

PWPL Board of Trustees Meeting Minutes

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 Mentorship with new NMU student Tour with Messiah Lutheran – Tanzania Tour
September 30	PWPL Board Meeting

Background Information

Statistics