footage retention policies, of 30 days. Schmunk verified that a new calendar system is being used. MacDonald and Schmunk discussed the state of the current firewall.

TAC Report: Barb Bradley, Skandia Township. Bradley addressed some road repairs in Skandia, including a repaved section of US-41. The township recently celebrated the 100th birthday of the Township historian Alice Anderson, who is known locally for her good deeds

and wealth of information. Beth Linna, township secretary, recently had a Fall celebration at her home.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. Schmunk verified, with Goodwin, that the City did approve revenue sharing that was in question. A motion was brought by Addison and seconded by Meyskens to approve the bills for October 2025, in the amount of \$273,191.22. The motion is approved 5-0.

Public Comment: None

Board Action Items:

- a) **Fee Schedule 2025- 2026-** Following multiple discussions about fax service charges at PWPL, staff would like to recommend an adjustment to the current fee schedule. At present, PWPL charges \$1 per page to send a fax and \$0.50 per page to receive a fax. Though the vast majority are shorter documents, PWPL does assist patrons who must submit court documents, government assistance forms, or health-related paperwork exclusively by fax, all of which are lengthy (20+ pages.) To keep the service affordable while still covering staff time, PWPL recommends maintaining the per-page model but adding a maximum fee for large faxes:

- Outgoing faxes: \$1 per page, with a \$10 maximum per fax
- Incoming faxes: \$0.50 per page, with a \$5 maximum per fax

These changes would better align fees with the true cost of service and reduce financial strain on patrons who rely on faxing for essential documents.

On a motion by Nelson and seconded by Addison, **the Board of Trustees of the Peter White Public Library moves to approve the Fee Schedule 2025-2026, including changes to the fee for faxing, as presented.** It was decided that the \$10 max per fax should be kept, with no page limit. **The motion is approved 5-0.**

Other Business:

- 1.) **Policy Evaluation:** the packet contains a list of all PWPL public policies. Those highlighted in yellow are five years old or older in 2026. Policies highlighted in green are priorities for review. PWPL will continue to evaluate policies as needed, while also ensuring the oldest ones receive a review—even if no changes are required. There was a call for board members to serve as early readers for policy updates, to review proposed revisions before they go to the full board. Meyskens asked if said board members would always be reviewing the policy as a first step, or after there had been legal review. Ingmire said the stage that board early-reading would be requested would be policy dependent. Addison asked for average policy length, in regard to setting to expectation for how many would be covered in any given window of time. Ingmire said the goal is for the highlighted to be reviewed over the course of the year. Addison and Schmunk volunteered. Meyskens and Nelson also volunteered to take on review on an as-needed basis.

Public Comment: None

Board Member Comment:

- a) **Trustee Manual:** Review of Chapter 6, 2021 Edition: Budget. Ingmire explained that PWPL is a component of the City, but not a Department of the City, and discussed at

length how this affects the timeline in which the PWPL budget is created. It was also mentioned that the audit will be coming up soon.

- b) Williams thanked Steltenpohl for her presentation at the last Board Meeting, asking how the variety of investment options are introduced to those who are interested donating. Steltenpohl said it is truly a case by case basis, as some have specific intentions for the funds, and some do not.
- c) Based on the YS Board Report, Meyskens asked if PWPL has a clear idea on patron numbers and stability—MacDonald said there is more data that can be reviewed to get a more accurate picture of long term trends in statistics.
- d) Schmunk asked about the status of the Marquette Arts and Culture move. Ingmire said there was minimal confusion in October (and on) when MACC vacated their offices on site at PWPL. PWPL did get the grant for the public gallery program, allowing sound panels to be installed in the DEO Gallery. Other use of spaces, aside from the Studios for public rental and library programming, to be determined.

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

Respectfully submitted,

Suzanne Williams
Secretary

Upcoming meetings:

Board of Trustees: January 20, 2026

Board of Trustees Committee Meetings: n/a

Upcoming TAC meeting: January 14, 2026

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 08-31-25	As of 09-30-25	Change
Cash- Checking	\$860,196.38	\$1,319,280.38	\$459,084

Notes:

1. Cash receipts for September were \$714,612.20 (City Tax Collection \$623,714.69)
2. Cash-Checking \$712,169.69
3. Checking-Bankcard \$2,442.51

<u>Highlights of General Fund Trust</u>	As of 08-31-25	As of 09-30-25	Change
Cash/Investment Position	\$237,538.60	\$216,409.30	(\$21,129.30)

1. Dividends & Interest in the amount of \$495.82 were reinvested.
2. \$23,540.18 withdrawal was made to pay for tables and chairs for the MACC Space

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As of 08-31-25	As of 09-30-25	Change
	\$980,752.21	\$992,463.87	\$11,711.66

1. Dividends & Interest in the amount of \$2,023.82 were reinvested.

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Highlights of Revenue & Expenditure Report
{Numbers taken from City Reports 10/15/25}
 Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 96,998.40	\$ 2,440,816.60
Total Expenses	<u>\$ (228,731.12)</u>	<u>\$ (2,379,431.32)</u>
Net of Revenue & Expense	<u><u>\$ (131,732.72)</u></u>	<u><u>\$ 61,385.28</u></u>

Comments

Cash Balance		September			
Month Ending Current Year		Month Ending Prior Year			
\$ 1,319,280.38	vs	\$ 1,172,563.84	=	\$ 146,716.54	

Notes:

- September 2025 was a two pay period month. Total wages paid were \$95,043.01
- Actual expenses are approx. 99% of budget with approximately 100% of the FY year completed
 - Included you will find
 - Raymond James September Statements
 - Utility Statements for September
 - September Balance Sheet and Revenue and Expenditure Reports for the Library's Operating Fund
 - September Balance Sheet Report for the Carrol Paul Memorial Fund
 - September Revenue & Expenditure Report for the Library Improvement Debt Fund

Respectfully Submitted ~ *Jamie Goodwin*

October 21, 2025
Library Director Report
Andrea Ingmire

Strategic Planning Update

Public Survey

We had a great return on our public surveys. 337 submissions. Almost 100 more than last time we did a public survey push. This is especially true given the length of this survey document.

Survey results will be provided to the strategic planning committee and then summarized for the full report. While there are certainly things we can consider, those responding to the survey expressed great satisfaction with PWPL and our programs and services. Of course, the biggest theme is that folks want more of everything we have: more hours, more programs, and more resources. I just wish the budget provided more flexibility in this regard.

Heather and I will be working on the phone call follow up questions next week.

Staff Survey

22 staff submitted a survey regarding their thoughts on how PWPL can better meet the needs of staff and patrons. Survey responses will remain anonymous, but general themes will be presented to the committee as well.

Art Galleries

October - November 2025

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

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

December 2025 - January 2026

Winter Solstice Art and Evergreen. In partnership with Lake Superior Art Association, we will host a combination of both Winter Charm (art exhibit) AND Winter Wonderland Walk (holiday trees). In addition, the Pierce Holiday Village will be on display again by the bookstore. We're hoping to bring two beloved events together into one holiday celebration throughout the building.

Michigan Library Association Conference

Bruce and I will be attending the annual Michigan Library Association Conference in Lansing at the end of October. This conference is the major statewide library conference in Michigan and it always an excellent opportunity to connect with librarians across our state.

Michigan - State Budget

Support for libraries in the state budget remained solid. The Library of Michigan lost \$50,000 from their budget, but a \$900,000 increase was allocated to MeL. State Aid funding remained flat. Overall, this news is as positive as we could have hoped.

eNewsletters

Total subscribed as of 10/17/25: 2882

September 2025	Constant Contact			Subscribers as of:
	Number of Deliveries	Average Rate open	Average clicks	10/17/2025
Insider (General Newsletter)				2596
Friends				612
Off the Shelf	1	64%	6%	569
Digital Resources and Tech				455
Art and Exhibits				577
Local History	1	60%	2%	529
Weekly Program Update	5	64%	1%	663
Youth Services Insider	6	56%	0%	599

Staff Updates

- Custodial Assistant and Communication Coordinator positions are currently posted externally.
- Lynette Suckow is retiring at the end of this year. She's worked at PWPL for over 22 years!

Director Chat – 10/1/2025

- Talked to a regular about food and news.
- A man stopped to thank us for doing all the work in the parking lot, especially the striping.
- A patron stated that our staff needed a big pay raise.
- Talked to a staff member about several things
- Talked to our art installer about the new exhibit
- Artist arrived with her art!
- Talked to a patron about a book she recommended.

AM = 7

- Talked to a staff member about the gallery exhibit.
- Talked to a couple of quilters in for their monthly event.
- An NMU student stopped to ask if we could expand hours. They prefer to work here rather than the few buildings open on campus (especially on Sunday).
- Talked to staff member about training and staff survey
- Talked to Friend about a program idea.
- Man came in to ask about printing from his phone, directed him to reference desk. He stopped back by on his way out to say how easy the process was.
- Talked to a patron about where their meeting was.

PM = 9

Total = 16

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

September 2	City Department Head Meeting
September 3	Director Chat
September 4	Sister Cities Meeting Advisory Board of Librarians Meeting
September 9	Tasty Reads PWPL Supervisory Staff Meeting
September 10	PWPL All Staff Meeting UPRLC Annual Awards 1:1 meeting with Amy and Andrea M.
September 11	Staff Development Day meeting RATI meeting
September 12	4C's Program
September 13	Weekend Supervisor on Duty Shift
September 15	1:1 meeting with Sarah AFSCME Meeting Programming Committee Meeting
September 16	1:1 meeting with Andrea M.
September 17-18	UPRLC Conference in Iron Mountain
September 19	4C's Program and meeting Interview with Jim Koski
September 22	1:1 meeting with Amanda
September 23	City Department Head Meeting
September 24	1:1 with Marty Citizens Academy Presentation
September 26	4C's Program 1:1 meeting with Adyson
September 29	Meeting with Steve Mentorshop with new NMU student Tour with Messiah Lutheran – Tanzania Tour
September 30	PWPL Board Meeting

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

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

Highlights of General Fund Balance Sheet

Cash Position	As of 09-30-25	As of 10-31-25	Change
Cash- Checking	\$1,319,280.38	\$1,168,442.53	\$(150,837.85)

Notes:

1. Cash receipts for October were \$109,545.87
2. Cash-Checking \$79,402.84
3. Checking-Bankcard \$30,143.03

<u>Highlights of General Fund Trust</u>	As of 09-30-25	As of 10-31-25	Change
Cash/Investment Position	\$216,409.30	\$217,173.86	\$764.56

1. Dividends & Interest in the amount of \$313.38 were reinvested
2. 3 Qtr. Admin Fees in the amount of \$463.63 were paid

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As of 09-30-25	As of 10-31-25	Change
	\$992,463.87	\$987,920.87	\$(4,543)

1. Dividends & Interest in the amount of \$1,285.09 were reinvested.
2. 3 Qtr. Admin Fees in the amount of \$2,126.31 were paid
3. FY 25-26 Qtr. 1 Distribution in the amount of \$9,175.00 was made and deposited into the Library's Operating Fund

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Highlights of Revenue & Expenditure Report
{Numbers taken from City Reports 11/17/25}
 Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 934,261.49	\$ 934,261.49
Total Expenses	<u>\$ (266,157.69)</u>	<u>\$ (266,157.69)</u>
Net of Revenue & Expense	<u>\$ 668,103.80</u>	<u>\$ 668,103.80</u>

Comments

Cash Balance	October			
Month Ending Current Year	Month Ending Prior Year			
\$ 1,168,442.53	vs \$ 1,103,639.18	=	\$	64,803.35

Notes:

- October 2025 was a two pay period month. Total wages paid were \$97,902.28
- Actual expenses are approx. 11% of budget with approximately 8% of the FY year completed
 - Included you will find
 - Raymond James October Statements
 - Utility Statements for October
 - October Balance Sheet and Revenue and Expenditure Reports for the Library's Operating Fund
 - October Balance Sheet Report for the Carrol Paul Memorial Fund
 - October Revenue & Expenditure Report for the Library Improvement Debt Fund

Please note at the time of this report City Hall was still making adjustments to our 9/30/25 Year End which affect the current fiscal year revenue & expense numbers above

Respectfully Submitted ~ *Jamie Goodwin*

November 18, 2025
Library Director Report
Andrea Ingmire

Strategic Planning Update

Public Survey

Heather has been collecting and summarizing this patron data. However, the last month has not left us with much time to work on phone calls. We will focus back in on this in the upcoming weeks.

Art Galleries

December 2025 – January 2026

Winter Solstice Art and Evergreen. In partnership with Lake Superior Art Association, we will host a combination of both Winter Charm (art exhibit) AND Winter Wonderland Walk (holiday trees). In addition, the Pierce Holiday Village will be on display again by the bookstore. We're hoping to bring two beloved events together into one holiday celebration throughout the building.

Reception, December 11, 2025, 6-8pm. Will include refreshments and strolling music with Kerry Yost.

Michigan Library Association Conference

Bruce and I attended the annual Michigan Library Association Conference in Lansing October 28 – 31. This was an outstanding conference. I attended so many breakout sessions where I took copious notes. Keynote presenters were an excellent combination of funny and serious.

- Wade Rouse (aka: Viola Shipman) – Wade was funny and spoke about his path to becoming a writer and how he ended up in Saugatuck.
- Barbara McQuade – law professor at University of Michigan and author of *Attack from Within: How Disinformation is Sabotaging America*. This was not uplifting or funny. But – Barbara spoke eloquently about the dangers of misinformation we are currently facing.
- Rebekka Smith Aldrich – co-founder of the Sustainable Librarians Initiative. Michigan Library Association is providing a free year membership to Sustainable Libraries Initiative, so I anticipate you'll be hearing more from that perspective as we get deeper into the Strategic planning process.
- Nick Tanzi – tech consultant and library author spoke on AI and the library's role in helping our communities navigate this new frontier of technology explosion. "In the age of AI the library brand has never been stronger."
- I also attended sessions on Employee Wellbeing, Digital Wellness for teens, Onboarding at MCLS, Teen Advocacy toolkit, Ask a Lawyer, and Middle Management.

One main take away – Libraries are uniquely positioned to remain a trusted resource for our community amid growing disinformation, rapidly evolving technology such as AI, rising employee burnout, and increasing community disconnect.

eNewsletters

Total subscribed as of 11/17/25: 2885

October 2025	Constant Contact			Subscribers as of:
	Number of Deliveries	Average Rate open	Average clicks	11/17/2025
Insider (General Newsletter)				2604
Friends				621
Off the Shelf	1	61%	3%	575
Digital Resources and Tech	1	62%	2%	460
Art and Exhibits	1	57%	1%	584
Local History				353
Weekly Program Update	4	64%	2%	671
Youth Services Insider	6	56%	1%	600

Staff Updates

- Custodial Assistant – Kathryn Simmons joined PWPL for Staff Development Day on 11/11/25.
- Adult Services Assistant Department Head position was posted internally; we have a couple of very good candidates. More to come!

Director Chat – 11/5/2025

- Talked to a patron about all the sinking of the S.S. Edmund Fitzgerald anniversary and all the programming going on across Michigan.
- Spoke with a patron about aches and pains.
- Schedule chat with a staff member – several sick staff right now.
- Couple wanted to stop and say PWPL is the best library they've ever used!
- Talked to a new friend of PWPL, and got a few program ideas.
- A puzzle fan (couple) stopped to say that they had downsized their puzzle collection due to the puzzle table. They had so many nice things to say about this simple passive service.
- Staff member conversation about kids 😊

AM = 9

- Helped at circulation, patron wanted to check out the steel drum, I got to brush up on my Loft checkout process.
- Talked to a volunteer about Repair Café.
- Woman who moved here from Brighton said she loves PWPL.
- Patron asked about Can-A-Thon donations if they don't have fines.
- Talked to two staff members about tax forms and other things.
- A patron was looking to print off last year tax forms, he was happy to hear there wasn't a charge for these.
- A patron was looking for Medicare assistance, referred him to the Senior Center.
- Program coordinator said hi as they were cruising by.
- Talked to patron about the Sustainable Libraries Initiative.

PM = 10

Total = 19

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

October 1	Director Chat
October 3	4 C's program
October 7	City Department Head Meeting 1:1 meeting with staff TV6 Interview – MelCat
October 8	1:1 meeting with staff
October 9	KBIC Promise Neighborhood meeting
October 11	Supervisor on Duty – Saturday
October 14	City Department Head Meeting Tasty Reads PWPL Supervisor Meeting
October 15	City Clerk Meeting
October 16	All Staff Meeting – Guest Room at the Inn
October 17	4 C's Program
October 20-24	Vacation
October 21	PWPL Board Meeting
October 24	4 C's Program
October 27	SLFP Lunch PWPL Supervisors Meeting 1:1 meeting with staff
October 28-31	Michigan Library Association Conference in Lansing

Background Information



TO: Township Advisory Council
FROM: Andrea Ingmire, Library Director
DATE: January 14, 2026
RE: Library Director Report

A. Staff Updates

New Staff Since October 2025:

- Kathryn Simmons – Maintenance Assistant
- Mackenzie Geary – Communication Coordinator

Staff leaving/or have left PWPL:

- Lynette Suckow – Retirement

Staff transitions:

- Corey Wiseman – Assistant Department Head – Adult Services
- Allison Flynn- Chapman – Local History Assistant

Open Positions:

- Adult Services Assistant (part-time)



TO: Township Advisory Council
FROM: Andrea Ingmire, Library Director
DATE: January 14, 2026
RE: Old Business

A. PWPL Board Meeting Updates

Policy Manual and Policy Review

No policies have been reviewed or approved by the board in the past quarter.

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

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

Other Issues addressed

The Board approved the following schedules:

- **Holiday and Closing Schedule 2026**
- **Board Meeting Schedule 2026**

Fee Schedule - The board approved a change to the fee schedule for faxing services. This change implemented a maximum cost per fax (outgoing and incoming). While faxing is not a highly utilized service for those needing to use it, it is often required and sometimes quite costly. Cost for faxes will remain per page fee but a maximum cost of \$10 for outgoing and \$5 for incoming faxes now applies.



TO: Township Advisory Council
FROM: Andrea Ingmire, Library Director
DATE: January 14, 2026
RE: New Business

A. TAC Member Board Reports

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

B. Board Meeting TAC Representatives

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

Statistics

Library Visits

2025/2026	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Total
Library Visits (Door Count)	17,058												17,058
Hours Open	266												266

Last FY 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	15,706	178,333
Hours Open	269	221	225	244	236	243	250	251	236	261	251	247	2,934

2025/2026		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Attendance	# Days Open
OCTOBER	Attendance	0	2,307	2,597	3,198	3,556	2,705	2,695	17,058	
	Average Daily		577	649	640	711	541	674	632	27
NOVEMBER	Attendance	0							0	
	Average Daily									
DECEMBER	Attendance	0							0	
	Average Daily									
JANUARY	Attendance	0							0	
	Average Daily									
FEBRUARY	Attendance	0							0	
	Average Daily									
MARCH	Attendance	0							0	
	Average Daily									
APRIL	Attendance	0							0	
	Average Daily									
MAY	Attendance	0							0	
	Average Daily									
JUNE	Attendance	0							0	
	Average Daily									
JULY	Attendance	0							0	
	Average Daily									
AUGUST	Attendance	0							0	
	Average Daily									
SEPTEMBER	Attendance	0							0	
	Average Daily									
Current FY Total		0	2,307	2,597	3,198	3,556	2,705	2,695	17,058	27
Current FY Average YTD/Day		0	577	649	640	711	541	674	632	14
Last FY Total		0	31,225	33,110	33,567	31,718	24,041	24,675	178,336	299
Last FY Average/Day		0	650	647	681	637	492	476	593	23

Circulation Transactions

	October-25	November-25	December-25	January-26	February-26	March-26	April-26	May-26	June-26	July-26	August-26	September-26	Total	Previous FY Total
Children's Circulation	6,334	-	-	-	-	-	-	-	-	-	-	-	6,334	75,027
Adult and Teen Circulation	9,186	-	-	-	-	-	-	-	-	-	-	-	9,186	113,985
Circulation of Physical Objects (Art, Kits, Things, etc)	114	-	-	-	-	-	-	-	-	-	-	-	114	1,720
OverDrive E-Book Circulation	945												945	11,425
OverDrive E-Magazines	1,002												1,002	9,877
OverDrive E-Audiobook Circ	1,625												1,625	18,600
Hoopla E-Book Circulation	164												164	1,917
Hoopla E-Audiobook Circ	798												798	7,883
Hoopla Streaming Video Circ	117												117	1,328
Hoopla Streaming Music Circ	9												9	102
Hoopla Streaming Binge Pass	5												5	78
Kanopy Streaming Video Circ	372												372	5,359
Total Physical Circulation	15,634	-	-	-	-	-	-	-	-	-	-	-	15,634	190,732
Total Electronic Content Use	5,037	-	-	-	-	-	-	-	-	-	-	-	5,037	56,569
Total Circulation	20,671	-	-	-	-	-	-	-	-	-	-	-	20,671	247,301

Circulation by City/Township

City of Marquette	9,849												9,849	113,423
Marquette Township	1,738												1,738	20,791
Chocolay Township	2,121												2,121	26,595
Sands Township	721												721	9,241
Skandia Township	287												287	4,785
West Branch Township	891												891	10,105
Turin Township	-												-	-
Wells Township	23												23	-
Ewing Township	-												-	4
Non-Residents	957	-	-	-	-	-	-	-	-	-	-	-	957	10,356

Check Outs via Self-Check	5,277												5,277	63,573
% of Check Outs via Self-Check	29.63													30.00
Online Renewals	4,022												4,022	46,035
Items Checked In	13,769												13,769	162,936

Adult Books Browsed	289												289	3,100
YS Books Browsed	1,073												1,073	9,761
Items Browsed	1,362												1,362	12,861

Remote Book Drops

		Number of Pickups	Number of Items
Marquette Township			
	Total FY Year to Date	5	87
	Total Last FY	52	1291
Chocolay Township			
	Total FY Year to Date		
	Total Last FY	52	1419
Sands Township			
	Total FY Year to Date		
	Total Last FY	52	539
Skandia Township			
	Total FY Year to Date		
	Total Last FY	52	356
West Branch Township		5	10
	Total FY Year to Date	0	0
	Total Last FY	51	102
Total FY Year to Date ALL Locations:		5	87
Total ALL Locations Last FY:		259	3737