

Board of Trustees of the Peter White Public Library

Agenda

Tuesday, February 17, 2026

George Shiras III Room, 5:00 pm

Zoom access:

<https://us02web.zoom.us/j/83092504613?pwd=NDGNsMFd9ElbxR9HvpsbasaQsgXjST.1>

Call to Order

Board Member Introductions

*Approve Agenda**

*Approve the Minutes of the Previous Meeting**

January 20, 2026

Special Presentation – Stephanie Garn – Technical Services Department Head

Township Advisory Council Report – Kerrie Heikes, Sands Township

*Financial Reports – including Approval of the Bills**

Total January Payments: \$239,521.00

Wages & Benefits Paid in the Amount of: \$185,470.39

Bills Paid in the Amount of: \$45,749.20

Utilities Paid in the Amount of: \$8,301.41

Public Comment** –

(**The PWPL Board of Trustees welcome and appreciate public comments. Board Members will not engage in dialog during the public comment period. Board Members may choose to respond to public comments during the Board Member Comment period.)

*Board Action Items**

- 1) *Bylaws of the Board of Trustees GOV-6*

Other Business

- 1) Strategic Plan Update

Public Comment

Board Member Comment

- 1) General Comments
- 2) Trustee Manual – 2021 Edition, Chapter 8, Facilities and Technology

https://mel.org/id.php?content_id=76965541

Standing Reports

- Correspondence
- Library Director's Report
- Assistant Library Director's Report
- Development Director's Report
- Management Reports
- Statistical Reports

Adjournment

*These items (*bold/italics*) require a vote by the Board of Trustees.

Upcoming Meetings

Board of Trustees:	March 17, 2026
Board of Trustees Committee Meetings:	n/a
Township Advisory Council:	April 8, 2026

Board of Trustees of the Peter White Public Library

Regular Board Meeting

Minutes

Tuesday, January 20, 2026

A regular meeting of the Board of Trustees of the Peter White Public Library was held on **Tuesday, January 20, 2026** 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.

Respectfully Excused: None

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; Marty Achatz, Adult Programming Coordinator.

TAC Representatives Present: Suzanne Standerford, Sands Township.

Others present (in-person or online): Natasha Lantz (online), Paul Marin (online), members of Citizens for Superior nonprofit (in-person)

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

The Minutes of the November 18, 2025 Board Meeting were approved on a motion by Williams and seconded by Meyskens. The motion is approved 5-0.

Special Presentations – Marty Achatz, Adult Programming Coordinator.

Achatz gave a summary of adult programming that will take place starting January and into early summer. New to the schedule is a February concert series featuring popular local artists. The library is partnering with a local theater group, Iron Arts, for a Friend-Raiser performance of *Misery*, which will take place Valentine's week. The library will also partner with NMU's Common Reader Program as Achatz is chair. Common Reader programming will run through March and conclude with the United Conference on NMU's campus, where the author of the common read will hold a reading. Great Lakes Poetry Festival will be held again in April, with Headline Poet Tracy Brimhall, workshops with local writers, and other programs. In May, the library will host events for the Great Michigan Read. Other upcoming programs include ongoing booking concert for the Concert on the Steps series, and the Kulisheck-sponsored lecture series, which is focused on building bridges in the community. Achatz will continue to populate the People Library. The ongoing movie series have added Dinner and a Movie; patrons requested more evening movies. The Writers On Writing Series will continue, once a month featuring a writing workshop with local, state, and nationally known authors. Partnership with WNMU Radio90 for some audio streaming programs. Achatz spoke to the importance of listening to what the community wants for programming, and making connections with people PWPL hosts to assist in programs.

TAC Report: Suzanne Standerford, Sands Township.

Emergency Services for Sands Township put out a request for proposals, due by 2/10/2026, to purchase new ambulance. They are also accepting bids for replacement of the fire truck and are considering a new model that would require some updated equipment. They have a new member of the fire department: Sara Lemire. Sands Township is considering holding an open house, once a month, to speak with or answer questions for community members who cannot attend the regular meetings. The township is considering opening up gym at township hall (supervised) to youth during some of the longer school breaks.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. A motion was brought by Nelson and seconded by Addison to approve the bills for November 2025, in the amount of \$180,771.39, and the bills for December 2025, in the amount of \$175,103.18. Goodwin stated the audit and requests for documentation from the auditor would be underway soon. MERS report is due by March 31st. Tax revenue from Townships is being received and deposited on a weekly basis. In January there was an unexpected expense of a new snowblower, which will appear in budget adjustments. Schmunk asked about the potential change to penal fines, Goodwin said that wouldn't impact library finances until next year's budget, should changes to penal fines law pass in Lansing. The motion is approved 5-0.

Public Comment: None

Board Action Items:

- a) **Amnesty Program-April 2026-** PWPL is proposing an Amnesty Book Return Month in April 2026, aligned with National Library Week. As of January 14, 2026, PWPL has 3,152 items (1.97% of our collection) listed as assumed lost. Replacing these materials would cost an estimated \$57,884. Beyond the financial impact, lost items create barriers for patrons. Many patrons abandon their use of the library due to fear of fines or embarrassment over overdue materials. An amnesty program would focus on encouraging the return of materials, welcoming patrons back to the library, and reducing barriers to access. Libraries report significant item recovery and renewed patron engagement, with examples such as Chicago Public Library recovering over 20,000 items during an amnesty program and Fayetteville Public Library recovering approximately \$5,000 in materials during a 2023 amnesty week. These programs emphasize returning both library materials and patrons to active library use. On a motion by Nelson and seconded by Meyskens, **the Board of Trustees of the Peter White Public Library moves to approve the Amnesty Program during the month of April 2026.** Meyskens asked if the library has run a program like this before, Ingmire verified it has not. **The motion is approved 5-0.**
- b) **Vape Collection Program-** In December 2025, Melissa Alan and Andrea Ingmire met with two representatives from Citizens for Superior to discuss their vape recycling program and a current gap in service related to the collection of cannabis vape devices. The existing vape recycling program operates with several partners throughout Marquette County. However, because many of these partner locations also sell alcohol, they are prohibited by law from participating in any activities related to cannabis, including serving as collection sites for cannabis vape recycling. PWPL supervisors have discussed the possibility of the library participating in this program. While some logistical considerations have been identified, there is overall support for PWPL serving

as a drop-off location, as the initiative aligns with the library's strategic priority of Sustainability. If the program is installed, shelving or collection site organizing equipment may be acquired to help make all recycling collections easier for patrons to find and more appealing visually. On a motion by Addison and seconded by Meyskens, **the Board of Trustees of the Peter White Public Library moves to become a vape collection site in partnership with Citizens for Superior**. The director, outreach coordinator, and student intern for Citizens for Superior were in attendance. Jane Fitkin, Director, spoke about the environmental hazards of discarded or emptied vapes, and barriers and limitations for drop off sites. If PWPL were to become a site, Citizens for Superior would manage all collection schedules and handling. Fitkin verified that exterior overnight bins provide both security and fireproofing. Meyskens asked about any odor and safety issues that may come with receptacles being within the library building. Fitkin explained that secure and weatherproof overnight bins, for outdoors, are costly, so combining the need to stay in budget and fill the need means the simpler bins are necessary for the nonprofit at this time. Fitkin and her staff said that there have not been odor issues at other sites, as well as no fire issues. Addison recommended consulting the library's insurance in regard to any potential risk, even if risk is low, and that she would be in favor contingent on the answer from PWPL insurance. Williams asked if risks exist for people wanting to steal discarded the vapes, which was discussed at length, and determined to be low risk. **The motion is approved 4-0, with one opposed, approval being contingent on approval from insurance and the ideal future being an outdoor-only bin.**

- c) **Board Meeting Dates 2026**-The board meeting calendar for 2026 was approved at the October 2025 board meeting. Since that time, Schmunk has indicated that he has a conflict with the May 19, 2026 board meeting date (and will be unavailable through the end of May), and Andrea has a conflict with the June 16, 2026 board meeting date. Given this PWPL would like to propose that the May meeting be cancelled, and the June meeting be moved to June 9, 2026. On a motion by Meyskens and seconded by Nelson, **the Board of Trustees of the Peter White Public Library moves to approve the Board Meeting schedule as proposed. The motion is approved 5-0.**

Other Business:

- 1) Strategic Plan Update:** Steltonpohl has created a report using the 2025 survey data. This report was sent to the strategic planning committee along with a few questions about next steps. Overall, the results of the survey revealed that patrons are happy with PWPL services and would like more of them, including expanded hours to Sunday.
- 2) State Aid Report:** The Library of Michigan State Aid Report is an annual reporting requirement for public libraries that receive state aid. Its purpose is to document how libraries meet statutory and administrative requirements tied to eligibility for state funding and to provide the state with consistent data on library operations and services. Data collected through this report is used by the Library of Michigan to verify eligibility, inform statewide planning, and support advocacy for library funding. PWPL uses this data to compare PWPL services, budget, and facilities to other libraries in the state. It is also used to create the PWPL community report. The deadline for submission of the State Aid Report is February 1.
- 3) MACC space reorganization:** After extensive discussion, PWPL developed a clear plan for how the spaces vacated by MACC will be used, as well as how several other areas of the library will be reconfigured. Several staff members now occupy the office spaces. Community members are renting Studio 1 for workshops and programs. Studio 2 is being explored as a possible Quiet Reflection Room, which Ingmire said has been a successful concept at many other libraries.

Meyskens asked about expenses for creating Studio 2 into a studio space, Meditate Marquette has taken some donations and would be willing to contribute, having strong interest in supporting this initiative.

Public Comment: None

Board Member Comment: Meyskens asked if data mapping is done with PWPL stats, in a way that reveals trends over time. Since any previous year's data is on the current statistics spreadsheet, for the sake of comparison, Ingmire said she would look for more in-depth summaries to provide. Meyskens asked about the intricacies of school outreach and library card sign up. Ingmire spoke at length about some methods that have been tried in the past, mentioning the Youth Services Director is actively finding ways to make card sign-up approachable for her demographic.

Trustee Manual: Review of Chapter 7, 2021 Edition: Advocacy and Public Relations. Ingmire spoke about how these operate on a local level. Meyskens asked about the rules for advocacy with regard to both board members and staff. Staff are permitted to engage as long as it is not on work hours. Ingmire said she would look into how those rules apply to Board of Trustees members.

Adjournment: Nelson made motion to adjourn, seconded by Addison. The motion is approved 5-0. The meeting adjourned at 6:41 PM.

Respectfully submitted,

Suzanne Williams
Secretary

Upcoming meetings:

Board of Trustees: February 17, 2026
Board of Trustees Committee Meetings: n/a
Upcoming TAC meeting: April 8, 2026

Financial Reports

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

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

Highlights of General Fund Balance Sheet

Cash Position	As of 12-31-25	As of 01-31-26	Change
Cash- Checking	\$967,962.86	\$1,031,549.32	\$63,586.46

Notes:

1. Cash receipts for January were \$308,537.08
2. Cash-Checking \$304,923.58
3. Checking-Bankcard \$3,613.50

<u>Highlights of General Fund Trust</u>	As of 12-31-25	As of 01-31-26	Change
Cash/Investment Position	\$219,871.27	\$223,860.50	\$3,989.23

1. Dividends & Interest in the amount of \$350.97 were reinvested
2. Q1 Admin Fees in the amount of \$460.81 were paid

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As of 12-31-25	As of 01-31-26	Change
	\$1,000,687.55	\$1,010,938.17	\$10,250.62

1. Dividends & Interest in the amount of \$1,489.01 were reinvested
2. Q1 Admin fees in the amount of \$2,097.32 were paid

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Highlights of Revenue & Expenditure Report

{Numbers taken from City Reports 2/12/26}

Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 309,059.84	\$ 1,373,250.98
Total Expenses	<u>\$ (235,808.63)</u>	<u>\$ (854,973.51)</u>
Net of Revenue & Expense	<u><u>\$ 73,251.21</u></u>	<u><u>\$ 518,277.47</u></u>

Comments

Cash Balance		January	
Month Ending		Month Ending	
Current Year		Prior Year	
\$ 1,031,549.32	vs	\$ 1,082,176.08	= \$ (50,626.76)

Notes:

- January 2026 was a three pay period month. Total wages (and PTO Payouts) paid were \$158,171.97
- Actual expenses are approx. 36% of budget with approximately 33% of the FY year completed
 - Included you will find
 - Raymond James January Statements
 - Utility Statements for January
 - January Balance Sheet and Revenue and Expenditure Reports for the Library's Operating Fund
 - January Balance Sheet Report for the Carroll Paul Memorial Fund
 - January Revenue & Expenditure Report for the Library Improvement Debt Fund

Respectfully Submitted ~ Jamie Goodwin

MARK AHORaymond James Financial Services, Inc.
Raymond James Financial Services Advisors, Inc.**PWPL General Fund Account Summary - #258KY554**

Advisory

Registered to: PETER WHITE PUBLIC LIBRARY | 217 N FRONT ST | MARQUETTE MI 49855-4220173

Value This Statement			This Statement	Year to Date
\$223,860.50		Beginning Balance	\$219,871.27	\$219,871.27
		Deposits	\$0.00	\$0.00
		Income	\$350.97	\$350.97
		Withdrawals	\$0.00	\$0.00
		Expenses	\$(460.81)	\$(460.81)
		Change in Value	\$4,099.07	\$4,099.07
		Ending Balance	\$223,860.50	\$223,860.50
Last Statement	Prior Year-End			
\$219,871.27	\$219,871.27			
Time-Weighted Performance*				
YTD	1.81%			
2025	11.59%			

Performance Inception: 10/29/2018

Important Messages

- Your account purpose is Wealth Accumulation & Provide Income, with a moderate risk tolerance and a time horizon exceeding 20 years.

Your PortfolioFor more information,
visit raymondjames.com/clientaccess

	Quantity	Price	Value	Estimated Gain or (Loss) [°]	Annual Income
Cash & Cash Alternatives					

Raymond James Bank Deposit Program [#] 0.03% - Selected Sweep Option			\$1,873.52		\$0.56
Raymond James Bank			\$1,873.52		

Your bank priority state: MI[#] Please see the Raymond James Bank Deposit Program on the Understanding Your Statement page.

Estimated Income Yield for RJBDP was calculated as of 1/30/2026.

Cash & Cash Alternatives Total	\$1,873.52	\$0.56
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Mutual Funds

AMERICAN INTERNATIONAL VANTAGE FUND CL F2 N/L (AIVFX)	481.329	\$21.040	\$10,127.16	\$7,205.36 ^B	\$139.59
COHEN & STEERS REALTY SHARES FUND CL I N/L (CSJIX)	100.846	\$66.960	\$6,752.65	\$3,528.74 ^B	\$199.07



Your Portfolio (continued)

	Quantity	Price	Value	Gain or (Loss) ^o	Estimated Annual Income
Mutual Funds (continued)					
EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDX)	3,680.663	\$7.310	\$26,905.65	\$13,196.25 ^B	\$1,545.88
FEDERATED HERMES KAUFMANN SMALL CAP FD INSTL SHRS IS N/L (FKAIX)	520.666	\$45.380	\$23,627.82	\$9,482.38 ^B	
JPMORGAN LARGE CAP GROWTH FUND CL I N/L (SEEGX)	149.332	\$80.790	\$12,064.53	\$797.16 ^B	\$5.17
MFS INCOME FUND CL I N/L (MFIIX)	5,631.141	\$5.970	\$33,617.91	\$5,728.35 ^B	\$1,666.82
NEUBERGER LARGE CAP VALUE INSTL CL N/L (NBPIX)	232.892	\$54.370	\$12,662.34	\$4,377.27 ^B	\$203.55
T. ROWE PRICE ALL CAP OPPORS FUND INVESTOR CL N/L (PRWAX)	154.230	\$78.280	\$12,073.12	\$1,061.71 ^B	\$4.64
T. ROWE PRICE INTERNATIONAL VALUE EQUITY FD INVSTR CL N/L (TRIGX)	407.861	\$25.460	\$10,384.14	\$281.43 ^B	\$256.95
JPMORGAN UNDISCOVERED MANAGERS BEHAVIORAL VAL CL L N/L (UBVLX)	303.655	\$81.850	\$24,854.16	\$18,623.66 ^B	\$458.22
Mutual Funds Total			\$173,069.48	\$64,282.31	\$4,479.89
Exchange-Traded Products (ETPs)					
FREEDOM 100 EMERGING MARKETS ETF (FRDM)	163.000	\$57.860	\$9,431.18	\$3,974.46	\$189.24
DAVIS SELECT U.S. EQUITY ETF (DUSA)	240.000	\$52.480	\$12,595.20	\$75.76	\$117.60
FIRST TRUST LOW DURATION OPPORTUNITIES ETF (LMBS)	536.000	\$50.170	\$26,891.12	\$1,542.22	\$1,093.44
Exchange-Traded Products Total			\$48,917.50	\$5,592.44	\$1,400.28

Please see the Exchange-Traded Products on the Understanding Your Statement page.



Your Portfolio (continued)

	Value	Gain or (Loss)[°]	Estimated Annual Income
Portfolio Total	\$223,860.50	\$69,874.75	\$5,880.73

^B Please see Cost Basis on the Understanding Your Statement page regarding Open End Mutual Funds.

[°] Please see Cost Basis on the Understanding Your Statement page.

Log in to Client Access at <https://www.raymondjames.com/clientaccess> to view additional position details, filter, sort, or download up to 18 months of activity and see available delivery options for account documents.

Values may not reflect all your gains/losses: Accurate gain/loss information is provided wherever possible for most investments however, cost basis may be incomplete or unavailable for some of your holdings and may change or be adjusted in certain cases. Statement information, including any gain/loss and income activity, should not be used for tax preparation, instead refer to official tax documents.

Your Activity

Date	Activity Type	Description	Quantity/ Price	Amount
Income				
01/02/2026	Dividend/Interest - 2025 ‡	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDX) \$.03572 per share x 3,582.872 shares		\$127.98
01/02/2026	Dividend/Interest - 2025 ‡	MFS INCOME FUND CL I N/L (MFIIX) \$.02414 per share x 5,461.026 shares		\$131.83
01/30/2026	Interest at RJ Bank Deposit Program	Raymond James Bank Deposit Program		\$0.04
01/30/2026	Dividend - Taxable	FIRST TRUST LOW DURATION OPPORTUNITIES ETF (LMBS) \$.17000 per share x 536.000 shares		\$91.12
Income Total				\$350.97

‡ According to IRS rules, this payment was constructively received last year, although it has been paid to you this year.

Expenses

01/21/2026	Fee	Cash 1Q Fees for 090/365 Days at 0.85% on \$219,871.22	\$(460.81)
Expenses Total			\$(460.81)



Your Activity (continued)

Date	Activity Type	Description	Quantity/ Price	Amount
Purchases, Sales and Redemptions				
01/02/2026	Reinvest	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDX) \$.03572 per share x 3,582.872 shares	17.484 \$7.31983	\$(127.98)
01/02/2026	Reinvest	MFS INCOME FUND CL I N/L (MFIIX) \$.02414 per share x 5,461.026 shares	22.082 \$5.97002	\$(131.83)
01/07/2026	Purchase	DAVIS SELECT U.S. EQUITY ETF (DUSA)	224.000 \$52.220	\$(11,697.28)
01/07/2026	Sale	FIRST TRUST VALUE LINE DIVIDEND INDEX FUND (FVD)	(260.000) \$46.410	\$12,066.60
01/15/2026	Purchase	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDX)	80.307 \$7.32003	\$(587.85)
01/15/2026	Purchase	DAVIS SELECT U.S. EQUITY ETF (DUSA)	16.000 \$51.385	\$(822.16)
01/15/2026	Purchase	FIRST TRUST LOW DURATION OPPORTUNITIES ETF (LMBS)	16.000 \$50.2671	\$(804.27)
01/15/2026	Sale	FREEDOM 100 EMERGING MARKETS ETF (FRDM)	(32.000) \$54.6871	\$1,749.99
01/15/2026	Purchase	JPMORGAN UNDISCOVERED MANAGERS BEHAVIORAL VAL CL L N/L (UBVLX)	3.311 \$82.01449	\$(271.55)
01/15/2026	Purchase	T. ROWE PRICE INTERNATIONAL VALUE EQUITY FD INVSTR CL N/L (TRIGX)	407.861 \$24.76998	\$(10,102.71)
01/15/2026	Sale	NEUBERGER LARGE CAP VALUE INSTL CL N/L (NBPIX)	(16.382) \$53.77121	\$880.88
01/15/2026	Purchase	COHEN & STEERS REALTY SHARES FUND CL I N/L (CSJIX)	2.965 \$67.32883	\$(199.63)
01/15/2026	Purchase	T. ROWE PRICE ALL CAP OPPORS FUND INVESTOR CL N/L (PRWAX)	2.303 \$79.44854	\$(182.97)
01/15/2026	Purchase	JPMORGAN LARGE CAP GROWTH FUND CL I N/L (SEEGX)	6.435 \$81.72338	\$(525.89)
01/15/2026	Purchase	MFS INCOME FUND CL I N/L (MFIIX)	148.033 \$5.99001	\$(886.72)



Your Activity (continued)

Date	Activity Type	Description	Quantity/ Price	Amount
Purchases, Sales and Redemptions (continued)				
01/15/2026	Sale	FEDERATED HERMES KAUFMANN SMALL CAP FD INSTL SHRS IS N/L (FKAIX)	(3.256) \$47.328	\$154.10
01/15/2026	Sale	AMERICAN INTERNATIONAL VANTAGE FUND CL F2 N/L (AIVFX)	(518.990) \$21.010	\$10,903.98



MARK AHORaymond James Financial Services, Inc.
Raymond James Financial Services Advisors, Inc.**PWPL Helen Paul Trust Account Summary - #2259T374**

Advisory

Registered to: PETER WHITE PUBLIC LIBRARY | 217 N FRONT ST | MARQUETTE MI 49855-4220173

Value This Statement**\$1,010,938.17**

Last Statement Prior Year-End

\$1,000,687.55 \$1,000,687.55

Time-Weighted Performance*

YTD 1.94%

2025 12.19%

		This Statement	Year to Date
Beginning Balance		\$1,000,687.55	\$1,000,687.55
Deposits		\$0.00	\$0.00
Income		\$1,489.01	\$1,489.01
Withdrawals		\$(9,175.00)	\$(9,175.00)
Expenses		\$(2,097.32)	\$(2,097.32)
Change in Value		\$20,033.93	\$20,033.93
Ending Balance		\$1,010,938.17	\$1,010,938.17

Performance Inception: 10/29/2018

Important Messages

- Your account purpose is Wealth Accumulation & Provide Income, with a moderate risk tolerance and a time horizon exceeding 20 years.

Your PortfolioFor more information,
visit raymondjames.com/clientaccess

	Quantity	Price	Value	Estimated Gain or (Loss) [°]	Annual Income
Cash & Cash Alternatives					

Cash & Cash Alternatives

Raymond James Bank Deposit Program [‡] 0.03% - Selected Sweep Option			\$8,516.41		\$2.55
Raymond James Bank			\$8,516.41		

Your bank priority state: MI

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

Estimated Income Yield for RJBDP was calculated as of 1/30/2026.

Cash & Cash Alternatives Total		\$8,516.41		\$2.55
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Mutual Funds

AMERICAN INTERNATIONAL VANTAGE FUND CL F2 N/L (AIVFX)	2,170.471	\$21.040	\$45,666.71	\$28,781.20 ^B	\$629.44
COHEN & STEERS REALTY SHARES FUND CL I N/L (CSJIX)	463.512	\$66.960	\$31,036.76	\$11,551.55 ^B	\$914.97



Your Portfolio (continued)

	Quantity	Price	Value	Gain or (Loss) ^o	Estimated Annual Income
Mutual Funds (continued)					
EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDX)	15,534.700	\$7.310	\$113,558.66	\$31,235.63 ^B	\$6,524.57
FEDERATED HERMES KAUFMANN SMALL CAP FD INSTL SHRS IS N/L (FKAIX)	2,374.034	\$45.380	\$107,733.66	\$34,291.83 ^B	
JPMORGAN LARGE CAP GROWTH FUND CL I N/L (SEEGX)	680.658	\$80.790	\$54,990.36	\$3,905.74 ^B	\$23.55
MFS INCOME FUND CL I N/L (MFIIX)	25,708.388	\$5.970	\$153,479.08	\$19,955.74 ^B	\$7,609.68
NEUBERGER LARGE CAP VALUE INSTL CL N/L (NBPIX)	1,060.764	\$54.370	\$57,673.74	\$17,541.18 ^B	\$927.11
T. ROWE PRICE ALL CAP OPPORS FUND INVESTOR CL N/L (PRWAX)	698.385	\$78.280	\$54,669.58	\$5,066.17 ^B	\$21.02
T. ROWE PRICE INTERNATIONAL VALUE EQUITY FD INVSTR CL N/L (TRIGX)	1,871.719	\$25.460	\$47,653.97	\$1,609.68 ^B	\$1,179.18
JPMORGAN UNDISCOVERED MANAGERS BEHAVIORAL VAL CL L N/L (UBVLX)	1,379.577	\$81.850	\$112,918.38	\$70,941.05 ^B	\$2,081.78
Mutual Funds Total			\$779,380.90	\$224,879.77	\$19,911.30
Exchange-Traded Products (ETPs)					
FREEDOM 100 EMERGING MARKETS ETF (FRDM)	748.000	\$57.860	\$43,279.28	\$18,339.34	\$868.43
DAVIS SELECT U.S. EQUITY ETF (DUSA)	1,087.000	\$52.480	\$57,045.76	\$327.55	\$532.63
FIRST TRUST LOW DURATION OPPORTUNITIES ETF (LMBS)	2,446.000	\$50.170	\$122,715.82	\$6,755.76	\$4,989.84
Exchange-Traded Products Total			\$223,040.86	\$25,422.65	\$6,390.90

Please see the Exchange-Traded Products on the Understanding Your Statement page.



Your Portfolio (continued)

	Value	Gain or (Loss)[°]	Estimated Annual Income
Portfolio Total	\$1,010,938.17	\$250,302.42	\$26,304.75

^B Please see Cost Basis on the Understanding Your Statement page regarding Open End Mutual Funds.

[°] Please see Cost Basis on the Understanding Your Statement page.

Log in to Client Access at <https://www.raymondjames.com/clientaccess> to view additional position details, filter, sort, or download up to 18 months of activity and see available delivery options for account documents.

Values may not reflect all your gains/losses: Accurate gain/loss information is provided wherever possible for most investments however, cost basis may be incomplete or unavailable for some of your holdings and may change or be adjusted in certain cases. Statement information, including any gain/loss and income activity, should not be used for tax preparation, instead refer to official tax documents.

Your Activity

Date	Activity Type	Description	Quantity/ Price	Amount
Income				
01/02/2026	Dividend/Interest - 2025 ‡	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDX) \$.03570 per share x 12,871.702 shares		\$459.46
01/02/2026	Dividend/Interest - 2025 ‡	MFS INCOME FUND CL I N/L (MFIIX) \$.02414 per share x 25,414.054 shares		\$613.50
01/22/2026	Interest at RJ Bank Deposit Program	Raymond James Bank Deposit Program		\$0.17
01/30/2026	Interest at RJ Bank Deposit Program	Raymond James Bank Deposit Program		\$0.06
01/30/2026	Dividend - Taxable	FIRST TRUST LOW DURATION OPPORTUNITIES ETF (LMBS) \$.17000 per share x 2,446.000 shares		\$415.82
Income Total				\$1,489.01

[‡] According to IRS rules, this payment was constructively received last year, although it has been paid to you this year.

Withdrawals

01/22/2026	Withdrawal	Check #398152 paid *CHECK TO CLIENT	\$(9,175.00)
------------	------------	--	--------------

Withdrawals Total **\$(9,175.00)**

Expenses

01/21/2026	Fee	Cash 1Q Fees for 090/365 Days at 0.85% on \$1,000,687.50	\$(2,097.32)
------------	-----	--	--------------

Expenses Total **\$(2,097.32)**



Your Activity (continued)

Date	Activity Type	Description	Quantity/ Price	Amount
Purchases, Sales and Redemptions				
01/02/2026	Reinvest	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDX) \$.03570 per share x 12,871.702 shares	62.768 \$7.31997	\$(459.46)
01/02/2026	Reinvest	MFS INCOME FUND CL I N/L (MFIIX) \$.02414 per share x 25,414.054 shares	102.764 \$5.96998	\$(613.50)
01/07/2026	Purchase	DAVIS SELECT U.S. EQUITY ETF (DUSA)	1,005.000 \$52.220	\$(52,481.10)
01/07/2026	Sale	FIRST TRUST VALUE LINE DIVIDEND INDEX FUND (FVD)	(1,167.000) \$46.410	\$54,160.47
01/14/2026	Purchase	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDX)	3,857.079 \$7.320	\$(28,233.82)
01/14/2026	Purchase	DAVIS SELECT U.S. EQUITY ETF (DUSA)	82.000 \$51.6721	\$(4,237.11)
01/14/2026	Purchase	FIRST TRUST LOW DURATION OPPORTUNITIES ETF (LMBS)	114.000 \$50.1899	\$(5,721.65)
01/14/2026	Sale	FREEDOM 100 EMERGING MARKETS ETF (FRDM)	(339.000) \$54.5444	\$18,490.55
01/14/2026	Purchase	T. ROWE PRICE INTERNATIONAL VALUE EQUITY FD INVSTR CL N/L (TRIGX)	1,871.719 \$24.600	\$(46,044.29)
01/14/2026	Purchase	MFS INCOME FUND CL I N/L (MFIIX)	191.570 \$5.980	\$(1,145.59)
01/14/2026	Sale	JPMORGAN LARGE CAP GROWTH FUND CL I N/L (SEEGX)	(9.483) \$82.72593	\$784.49
01/14/2026	Sale	T. ROWE PRICE ALL CAP OPPORS FUND INVESTOR CL N/L (PRWAX)	(29.475) \$80.06921	\$2,360.04
01/14/2026	Sale	NEUBERGER LARGE CAP VALUE INSTL CL N/L (NBPIX)	(124.817) \$53.280	\$6,650.25
01/14/2026	Sale	AMERICAN INTERNATIONAL VANTAGE FUND CL F2 N/L (AIVFX)	(2,989.516) \$20.99999	\$62,779.83
01/14/2026	Purchase	COHEN & STEERS REALTY SHARES FUND CL I N/L (CSJIX)	26.758 \$66.76881	\$(1,786.60)
01/14/2026	Sale	FEDERATED HERMES KAUFMANN SMALL CAP FD INSTL SHRS IS N/L (FKAIX)	(12.048) \$47.42861	\$571.42



Your Activity (continued)

Date	Activity Type	Description	Quantity/ Price	Amount
Purchases, Sales and Redemptions (continued)				
01/14/2026	Purchase	JPMORGAN UNDISCOVERED MANAGERS BEHAVIORAL VAL CL L N/L (UBVLX)	74.024 \$81.3197	\$(6,019.61)
01/22/2026	Sale	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILDX)	(1,256.849) \$7.300	\$9,175.00





BOARD OF LIGHT & POWER

2200 Wright Street, Marquette, MI 49855

Pay by Phone 1.833.625.0246

Phone 1.906.228.0311 Fax 1.906.228.0329

Web www.mblp.org Email info@mblp.org

Office Hours Mon - Fri 8:00 AM - 4:30 PM

Message Center

Need help paying your electric bill? Assistance is now available year-round. Go to our website www.mblp.org for more information, or contact Superior Watershed Partnership directly at 906-273-2742.

**Utility Assistance
is Available**



**Scan here for
more information**

KEEP

SEND

Please do not staple or tape payment



BOARD OF LIGHT & POWER

2200 Wright Street, Marquette, MI 49855

Service Address:

217 N FRONT ST, LIBRARY
MARQUETTE MI 49855

CITY OF MARQUETTE
300 W BARAGA AVE
MARQUETTE MI 49855-4712

Account Number: 339129
CITY OF MARQUETTE

Bill Date: 11/25/2025



Billing Summary

Balance From Last Billing	\$7,862.31
Payments Received - Thank you!	-\$7,862.31
Balance Forward	\$0.00

Service Summary

Electric Service	\$4,932.80
Current Charges Due by 12/15/2025	\$4,932.80
Total Account Balance	\$4,932.80

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

Bill Date 11/25/2025
Account Number 339129
Current Charges due by 12/15/2025 \$4,932.80
Balance Forward \$0.00
Total Amount Due \$4,932.80
ACH Payment - Do Not Pay Drafted on 12/15/2025

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



242020000339129000493280000493280112520252



BOARD OF LIGHT & POWER

2200 Wright Street, Marquette, MI 49855



- PAY YOUR BILL
- MONITOR USAGE
- REPORT AN OUTAGE

Account: 339129

Service Address: 217 N FRONT ST, LIBRARY :

Meter #	Rate	Days From	To	Days	Readings	Meter Multiplier	kWh	kW Demand
35798570	U5	10/23/2025	11/20/2025	28	Previous 41463 Present 41645	192	34944	98 688



Energy Usage Comparison



If electric service has been shutoff, any attempt to restore service by anyone other than an authorized Marquette Board of Light and Power employee is illegal and dangerous.

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

To report an electrical outage or tree on the line, call 906-228-0311, extension 1.



Know what's below.
Call before you dig.



Get Connected. Get Answers.

Ways to Pay Your Bill



Auto Pay

Visit mblp.org/smarthub or call the main office to set this up.



By Phone

Credit or debit card.
1.833.625.0246



Online

Visit mblp.org/pay-now



Pay in Person

24 hr drop box to the left of our main entrance.



Mail

Mail check or money order to:
MBLP
2200 Wright Street
Marquette, MI 49855

1



BOARD OF LIGHT & POWER

2200 Wright Street, Marquette, MI 49855

Pay by Phone 1.833.625.0246
Phone 1.906.228.0311 **Fax** 1.906.228.0329
Web www.mblp.org **Email** info@mblp.org
Office Hours Mon - Fri 8:00 AM - 4:30 PM

Message Center

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**Utility Assistance
is Available**



**Scan here for
more information**

KEEP

SEND

Please do not staple or tape payment



BOARD OF LIGHT & POWER

2200 Wright Street, Marquette, MI 49855

Service Address:

217 N FRONT ST, PWPL GARAGE
MARQUETTE MI 49855

CITY OF MARQUETTE
300 W BARAGA AVE
MARQUETTE MI 49855-4712

Account Number: 339130
CITY OF MARQUETTE
 Bill Date: 11/25/2025



Billing Summary

Balance From Last Billing	\$46.50
Payments Received - Thank you!	-\$46.50
Balance Forward	\$0.00

Service Summary

Electric Service	\$48.45
Current Charges Due by 12/15/2025	\$48.45
Total Account Balance	\$48.45

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

Bill Date 11/25/2025
Account Number 339130
 Current Charges due by 12/15/2025 \$48.45
 Balance Forward \$0.00
Total Amount Due \$48.45

ACH Payment - Do Not Pay Drafted on 12/15/2025

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

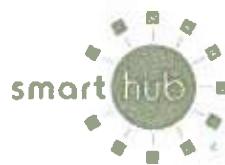


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BOARD OF LIGHT & POWER

2200 Wright Street, Marquette, MI 49855

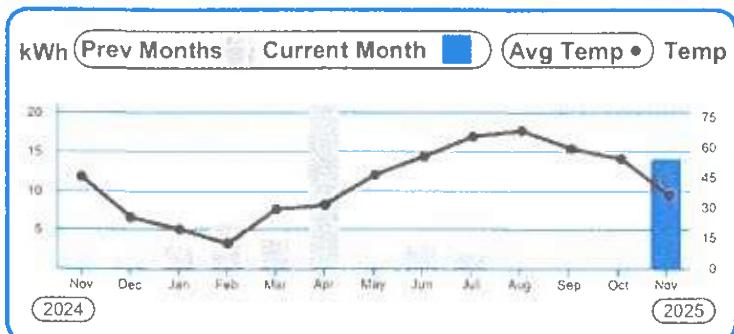


- PAY YOUR BILL
- MONITOR USAGE
- REPORT AN OUTAGE

Account: 339130

Service Address: 217 N FRONT ST, PWPL GARAGE :

Meter #	Rate	From	Days	To	Days	Readings	Meter	kWh	kW Demand	
						Previous	Present			
						1933	1947	Multiplier		
250013031	U3	10/23/2025		11/20/2025	28			1	14	0.000



Current Charges - Bill Date 11/25/2025

Flat Rate	\$45.25
kWh Charge	\$1.95
PA95 Low Income Energy Assistance (LIEAF)	\$1.25
Current Charges	\$48.45
Balance Forward	\$0.00
Total Amount Due	\$48.45

Energy Usage Comparison



If electric service has been shutoff, any attempt to restore service by anyone other than an authorized Marquette Board of Light and Power employee is illegal and dangerous.

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

To report an electrical outage or tree on the line, call 906-228-0311, extension 1.

Past Due Invoices: On current Bills, the net amount is due within 20 days from the billing date. After 20 days, a service charge of \$5.00 or 2%, whichever is greater, will be added to the net amount due. Failure to receive an invoice does not release customers from their obligation to pay. Customers who may be unable to pay should contact the billing office at the Marquette Board of Light & Power or call 906-228-0311. If service is disconnected for non-payment, full payment of the outstanding amount due is required before service will be restored. A service charge will also be applied. A deposit or additional deposit may also be assessed.



Ways to Pay Your Bill



Auto Pay

Visit mblp.org/smarthub or call the main office to set this up.



By Phone

Credit or debit card.
1.833.625.0246



Online

Visit mblp.org/pay-now



Pay in Person

24 hr drop box to the left of our main entrance.



Mail

Mail check or money order to:
MBLP
2200 Wright Street
Marquette, MI 49855

Natural Gas works for Michigan

Account Information

Account Number 0242631.501
 Name CITY OF MARQUETTE
 Service Address 217 N Front St
 Peter White Public Library
 Account Type General Service 3 Direct Pay

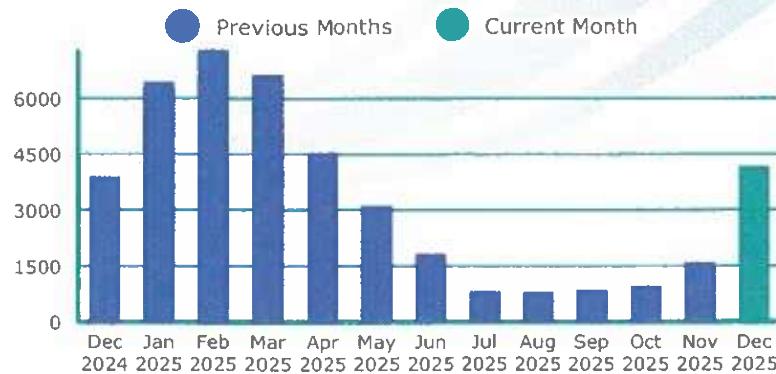
Account Summary

Balance Forward	\$0.00
Current Charges	\$2,593.64

Total Amount Due by **01/02/26**

\$2,593.64

Usage History



Please return bottom portion with your payment.

See Back for Details



Make the
natural choice
choose eBill Today!

Account Number

0242631.501

Service Address

217 N Front St

Peter White Public Library

Current Charges Due

01/02/26

TOTAL AMOUNT DUE

\$2,593.64



029005-SEMS34494-SE.OVR-106234000002

CITY OF MARQUETTE
300 W BARAGA AVE
MARQUETTE MI 49855-4712

Direct Payment Plan

Your account is enrolled in the Direct Payment Plan. The amount of \$2,593.64 will be deducted from your bank on 01/02/26.

Usage Detail

Meter Number:	Usage Period:	Previous Read:	Current Read:	Meter Factor:	Therm Factor:	Usage:
401858	11/03/25-12/03/25	46250 (Actual)	50212 (Actual)	1.000	1.053	4171.986 THM

Important Messages

The MICHIGAN PUBLIC SERVICE COMMISSION (MPSC) regulates SEMCO ENERGY Gas Company.

IF GAS SERVICE HAS BEEN SHUT OFF, ANY ATTEMPT TO RESTORE SERVICE BY ANYONE OTHER THAN AN AUTHORIZED SEMCO EMPLOYEE IS ILLEGAL AND DANGEROUS.

Any inquiry or complaint about the bill must be made before the due date. Call Customer Service at 1-800-624-2019 or mail inquiries and complaints directly to SEMCO ENERGY Gas Company at PO Box 5004, Port Huron, MI 48061-5004.

To report a Gas Leak or Emergency, call 1-888-GAS-1-GAS (888-427-1427).

SEMCO ENERGY Gas Company will pay interest at a rate as ordered by the MPSC on all deposits. Interest will be credited semi-annually on the customer's gas bill. Upon termination of service or satisfactory payment by the customer for a period of 12 successive months, the deposit with the remaining interest will be refunded to the customer of record.

Rate Class

1-Residential Customers 3-GS2 6601-28500 Therms
2-GS1 0-6600 Therms 4-GS3 28501 Therms and above

A complete set of rules, regulations, and rate schedules for gas service are available upon request and can be reviewed with company assistance.



Direct Pay



Online



eBill



Phone



Mail



To enroll contact:
1-800-624-2019
or visit
semcoenergygas.com

24/7 access
semcoenergygas.com

To enroll contact:
1-800-624-2019
or visit
semcoenergygas.com

1-800-624-2019
Customer Service
Monday-Friday
8 a.m. - 4:30 p.m.
Automated access
24/7

Mail Payments to:
SEMCO ENERGY
Gas Company
PO Box 740812
Cincinnati, OH
45274-0812

Account Detail

Days Billed: 30

Previous Balance	\$1,167.61
Payment - Thank you!	(\$1,167.61)
Balance Forward	\$0.00

Current Charges

SEMCO Cost of Gas (0.320270)	\$1,336.16
Customer Charge	\$116.20
MRP Charge	\$43.78
IRIP Charge	\$88.15
Distribution Charge (0.680760)	\$61.27
Distribution Charge 2 (0.119670)	\$488.49
Balance & Demand Charge (0.110160)	\$459.59

Total Current Charges

\$2,593.64

Total Amount Due by **01/02/26**

\$2,593.64

NOTE: A deposit may be required at any time if: 1) there is unsatisfactory payment history within the first six (6) months of establishing service, 2) two (2) or more disconnect notices have been issued within the last 12 months, 3) service has been disconnected for nonpayment, or 4) unauthorized usage has occurred.



MAKE CHECKS PAYABLE AND RETURN TO:
CITY OF MARQUETTE
UTILITY BILLING
300 W BARAGA AVE
MARQUETTE MI 49855-4712
OFFICE: (906) 228-0420



Account Number:
Service Address:

3488706202
217 N FRONT ST

View account online @ www.marquettemi.gov - click on "Pay" to search.
Autopay Available (Checking or Savings) - Forms are on our website under the
departments tab, financial services, utility billing
Paperless billing available! Email utilitybilling@marquettemi.gov



CITY OF MARQUETTE
300 W BARAGA AVE
MARQUETTE, MI 49855-4712

Bill Date	
12/09/2025	
Amount Due	668.52
Due Date	12/30/2025
After Due Date	675.21
DO NOT REMIT PAYMENT. YOUR BANK ACCOUNT WILL BE CHARGED ON THE DUE DATE.	

Please return this portion with your payment. Thank You!



Pay-by-phone 855-246-9466
(fees may apply)

Bill Date	
12/09/2025	
Amount Due	668.52
Due Date	12/30/2025

Account information is available online at www.marquette.mi.gov - click on Pay a Bill button
The Marquette water supply (WSSN: 04120) exceeded the action level for lead in drinking water.
Lead can cause serious health problems. For more information please contact the City of Marquette
- Utility Inspector at (906) 225-8987 or atankka@marquettemi.gov or visit www.marquettemi.gov

Service Information		Account Summary		Billing Data
Account Number 3488706202		Endpoint ID 0120140453		Usage Dates
		Previous Balance \$0.00		
Service Address		Add Current Bill	668.52	From: 10/28/2025 To: 11/28/2025
CITY OF MARQUETTE 217 N FRONT ST MARQUETTE MI 49855		Total Due	668.52	Number of Billing Days 32
		After Due Date Pay:	675.21	

Meter Readings and Usage Per Thousand Gallons				
Meter Serial #	Current Reads	Previous Reads	Current Usage	Last Year's Use
68800854	3150	3129	21	20
68800737	1196	1196	0	

CURRENT CHARGES			Messages
SERVICE	READ DATE	AMOUNT	
WATER GENERAL 2"	11/28/2025	\$298.63	PAPERLESS BILLING IS NOW AVAILABLE!!!!
SEWER GENERAL	11/28/2025	\$369.89	VISIT WWW.MARQUETTEMI.GOV, CHOOSE PAY START, STOP TRANSFER SERVICE. CHOOSE UPDATE MAILING/PAPERLESS BILLING.

Fund 271 PETER WHITE LIBRARY FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
	Cash and cash equivalents		
271-000-001.000	Cash-Checking	1,315,171.67	1,031,549.32
271-000-004.000	Cash-Petty	1,690.00	1,690.00
271-000-007.000	Cash-Money Market	2,619.62	2,568.65
271-000-010.000	Cash-Checking Bankcard	30,143.03	9,585.53
	Cash and cash equivalents	1,349,624.32	1,045,393.50
	Investments		
271-000-017.000	Investments in Securities	213,789.68	217,302.62
	Investments	213,789.68	217,302.62
	Taxes receivable		
271-000-020.000	Taxes Receivable-Current	77,587.60	44,857.67
271-005-022.000	Taxes Receivable-Delinquent Personal	1,411.12	946.52
	Taxes receivable	78,998.72	45,804.19
	Accounts receivable		
271-000-043.000	Accounts Receivable-Sundry	7,477.75	0.00
	Accounts receivable	7,477.75	0.00
	Due from other governments		
	Due from other governments	0.00	0.00
	Due from other funds		
	Due from other funds	0.00	0.00
	Prepaid expenditures		
271-000-123.000	Prepaid Expenses	77,647.91	1,395.49
	Prepaid expenditures	77,647.91	1,395.49
	Land and other non-depreciable assets		
	Land and other non-depreciable assets	0.00	0.00
	Capital assets, net of depreciation		
	Capital assets, net of depreciation	0.00	0.00
	Total Assets	1,727,538.38	1,309,895.80
*** Liabilities ***			
	Accounts payable		
271-000-202.000	Accounts Payable	43,864.65	6,312.43
	Accounts payable	43,864.65	6,312.43
	Due to other funds		
	Due to other funds	0.00	0.00
	Due to other authorities		
271-000-216.000	Due to DDA - TIF	8,879.97	7,254.30
271-000-230.000	Due to Brownfield TIF	1,545.28	87.61
271-000-273.000	Clearing Acct - Bankcard	0.00	528.20
	Due to other authorities	10,425.25	7,870.11
	Accrued wages payable		
271-000-257.000	Accrued Wages Payable	32,138.56	0.00

Fund 271 PETER WHITE LIBRARY FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
	Accrued wages payable	32,138.56	0.00
271-000-335.000	Deferred revenue	863,674.13	0.00
	Deferred Revenue-Property Tax	863,674.13	0.00
	Deferred revenue		
	Accrued leave payable		
	Accrued leave payable	0.00	0.00
	Total Liabilities	950,102.59	14,182.54
*** Fund Balance ***			
271-000-390.000	Fund balance	750,891.83	750,891.83
	Fund Balance		
	Fund balance	750,891.83	750,891.83
	Total Fund Balance	750,891.83	750,891.83
Beginning Fund Balance - 24-25			
			750,891.83
Net of Revenues VS Expenditures - 24-25			
*24-25 End FB/25-26 Beg FB			
Net of Revenues VS Expenditures - Current Year			
Ending Fund Balance			
Total Liabilities And Fund Balance			
26,543.96			
518,277.47			
1,297,523.39			
1,309,895.80			

* Year Not Closed

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE				
			01/31/2026 NORM (ABNORM)	MONTH 01/31/26 INCR (DECR)			09/30/2025 NORM (ABNORM)				
Fund 271 - PETER WHITE LIBRARY FUND											
Revenues											
Dept 000											
271-000-402.000	Current Real Property Taxes	1,110,800.00	817,570.10	0.00	293,229.90	73.60	1,061,978.99				
271-000-410.000	Current Personal Property Taxes	54,100.00	43,760.98	185.30	10,339.02	80.89	51,846.60				
271-000-410.001	Small Taxpayer Exemption Loss	5,340.00	5,763.57	0.00	(423.57)	107.93	9,028.15				
271-000-437.000	Industrial Facility Tax	0.00	0.00	0.00	0.00	0.00	0.01				
271-000-445.000	Penalties and Int on Taxes	2,000.00	1,712.48	281.98	287.52	85.62	2,989.43				
271-000-510.000-50267	Federal Grants-NEA Big Read	0.00	0.00	0.00	0.00	0.00	16,600.00				
271-000-510.000-60002	Federal Grants-Public Gallery Progra	0.00	0.00	0.00	0.00	0.00	7,200.00				
271-000-543.000	State Aid	38,400.00	0.00	0.00	38,400.00	0.00	39,071.18				
271-000-569.000	Other State Grants	0.00	0.00	0.00	0.00	0.00	2,258.27				
271-000-574.000	State Revenue Sharing	40,000.00	40,000.00	0.00	0.00	100.00	40,000.00				
271-000-580.000	Shared Services-Townships	742,000.00	301,804.32	288,312.50	440,195.68	40.67	759,590.35				
271-000-642.000	Non-Resident Fee/Services	32,000.00	15,976.58	4,452.85	16,023.42	49.93	45,421.99				
271-000-655.000	Fines and Forfeits	4,000.00	1,334.38	361.90	2,665.62	33.36	5,330.75				
271-000-658.000	Penal Fines	85,000.00	15,195.69	0.00	69,804.31	17.88	90,871.93				
271-000-665.000	Interest/Dividends	10,000.00	10,653.35	0.00	(653.35)	106.53	46,574.45				
271-000-667.000	Rent	11,000.00	8,179.31	1,052.50	2,820.69	74.36	37,687.40				
271-000-671.000	Vending Machine Revenue	3,000.00	753.50	118.00	2,246.50	25.12	3,812.80				
271-000-675.000	Private Sources	120,000.00	38,010.00	3,560.00	81,990.00	31.68	68,547.14				
271-000-676.000	Reimbursements	3,000.00	1,820.71	331.84	1,179.29	60.69	13,054.98				
271-000-678.000	Payment In Lieu of Taxes	2,500.00	0.00	0.00	2,500.00	0.00	4,339.83				
271-000-679.000	Carrol Paul Trust	36,700.00	9,175.00	0.00	27,525.00	25.00	35,600.00				
271-000-679.022	PWPL Development Fund	28,810.00	0.00	0.00	28,810.00	0.00	0.00				
271-000-679.022-73021	PWPL Development Fund-Technology	30,180.00	0.00	0.00	30,180.00	0.00	10,880.00				
271-000-679.022-73022	PWPL Development Fund-Youth Svcs	4,660.00	0.00	0.00	4,660.00	0.00	3,550.00				
271-000-680.000	Designated Donations	10,000.00	19,872.81	6,833.82	(9,872.81)	198.73	40,803.96				
271-000-680.001	Designated Donations-Adult Programin	5,000.00	8,425.00	525.00	(3,425.00)	168.50	3,540.06				
271-000-680.002	Designated Donations-Youth Programin	10,000.00	13,325.00	250.00	(3,325.00)	133.25	18,140.00				
271-000-680.002-73023	Designated Donations-Teen Programing	2,000.00	4,520.00	250.00	(2,520.00)	226.00	10,919.20				
271-000-680.003	Designated Donations-Adult Materials	10,000.00	10,365.12	1,150.00	(365.12)	103.65	19,733.78				
271-000-680.004	Designated Donations-Youth Materials	500.00	2,080.00	980.00	(1,580.00)	416.00	5,110.54				
271-000-680.004-73023	Designated Donations-Teen Materials	100.00	100.00	100.00	0.00	100.00	2,340.00				
271-000-684.000	Fund Raising/Events	700.00	446.00	0.00	254.00	63.71	1,465.83				
271-000-695.000	Retail Sales/Other	2,000.00	2,407.08	314.15	(407.08)	120.35	2,759.40				
Total Dept 000		2,403,790.00	1,373,250.98	309,059.84	1,030,539.02	57.13	2,461,047.02				
TOTAL REVENUES		2,403,790.00	1,373,250.98	309,059.84	1,030,539.02	57.13	2,461,047.02				
Expenditures											
Dept 790 - OPERATIONS											
271-790-702.000	Wages	1,199,070.00	369,235.76	134,865.37	829,834.24	30.79	1,086,688.30				
271-790-702.000-60002	Wages-Public Gallery Progam	0.00	0.00	0.00	0.00	0.00	598.46				
271-790-703.000	Accrued Leave Reserve	7,000.00	5,518.10	5,447.05	1,481.90	78.83	4,291.95				
271-790-715.000	Longevity	6,470.00	6,200.00	0.00	270.00	95.83	6,620.00				
271-790-716.000	Social Security	91,730.00	28,754.82	10,498.32	62,975.18	31.35	83,237.72				
271-790-716.000-60002	Social Security-Public Gallery Progr	0.00	0.00	0.00	0.00	0.00	45.77				
271-790-717.000	Health Insurance	269,000.00	108,634.30	27,052.81	160,365.70	40.38	242,204.59				
271-790-718.000	Life Insurance	1,500.00	304.00	76.00	1,196.00	20.27	907.39				
271-790-719.000	Unemployment Insurance	6,500.00	545.68	545.68	5,954.32	8.40	7,769.45				
271-790-720.000	Disability Insurance	2,000.00	678.44	169.61	1,321.56	33.92	2,008.69				
271-790-721.000	Workers Compensation	2,000.00	1,898.00	0.00	102.00	94.90	1,991.00				
271-790-722.000	Retirement-MERS	121,240.00	60,618.00	0.00	60,622.00	50.00	166,856.00				
271-790-724.000	Retirement-DC	61,000.00	21,732.21	7,451.23	39,267.79	35.63	55,719.21				

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE				
			01/31/2026 NORM (ABNORM)	MONTH 01/31/26 INCR (DECR)			09/30/2025 NORM (ABNORM)				
Fund 271 - PETER WHITE LIBRARY FUND											
Expenditures											
271-790-727.000	Materials Supplies - Magazines	11,500.00	10,833.89	(261.11)	666.11	94.21	11,194.98				
271-790-728.000	Postage	7,500.00	6,528.68	216.80	971.32	87.05	7,075.10				
271-790-740.000	Office & Operating Supplies-Admin	9,000.00	2,225.88	896.26	6,774.12	24.73	6,432.44				
271-790-740.003	Operating Supplies-Tech Svcs	12,140.00	6,569.34	595.45	5,570.66	54.11	7,072.84				
271-790-740.004	Operating Supplies-IT Serv	6,000.00	2,569.65	551.83	3,430.35	42.83	6,000.00				
271-790-741.000	Music Supplies	1,100.00	218.16	0.00	881.84	19.83	1,512.15				
271-790-742.000	Library Activities Admin	3,000.00	400.00	0.00	2,600.00	13.33	6,983.78				
271-790-742.001	Library Activities - Adult Programs	0.00	0.00	0.00	0.00	0.00	3,944.15				
271-790-742.002	Library Activities - Youth Programs	0.00	0.00	0.00	0.00	0.00	2,240.67				
271-790-742.002-73023	Library Activities - Teen Programs	0.00	0.00	0.00	0.00	0.00	590.83				
271-790-743.000	Computer Programs	6,500.00	6,275.73	0.00	224.27	96.55	6,271.80				
271-790-744.000	CPT Adult Prog (Music)	10,000.00	1,675.00	250.00	8,325.00	16.75	7,750.00				
271-790-746.000	CPT-Digital Media	25,000.00	7,826.44	3,294.30	17,173.56	31.31	27,041.58				
271-790-746.002	CPT-Youth Programing (Music)	2,400.00	284.80	0.00	2,115.20	11.87	2,384.60				
271-790-746.002-73023	CPT-Teen Programing (Music)	600.00	0.00	0.00	600.00	0.00	600.00				
271-790-747.000	Electronic Materials	14,500.00	9,675.30	0.00	4,824.70	66.73	14,084.64				
271-790-775.000	Custodial Supplies	10,000.00	5,919.07	1,791.34	4,080.93	59.19	11,064.23				
271-790-801.000	Professional/Contractual	135,000.00	45,973.04	5,527.16	89,026.96	34.05	119,343.39				
271-790-801.003	Prof/Contr-Waste Mgmt & Snow Removal	15,000.00	7,337.00	4,884.00	7,663.00	48.91	13,897.50				
271-790-850.000	Communications	10,500.00	3,075.40	768.77	7,424.60	29.29	9,358.80				
271-790-860.000	Transportation	4,000.00	2,858.32	121.73	1,141.68	71.46	3,604.16				
271-790-865.000	Conference/Seminars	4,000.00	1,345.00	0.00	2,655.00	33.63	1,300.00				
271-790-880.000	Community Promotion	4,000.00	1,380.00	675.00	2,620.00	34.50	3,595.90				
271-790-890.000	Designated Donations Exp	10,000.00	10,918.23	7,775.79	(918.23)	109.18	42,084.51				
271-790-890.000-60002	Designated Donat Exp-Public Gallery	0.00	0.00	0.00	0.00	0.00	6,229.00				
271-790-890.001	Desig Donat Exp-Adult Programs	5,000.00	2,898.69	430.38	2,101.31	57.97	2,764.39				
271-790-890.001-50267	Desig Donat Exp-NEA Big Read Grant	0.00	0.00	0.00	0.00	0.00	16,597.86				
271-790-890.002	Desig Donat Exp-Youth Programs	10,000.00	6,643.07	1,902.00	3,356.93	66.43	17,614.44				
271-790-890.002-73023	Designated Donations Exp-Teen Progra	2,000.00	891.31	209.78	1,108.69	44.57	10,787.17				
271-790-891.000-73021	Development Fund Exp-Technology	30,180.00	1,221.17	81.00	28,958.83	4.05	10,189.07				
271-790-891.000-73022	Development Fund Exp-Youth Svcs	3,110.00	588.96	277.57	2,521.04	18.94	2,722.11				
271-790-891.000-73023	Development Fund Exp-Teen Services	1,550.00	0.00	0.00	1,550.00	0.00	707.49				
271-790-900.000	Printing/Publishing	1,500.00	0.00	0.00	1,500.00	0.00	853.04				
271-790-910.000	Insurance	29,700.00	34,659.76	400.00	(4,959.76)	116.70	27,767.80				
271-790-920.000	Purchased Power	88,000.00	17,689.42	4,799.36	70,310.58	20.10	93,941.64				
271-790-921.000	Purchased Natural Gas	30,000.00	3,761.25	2,593.64	26,238.75	12.54	23,800.09				
271-790-922.000	Purchased Water	10,000.00	1,803.27	0.00	8,196.73	18.03	8,460.59				
271-790-923.000	Purchased Stormwater	700.00	232.00	58.00	468.00	33.14	696.00				
271-790-930.000	Repair/Maintenance	25,000.00	14,538.67	2,589.02	10,461.33	58.15	34,828.65				
271-790-940.000	Rental	5,700.00	1,920.95	556.54	3,779.05	33.70	5,831.96				
271-790-950.000	Friends Sponsored/Incentive Program	1,000.00	295.49	200.39	704.51	29.55	993.23				
271-790-951.000	Vending Supplies Expense	3,000.00	620.45	0.00	2,379.55	20.68	1,924.43				
271-790-960.000	Membership Fees	4,000.00	363.74	85.00	3,636.26	9.09	3,826.72				
271-790-976.000	Capital Outlay-Bldg Improvements	10,000.00	0.00	0.00	10,000.00	0.00	105,491.60				
271-790-977.000	Capital Outlay-Equipment	2,500.00	3,757.50	0.00	(1,257.50)	150.30	2,500.00				
271-790-977.000-73001	Capital Outlay-Audio Equipment	1,000.00	0.00	0.00	1,000.00	0.00	944.82				
271-790-977.000-73002	Capital Outlay-Furniture & Equipment	4,000.00	0.00	0.00	4,000.00	0.00	0.00				
271-790-983.000-73004	Capital Outlay-Adult & Reference Boo	36,000.00	12,109.25	3,255.87	23,890.75	33.64	35,361.72				
271-790-983.000-73006	Capital Outlay-Youth Books	8,000.00	3,233.39	1,335.70	4,766.61	40.42	7,901.18				
271-790-983.000-73010	Capital Outlay-Audio Books	3,500.00	1,364.56	323.36	2,135.44	38.99	3,051.68				
271-790-983.000-73012	Capital Outlay-DVDs	4,000.00	1,896.80	426.67	2,103.20	47.42	3,970.32				
271-790-983.000-73019	Capital Outlay-"Library of Things"	1,000.00	432.44	432.44	567.56	43.24	828.42				
271-790-983.000-73023	Capital Outlay-Teen Books	3,000.00	819.82	441.60	2,180.18	27.33	2,696.56				
271-790-983.002	Capital Outlay-Desig Donations-Youth	500.00	695.42	322.06	(195.42)	139.08	4,828.98				
271-790-983.002-73010	Capital Outlay-Desig Donations-Youth	500.00	134.92	134.92	365.08	26.98	500.00				
271-790-983.002-73023	Capital Outlay-Desig Donations-Teen	100.00	6.49	0.00	93.51	6.49	2,327.39				

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE				
			01/31/2026 NORM (ABNORM)	MONTH 01/31/26 INCR (DECR)			09/30/2025 NORM (ABNORM)				
Fund 271 - PETER WHITE LIBRARY FUND											
Expenditures											
271-790-983.003	Capital Outlay-Desig Donations-Adult	10,000.00	4,386.48	1,759.94	5,613.52	43.86	19,198.13				
Total Dept 790 - OPERATIONS		2,403,790.00	854,973.51	235,808.63	1,548,816.49	35.57	2,434,503.06				
TOTAL EXPENDITURES		2,403,790.00	854,973.51	235,808.63	1,548,816.49	35.57	2,434,503.06				
<hr/>											
Fund 271 - PETER WHITE LIBRARY FUND:											
TOTAL REVENUES		2,403,790.00	1,373,250.98	309,059.84	1,030,539.02	57.13	2,461,047.02				
TOTAL EXPENDITURES		2,403,790.00	854,973.51	235,808.63	1,548,816.49	35.57	2,434,503.06				
NET OF REVENUES & EXPENDITURES		0.00	518,277.47	73,251.21	(518,277.47)	100.00	26,543.96				

Fund 794 CARROL PAUL MEMORIAL FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
	Cash and cash equivalents		
	Cash and cash equivalents	0.00	0.00
	Investments		
794-000-017.000	Investments in Securities	992,463.87	1,000,687.55
	Investments	992,463.87	1,000,687.55
	Total Assets	992,463.87	1,000,687.55
*** Liabilities ***			
	Accounts payable		
	Accounts payable	0.00	0.00
	Total Liabilities	0.00	0.00
*** Fund Balance ***			
	Fund balance		
794-000-396.000	Restricted Retained Earnings	992,463.87	1,000,687.55
	Fund balance	992,463.87	1,000,687.55
	Total Fund Balance	992,463.87	1,000,687.55
	Beginning Fund Balance - 24-25		992,463.87
	Net of Revenues VS Expenditures - 24-25		0.00
	Net of Revenues VS Expenditures - Current Year		0.00
	Fund Balance Adjustments		8,223.68
	*24-25 End FB/25-26 Beg FB	992,463.87	
	Ending Fund Balance		1,000,687.55
	Total Liabilities And Fund Balance		1,000,687.55

* Year Not Closed

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE				
			01/31/2026 NORM (ABNORM)	MONTH 01/31/26 INCR (DECR)			09/30/2025 NORM (ABNORM)				
Fund 371 - LIBRARY IMPROVEMENT DEBT FUND											
Revenues											
Dept 000											
371-000-402.000	Current Real Property Taxes	288,980.00	214,389.81	0.00	74,590.19	74.19	289,464.09				
371-000-410.000	Current Personal Property Taxes	20,880.00	16,465.02	45.44	4,414.98	78.86	21,321.57				
371-000-410.001	Small Taxpayer Exemption Loss	1,070.00	1,494.75	0.00	(424.75)	139.70	1,825.39				
371-000-437.000	Industrial Facility Tax	19,350.00	14,437.04	0.00	4,912.96	74.61	19,750.92				
371-000-445.000	Penalties and Int on Taxes	0.00	461.84	75.46	(461.84)	100.00	791.54				
371-000-569.000	Other State Grants	0.00	0.00	0.00	0.00	0.00	456.59				
371-000-678.000	Payment In Lieu of Taxes	0.00	0.00	0.00	0.00	0.00	1,124.72				
371-000-697.000	Fund Balance Carried Forward	4,880.00	0.00	0.00	4,880.00	0.00	0.00				
Total Dept 000		335,160.00	247,248.46	120.90	87,911.54	73.77	334,734.82				
TOTAL REVENUES		335,160.00	247,248.46	120.90	87,911.54	73.77	334,734.82				
Expenditures											
Dept 906 - Debt Service											
371-906-801.000	Professional/Contractual	520.00	510.00	0.00	10.00	98.08	520.00				
371-906-991.000	Debt Service-Principal	245,000.00	245,000.00	0.00	0.00	100.00	250,000.00				
371-906-995.000	Debt Service-Interest	89,640.00	45,300.00	0.00	44,340.00	50.54	93,100.00				
Total Dept 906 - Debt Service		335,160.00	290,810.00	0.00	44,350.00	86.77	343,620.00				
TOTAL EXPENDITURES		335,160.00	290,810.00	0.00	44,350.00	86.77	343,620.00				
Fund 371 - LIBRARY IMPROVEMENT DEBT FUND:											
TOTAL REVENUES		335,160.00	247,248.46	120.90	87,911.54	73.77	334,734.82				
TOTAL EXPENDITURES		335,160.00	290,810.00	0.00	44,350.00	86.77	343,620.00				
NET OF REVENUES & EXPENDITURES		0.00	(43,561.54)	120.90	43,561.54	100.00	(8,885.18)				

Background Information

- Board Action Items
- Old Business
- New Business



TO: PWPL Board of Trustees
FROM: Andrea Ingmire, Library Director
DATE: February 17, 2026
RE: Board Action Items

1) Bylaws of the Board of Trustees GOV-6

Background:

At the January 20, 2026, Board of Trustees meeting, the Board adopted an updated 2026 meeting schedule. The revisions included canceling the May 2026 meeting and changing the date of the June 2026 meeting.

The Board Bylaws state that Board elections are to take place at the regular May meeting. However, the Bylaws do not provide guidance on how elections should be conducted if the May meeting is canceled or if a quorum is not present. The Board should consider amending the Bylaws to clarify when elections will occur if a May meeting is not held.

During review of this document, an error was also identified in this policy.

The Board Policy Committee has reviewed the proposed revisions. Changes are shown in red text in the attached draft.

As this is the first reading of the proposed amendments, no action is required. Approval will be requested at the March 2026 meeting.

Fiscal Effect:

None

Recommendation:

No action, first reading.

Alternatives:

As determined by the PWPL Board of Trustees.

Attachments:

- **Bylaws of the Board of Trustees GOV-6, revisions**

**Bylaws of the Board of Trustees
of the Peter White Public Library
Of the City of Marquette, Michigan**

ARTICLE I. MEMBERSHIP.

Section 1. The Peter White Public Library Board of Trustees shall consist of five trustees, residents of the City of Marquette, as appointed by the Mayor of the City of Marquette, with the consent of the City Commission in accordance with the provisions of P.A. 245, 1891 (as enacted by the people of the State of Michigan) and the City of Marquette Home Rule Charter (1951, last updated 2021). Annually, on or before May first in each year, said Mayor, with the consent of the City Commission, shall appoint one trustee for said public library, for the term of five years next following; and any vacancy occurring in said Board of Trustees from death, removal from said City of Marquette, resignation or otherwise, shall be filled by appointment in the same manner: Provided, That any person appointed a trustee as aforesaid shall hold office until his successor is appointed and qualified: And provided further, That before entering upon the duties of his office, each trustee so appointed as aforesaid shall take and subscribe the constitutional oath of office (in accordance with Article XI, Section 1 of the Constitution of the State of Michigan of 1963: I do solemnly swear that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of the Board of Trustees of the Peter White Public Library according to the best of my ability.) which shall be filed in the office of the recorder of the City of Marquette. None of said trustees shall receive any pay or compensation for their services and any of said trustees may be removed by said City Commission for misconduct in the same manner as other officers of said municipality.

Section 2. In accordance with the provisions of the City of Marquette Home Rule Charter (1951, last updated 2021), Section 6.1, appointments to the Peter White Public Library Board of Trustees shall have been a resident of the City for at least one year immediately prior to the day of appointment and shall also be a qualified and registered elector of the City on such day and throughout the member's tenure of office. No person shall be eligible for appointment to the Board of Trustees if they will have served at the time of taking office for six or more consecutive years as a member of said board unless at least two years has elapsed after the termination of such membership.

Section 3. In accordance with the provisions of the City of Marquette Home Rule Charter (1951, last updated 2021), Section 5-11. Said Board of Trustees, so appointed and qualified, shall be a body corporate, by the name and style of "the Trustees of the Peter White Public Library of the City of Marquette," and by that name may sue and be sued, acquire, hold and convey property; and all public money which is now or may hereafter be appropriated by law to the support of a public library in the City of Marquette, shall be expended under the direction of said Trustees, and the title to the property therewith purchased shall vest in said Trustees. Said Board of Trustees may make such rules and bylaws as may be needed for its own government.

Section 4. On an annual basis, members of the Library Board of Trustees will disclose any conflicts of interest using library policy GOV – 7 and accompanying form GOV 7.1.

ARTICLE II. OFFICERS.

Section 1. The Board of Trustees shall, at the May regular meeting of the board, elect one of their number President, and shall also elect one of their number Secretary. If the May meeting is not held, or if a quorum is not present, the election of officers shall take place at the next regular meeting.

Section 2. Officers shall serve a term of one year from the meeting at which they are elected and until their successors shall be duly elected. Vacancies in either of said offices shall be filled by said Board.

Section 3. The duties of the President shall be those usually appertaining to such office, inclusive of the following: the President shall be listed as an authorized signer on Library trust funds, the President will serve as a member of the Peter White Public Library Development Fund Board, the President shall appoint various committees; and the President shall submit the Director's annual report (showing the conditions of the library and the manner in which all monies received by it during the current year have been expended) required by law to the City Commission. The President shall not be permitted to vote to break a tie on any question upon which he/she shall have already voted in making the tie.

Section 4. It shall be the duty of the Secretary to keep at the office of the Library building an exact and permanent record of the meetings of the Board of Trustees and its committees, and this record shall be open at all times to inspection and examination by any member of the Board; and prior to the date of all meetings, a written notice of meetings shall be sent to each member of the Board. In the event that the Secretary is not able to attend a meeting of the Board of Trustees another officer of the Board of Trustees will sign meeting minutes in their place.

Section 5. The Treasurer of the City of Marquette shall be the Treasurer of said Trustees and no money legally appropriated to the use and support of said public library, shall be paid out by said Treasurer except in pursuance of an order of said Trustees.

ARTICLE III. MEETINGS.

Section 1. A public notice of the schedule of the dates, times, and locations of the regular meetings of the Peter White Public Library Board of Trustees shall be posted within 10 days after the regular October meeting of the Board in which the upcoming calendar year's board meeting schedule is adopted. Any change in the schedule of regular meetings shall be posted within 3 days after the meeting at which the change is made.

Section 2. All meetings shall be open to the public and conducted in accordance with Michigan's Open Meetings Law (P.A. 267, 1976, as amended by P.A. 256, 1978).

Section 3. Special meetings may be called by the Secretary upon the request of the President or at the request of any two members of the Board. The notice of any such special meeting shall state the business of the meeting, and no business shall be transacted at such meeting which is not stated in the notice unless all the members of the Board are present, and unanimous consent is obtained.

Section 4. Public notice of any rescheduled regular or a special meeting of the Board of Trustees, which states the date, time and place of the meeting, shall be posted at least 18 hours before the meeting.

Section 5. A quorum for the transaction of business shall consist of three members; but no appropriation shall be made, or indebtedness contracted, except current incidentals, without the concurring vote of a majority of all the members constituting a full Board, and all motions and resolutions receiving only a tie vote shall be deemed lost.

Section 6. Minutes shall be taken by the Administrative Assistant of the Peter White Public Library staff. These minutes shall be posted on the library's website and made publicly available in-house. Draft minutes will be made available in this manner not more than 8 business days after the meeting to which the minutes refer. Approved minutes shall be available in the same manner as outlined above not later than 5 business days after the meeting at which the minutes are approved by the Board of Trustees.

Section 7. The order of business for regular meetings shall be as follows:

Call to Order

Approve Agenda*

Approve the Minutes of the Previous Meeting*

Special Presentations

Township Advisory Council Report

Financial Reports - including Approval of Bills*

Public Comment

Board Action Items*

Other Business

Public Comment

Board Member Comments

Standing Reports

 Correspondence

 Library Director's Report

 Assistant Library Director's Report

 Development Director's Report

 Management Reports

 Statistics Reports

Adjournment

***These items (bold/italics) require a vote by the Board of Trustees**

Section 8. In order to facilitate efficient and orderly meetings, the rules of parliamentary practice comprised in Robert's Rules of Order, latest edition, will be used for guidance by the

Board of Trustees, provided they are not in conflict with these Bylaws. No action taken by the Board of Trustees in good faith shall be deemed invalid by reason of the Commission's Board's failure to adhere strictly to Robert's Rules of Order.

Section 9. Public participation in Library Board of Trustees meetings will be limited to Public Comment periods. Public participation shall be limited to 3 minutes per attendee, and those wishing to speak shall offer their name and city or township of residence prior to speaking to the Library Board.

ARTICLE IV. LIBRARY DIRECTOR AND STAFF.

Section 1. The Board shall appoint a Library Director with appropriate professional and personal qualifications who will be the administrative officer of the Board.

Section 2. Subject to the approval of the Board of Trustees, the Library Director shall have supervisory control and management of the Library and of all the employees. The Library Director shall adjust the schedule of hours of service among the employees of the Library. The Library Director shall be responsible to the Board for carrying out its policies; for specifying duties of other employees and recommending persons for appointment; for supervision of staff; for care and maintenance of library equipment and property; for selection, acquisition and organization of books and other library materials; for the Library's public relations.

Section 3. The Library Director shall also be responsible for keeping the Trustees informed of matters related to the Library or to themselves as Trustees; for preparing a preliminary draft of budget and annual report for Board approval, and for assisting the Board in its decisions on policies, budget, and other such matters.

Section 4. The Library Director or Finance Director shall keep the financial accounts of the Library, and shall keep safe accounts for all monies which may come into the Library from fines, security deposits, sale of catalogues, books lost and paid for, and all other monies, which, under the rules and practices of the Library, may be placed in their custody as Finance Director: The Finance Director shall deposit all such funds into appropriate accounts on a regular basis.

Section 5. It shall be the duty of the Library Director to see that no item exceeds the budget allowance without having secured in advance the sanction of the Board.

ARTICLE V. COMMITTEES.

Section 1. In most matters the Board shall act as a committee of the whole, but standing or special committees may be appointed at the discretion of the Board President. The committee shall be considered discharged upon completion of its assignment and a final report to the Board.

Section 2. Standing committees will consist of Personnel Committee, Finance Committee, and Investment Committee.

The Personnel Committee shall consist of two members of the Board of Trustees and the Library Director.

The board members from this committee will coordinate the hiring of a Library Director and will ensure that performance reviews of the Director are conducted every three years unless the committee recommends more frequent reviews, such as in the case of a new Library Director. The full personnel committee will be charged with making recommendations to the PWPL Board of Trustees regarding annual wage increases for non-union staff and AFSCME contract revisions.

Other meetings will be held on an as needed basis.

The Finance Committee shall consist of two members of the Board of Trustees, Finance Director, Development Director, and Library Director. This committee will be charged with developing policy regarding Library Finances. All recommendations will be taken to the Library Board of Trustees for final approval. Meetings will be held bi-annually, with additional meetings as needed.

The Investment Committee shall consist of one member of the Board, one member of the Development Fund Board, one outside expert, Library Director, Finance Director, and Development Director. This committee will be charged with reviewing investment statements, and meeting with investment managers annually. The Investment Committee will make recommendations regarding performance of funds and/or advisor evaluation to the Finance Committee prior to making any recommendations to the full Board of Trustees.

ARTICLE VI. GENERAL.

Section 1. An affirmative vote of a majority of all Trustees present shall be necessary to approve any action by the Board, except as noted in Article III, Sections 3 and 5, Article IV, Section 5 and in Article VI, Section 3.

Section 2. The Board shall adopt such rules and regulations for the government of the Library as may be deemed expedient, and such rules and regulations shall be amended only in such manner as is provided for the amendment of the Bylaws.

Section 3. These Bylaws may be amended by a majority vote of all of the members of the Board at any regular meeting of the Board of Trustees, provided the amendment shall have been presented in writing and filed at the previous regular meeting.

Section 4. In accordance with the Michigan Freedom of Information Act (P.A. 442, 1976, as amended by P.A. 329, 1978) public records described in Section 11 of the Act shall be available for public inspection during the usual hours of operation of the Library.

Section 5. In accordance with the Michigan Open Meetings Law (P.A. 267, 1976, as amended by P.A. 256, 1978) all persons shall be permitted to address the meetings of the Board of Trustees under the rules appended to these Bylaws.

Section 6. Should weather, lack of quorum, or other unforeseen event require the cancellation of a Library Board Meeting, the President of the board shall notify the Library Director and the

other members of the board. The Library Director will ensure that public notice is made using the Library's website, applicable media outlets, and posting on the doors of the library. The Library Director will also notify staff of the change.

Every effort will be made to reschedule the meeting within 10 business days. If the meeting cannot be rescheduled within that window of time, it may be cancelled. If a meeting is cancelled, all applicable agenda items will be added to the following board meeting agenda.

Peter White Public Library Board of Trustees

Approved: July 2014

Updated: 11/15/2022; 10/24/23, Revision proposed 2/17/26



TO: PWPL Board of Trustees
FROM: Andrea Ingmire, Library Director
DATE: February 17, 2026

Other Business

1) Strategic Plan Update

Heather has created a report using the 2025 survey data. This report was sent to the strategic planning committee. The Strategic Planning Committee will meet on Wednesday, February 18th to discuss next steps.

Board Member Comment

1) General Comments

2) Trustee Manual

CHAPTER 8: FACILITIES AND TECHNOLOGY

A. Buildings and Equipment

Maintaining Existing Buildings

The size, age, historical status, and architecture of a building can each affect the difficulty and expense of maintenance and repair of the library. The use and amount of traffic in the building can also be factors that contribute to costs of upkeep and frequency of repairs.

The library budget should include funds for general maintenance and upkeep. These funds would be used for costs such as:

- Cleaning or custodial services. As a public facility, a clean library is not only attractive and enticing to patrons, it is also an important component of public health. Include emergency services for unexpected incidents such as large spills and bio-hazard issues such as spills involving bodily fluids. The budget should also include adequate and appropriate supplies and materials to perform cleaning.
 - NOTE: Be sure to address exactly what services are covered within a cleaning contract. Coordinate with staff what, if any, services will be expected of them (such as unexpected spills, toilet tissue replacement).
- Repair services. Having a licensed, insured facilities staff person, or general repair service, or handyman service on retainer can enable the library to stay on top of preventative maintenance and address issues as they occur which can save money and prevent more costly repairs.
 - NOTE: If creating a facilities position, consult your attorney regarding the licensure and insurance the position would require to be able to legally perform certain repairs. The Skilled Trades Act, 2016 PA 407, MCL 339.5101, et. seq <http://legislature.mi.gov/doc.aspx?mcl-Act-407-of-2016> requires appropriate licensing for certain types of repair work.
- Emergency repairs and equipment replacement. Unexpected things happen. HVAC failure, power surges, flooding. The library should have some resources to address emergency repairs and costs not covered by insurance.
- Insurance Coverage. Know exactly what is and what isn't covered by your insurance – for example, would insurance cover the clean-up and restoration of books affected by flooding from a burst pipe?
- Municipal Options. Depending on the type of library establishment, some of these services may be covered through the municipal entity. Before drafting a budget, discover what, if any services will be supplied through your municipality, and what, (if anything,) the library is expected to pay for those services.
 - For any library that is not a department of their municipality (i.e. Any District, County, or PA 164 library), any services provided by the municipality should be part of a written signed agreement between the library board and the municipality.
 - Certain library establishment laws include services municipalities are required to provide. Libraries under these establishment laws should not pay for these statutorily mandated services.

In addition to the budget items, the Board should create certain policies to facilitate maintenance of the building:

- The board should consider which aspects of maintenance are priorities. Which areas of the library should be prioritized by cleaners for cleaning and repair? Carpets? Floors? How often should dusting occur? Window washing? Garbage collection? What is the staff responsible for vs custodial or cleaning staff?

- The library should have a policy in place that outlines the procedures for staff to report facilities issues when the issues are identified – such as a leak or a carpet stain, or an overflowing toilet. Certain staff (the director?) should be authorized to contact repair and/or cleaning services during times when it may not be practical to contact the board (such as evenings or weekends). The director may wish to empower certain front-line staff to make this determination as well.

B. New Buildings and Remodeling

Starting and Managing the Construction Process

The construction or remodeling of the library building is one of the most exciting and ambitious projects a library can undertake. It is also one of the most complex. Before choosing the furnishings and colors, however, there are many issues to consider. The director and the board should start the process by gathering and reviewing data to ascertain:

- Does the library need a new building, an addition, renovation, etc.? Demographics, population data, circulation/usage information, acquisition data, shelving statistics – these should be reviewed to see how the current library is growing and to project what is needed in a new building or renovation. The director and board are the experts in the library and how the community uses it. To start a campaign, the library should have some facts and data available that demonstrates what is needed.
- Once the data and information reflecting the needs of the library are compiled, it is time for the library to start a building committee/team.
- The library's building team should draw in a variety of individuals. The basic building team usually consists of the library director and staff representatives, selected board members, appropriate government officials (if applicable), the architect and, later, the building contractor.
- The library's building team prepares a building program. The building program is an amended and fleshed-out version of the needs identified by the director and board in the previous step. It should include:
 - Goals and objectives
 - Service area and population
 - Service statistics
 - Existing and projected services and collections
 - Projected need for space, equipment and furnishings
 - Function and area relationships
 - Technical and legal requirements (including compliance with The Americans with Disabilities Act)
 - Local needs or requirements

Hiring the right architectural firm is the most critical step in a successful building program. While experience with library design is important, rapport and the ability to communicate between the architect and the library's building team are equally necessary. The architect should be free to create an individual design but needs to be open to significant input from the team regarding the library's specific needs.

It is also generally recommended for libraries to hire library design consultants as part of their building committees or teams. Library design consultants can facilitate building projects by offering experienced suggestions and opinions on building design, floor plans, size considerations, furniture, and shelving placement (including information on what is not needed). These firms often have relationships with library equipment and furniture manufacturers and can negotiate pricing.

Good design companies will also know what other library building (or dismantling) is occurring locally and often these firms will locate and/or negotiate the trade/purchase/loan of used library furniture and shelving between local libraries – to the enormous savings of both entities. These firms can also recommend architects and other professionals needed as part of a building or renovation project.

One of the best ways to locate good library design consultants in your area is word of mouth. Ask directors at libraries you know were recently built or renovated. Large and academic libraries often use these firms. Your state library association may also know the local design firms.

NOTE: Financial best practices would indicate that a library should consider a bid process for choosing a design firm and/or architect. Libraries should determine if their municipality has an ordinance or policy in place regarding RFP procedures when making certain purchases.

What if you are a small library that can't afford the services of a design firm? There are some alternatives:

- Contact the directors of other libraries that have recently built or renovated. Interview each about their experiences and what they would have done differently. Tour their buildings for ideas. Obtain the names and contact info of contractors and professionals they would recommend.
- Review books and resources on library design. ALA publishes a few titles on building designs:
 - Library Building Checklist <http://www.alastore.ala.org/detail.aspx?ID=11526>
 - Countdown to a New Library <http://www.alastore.ala.org/detail.aspx?ID=2778>
 - Managing Your Library Construction Project <http://www.alastore.ala.org/detail.aspx?ID=118>
 - The Practical Handbook of Library Architecture <http://www.alastore.ala.org/detail.aspx?ID=11998>
 - Creating Inclusive Library Environments <http://www.alastore.ala.org/detail.aspx?ID=11974>

Technology

Library technology projects improve the efficiency of library services and raise the quality of service to patrons. Technology is a complex and rapidly changing area and often requires the services of a consultant or outside advisor. Some examples of library technology projects are:

- Purchasing a computer (and/or network server) and software packages for automating office work, implementing electronic mail, using the Internet and accessing available databases;
- Investing in the necessary hardware and software to adequately protect library data from outside breaches, hacking, malware and data loss.
- Subscribing to online reference services to gain information on business, agriculture, medicine, law, science, education, and other topics; and
- Installing an integrated library system (ILS) to automate all library/patron transactions.
- Utilizing Cloud services to maintain digital files.
- Installing WIFI services available to patrons inside and outside of the library walls.
- Adding self-serve check-out stations.
- Establishing automated library kiosks in remote locations.
- Patron initiated systems enabling the sharing of catalogs and resources across libraries and library systems.

- Implementing the use of tablets and or laptops by staff so they can roam and be in the library where the users are.
- Purchasing WiFi hotspots for use by patrons to have broadband internet at home.
- Implementing the use of tablets by children for literacy games, etc.
- Implementation of the Internet of Things.

Data Security

Security is an area that will need additional effort given the current climate of ransomware and data breaches. Libraries, as repositories of large amounts of personal data, and as institutions with many disparate users, are attractive targets for hackers and malware.

Steps to assist in preventative security:

- Ensure that all board members, library director, and relevant staff members are aware of and understand the laws that apply to library data, including the Library Privacy Act and laws pertaining to the protection of personal identifying data (PID), such as the Identity Theft Protection Act.
- Ensuring that public computers are set up in a way that minimizes the chances of being infected with problematic programs.
- Keeping software current – with all updates and patches regularly uploaded. If a library cannot afford to have a technical staff position, then it would be worth the effort for a library to designate and train a library staff member to keep the computers and systems up to date with software updates and patches.
- Perform network vulnerability and cyber security control scans and tests at least quarterly. Review policies and procedures annually.
- Consider the purchase of Cyber Security Insurance: (Online article by a tech blog aimed at state & local governments. Article explains the potential benefits of cyber security insurance for state and local government entities). <https://statetechmagazine.com/article/2015/09/should-your-organization-purchase-cyberinsurance>
- Have plans in place for protecting patron data, and plans that outline the process that will be followed in the event of a data hack or breach. Plans should be compliant with applicable state laws on data privacy.

More information on technological security in libraries can be found:

<http://publiclibrariesonline.org/2015/03/protecting-your-library-against-a-data-breach/>

<https://www.railslibraries.info/system/files/Anyone/mtg/135822/IT%20Security%20Part%201%20slides.pdf>

<http://www.ala.org/news/press-releases/2016/08/new-library-privacy-guidelines-offer-strategies – protecting-patron-data>

<http://www.ala.org/advocacy/privacy/guidelines/public-access-computer>

Library technology is ever changing. At the library, you are never done with technology. As soon as one major technology project is completed, it is usually time to start planning another. A library's budget should include allocations for technology improvements on a regular basis. If feasible, the library may wish to consider adding a technology staff position. If an additional position is not in the budget, it would probably be useful for the library to consider bringing in a technology consultant with library knowledge (or a library consultant with technology knowledge) every year to assess the library's computers and programs and ensure they are up to date and compliant with all security patches, etc.

Financing the Project

Financing a new or expanded facility, or a large technology project, can be a major financial challenge. Some options for funding include;

- A millage vote or bond issue (this will need to be lobbied for like any other millage).
- Community fundraising (make sure all applicable charitable giving statutes are followed; your friends group would be especially helpful for this).
- Setting aside part of the library fund as a capital improvement or building fund (work with your financial professional or legal counsel and confirm this is permitted by state/local law).
- Other options may be available depending on a library's establishment. Consult the library's attorney to identify additional financing options.

When considering the finance options, it is important to work with the library's attorney and financial professional to ensure that the board understands the ramifications of each option. It may be prudent to seek out opinions from the municipality and the community. A board meeting or advertised special session of the board would be an excellent opportunity to talk to these stakeholders and see if the project will get public support.

It is hardly possible to over-prepare for a building project. Such projects can be frustrating and time-consuming, but they also can infuse library staff and board members with excitement about the community's future library service. The rewards, like the challenges, are great.

In addition to the resources already mentioned, The Quality Services Audit Checklist has a special section for libraries that are considering a new building or an addition to an existing building. Your cooperative may have resources to help in the planning process. <https://www.michigan.gov/libraryofmichigan/libraries/admin/qSac>.

E-Rate

E-Rate is a federal program that assists schools and public libraries with funding for internet service. Eligibility for E-rate is determined by your eligibility for LSTA, see: https://www.michigan.gov/libraryofmichigan/0,9327,7-381-88855_89735_89752-201340--,00.html.

More information can be found at the Library of Michigan's website: www.michigan.gov/erateforlibraries.

General information on the E-Rate program can be found here: <https://www.fcc.gov/consumers/guides/universal-service-program-schools-and-libraries-e-rate>

CHECKLIST FOR CHAPTER 8

- Has the board recently considered the need for remodeling the library or building a new library facility?
- Does your library receive E-Rate funds?
- Does your library have a plan for regular technological maintenance and security checks?

Quality Services Audit Checklist (QSAC) Measures for Trustees

https://www.michigan.gov/documents/libraryofmichigan/LM_2016_QSAC_Measures_rev_547146_7.pdf

See the standards below within the appropriate level for your library to obtain additional information on best practices. For more information about QSAC, see [Appendix F](#) of this Handbook.

Essential CORE Quality Measures – Technology

Essential ELECTIVE Quality Measures – Technology

Enhanced CORE Quality Measures – Technology

Enhanced ELECTIVE Quality Measures – Technology

Excellent CORE Quality Measures – Technology

Essential CORE Quality Measures – Facilities and Equipment

Essential ELECTIVE Quality Measures – Facilities and Equipment

Enhanced CORE Quality Measures – Facilities and Equipment

Enhanced ELECTIVE Quality Measures – Facilities and Equipment

Excellent CORE Quality Measures – Facilities and Equipment

See Also QSAC page www.michigan.gov/qsac (scroll to Appendices)

Correspondence

Management and Department Reports



February 17, 2026
Library Director Report
Andrea Ingmire

Strategic Planning Update

Public Survey

The summary report of survey data has been created by Heather and sent to the Strategic Planning Committee who will meet on February 18 to discuss next steps.

Art Galleries

February/March Exhibits

Artist Reception: February 12, 2026, 6–8 pm

Deo Gallery - *I Hear the Caw* - Lindsey Heiden

Through mixed media works blending animal forms and layered textures, Lindsey Heiden explores the evolving sense of "home." Her crow-inspired hybrids evoke memory, belonging, and transformation, weaving together found objects and personal symbolism to create an immersive visual narrative of identity and return.

Huron Mountain Club Gallery - *Awakening* - Cole Bonino Cole Bonino's paintings trace a journey of personal and spiritual renewal inspired by nature, dreams, and archetypes. Themes of motherhood, duality, and divine femininity intertwine with imagery from the natural world, reflecting the artist's meditative connection to Earth and the cycles of life and rebirth.

2027 Call to Artist is live! The application window is February 9 – March 22, 2026. We are hoping to see more wonderful art proposals from our community. Adyson Guidebeck has been helping with the galleries for over a year now, it has been amazing to have someone who can work on this program as their primary focus. There are so many details to keep up on, and she's doing a really good job.

Penal Fines

Penal fines are back in the danger zone. MLA had a webinar scheduled for 1/15/26, but it was postponed due to weather. This webinar will be held on 2/12/2026 and I will be joining late due to a previously scheduled meeting. I am sure there will be a recording available as well. From MLA: "Michigan's Alternative Funding for Trial Courts Workgroup released a [final concept paper](#) in 2025 proposing that all revenue from penal fines and civil infractions be redirected to trial courts. Last month, MLA's Interim Executive Director, Dillon Geshel, shared an [overview of these recommended changes](#) in Primary Source. If enacted, the proposal would have a disastrous impact on Michigan's public libraries."

In the last Fiscal Year, PWPL received \$90,871.93 in penal fines. Loss of this revenue source would be detrimental to public libraries in Michigan. I will share information with you as I have it.

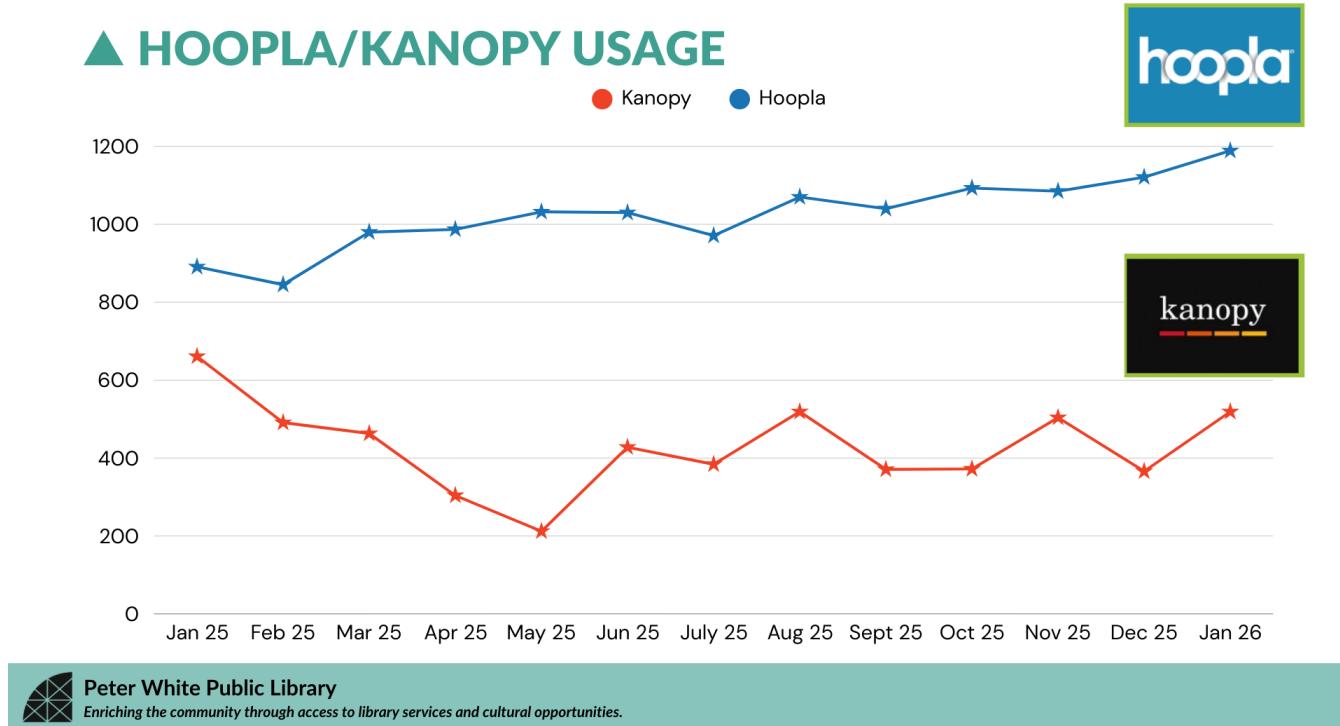
Streaming Services

Jamie and I have been talking about Hoopla and the funds that are currently going toward this service. Fortunately, we do not need to make drastic changes due to the amazing impact of our Endowment Fund revenues. However, looking at the long-term I believe we need to investigate the opportunities that Libby Advantage titles could provide for high demand titles. Just a reminder the 15% Hoopla subsidy from the SLC ended at the end of 2025.

We do need to set a monthly budget starting in March so that we can provide some level of cost control to this line item. We are working with Hoopla to get this established for March – October 2026 and the good news is that we can set a monthly budget that is at or slightly above what our current usage is.

As we move forward, we will be working with staff to notify all Hoopla users of this change and will continue to investigate all options to provide patrons with the best streaming services that we can afford.

Kanopy use continues to be steady, but affordable, SLC is still providing a 30% subsidy on this platform.



Vape Collection

I've been working through the vape collection logistics. The Fire Department was onsite on 2/2/2026 to give their perspective on this location and logistics. The vestibule is the safest location for staff and patrons and was approved by the City of Marquette Fire Department. The response from insurance is that this is a board and administrative decision. Insurance is comfortable with the steps that we are taking to ensure that this is handled as safely as possible. They appreciated that we reached out and took the time to follow up with Citizens' for Superior as well as the City of Marquette Fire Department.

eNewsletters

Total subscribed as of 2/11/2026, 2886

January 2026	Constant Contact			Subscribers as of:
	Number of Deliveries	Average Rate open	Average clicks	2/11/2026
Insider (General Newsletter)				2610
Friends				629
Off the Shelf	1	65%	5%	581
Digital Resources and Tech				466
Art and Exhibits				595
Local History				545
Weekly Program Update	4	63%	2%	677
Youth Services Insider	5	57%	1%	604

Staff Updates

- Adult Services Assistant – Posted externally – Interviews scheduled 2/18 and 2/20/2026.
- Joe Secrest resigned 2/3/2026, the Maintenance Assistant Department Head is posted internally.
- Another tough year for PWPL turnover:

2025 Turnover

	Employee count Jan 1, 2025	Voluntary Resignations of staff	Employee count Dec 31, 2025	Involuntary Termination	2025 Turnover
Maintenance:	4	3	4		75%
Circulation:	7	0	7		0%
*Youth Services:	5	2	5		40%
Adult Services:	5	4	5		80%
Tech Services:	3	0	3		0%
Administration:	5	0	5		0%
Department Heads:	5	0	5		0%
Communication/Prg:	3	1	3		33%
Pages:	2	0	2		0%
	39	10	39		26%
Full-time positions	15	1	15		7%
Part-time positions	24	9	24		38%

*Seasonal YS student not included in turnover rates as they are only hired for the summer.

Director Chat – 2/4/2026

- Talked to a staff member about book group turnout, wow!
- Talked to a retired staff member about how great retirement is.
- A patron recommended that we add signage in parking lot for handicap spots using physical signs, paint gets covered in the winter.
- A patron asked if Repair Café needs more time for their event – this patron has attended and recognizes that some repairs are rather involved.
- Talked with a patron about the digitization project they have been involved in.
- Staff member told me how often the circulation desk staff get comments about the beauty of PWPL.
- Talked to a patron about a weatherization program – suggested they reach out to NCLL if they wanted to do programming about this.
- Staff member who recently got an office space commented on how it felt like their birthday 😊
- A patron brought in donuts, I thanked them.
- Mom + two littles looking for Adult Nonfiction books.
- Assisted two college aged patrons who were looking for a meeting.
- A woman asked me if I wanted to run her errands and she could stay at the library.

AM = 13

- Friend stopped to suggest that the holiday village should be setup up where it gets more visibility.
- A patron told me how much John P likes our new snowblower.
- Three high school students were in looking for copies of Jurassic Park (the book!).
- Patron asked several questions about weeding, and what the hard part of my job was.
- Friend stopped to talk about the community report and information I had requested from them.
- Staff member stopped to tell me their promo materials were done, better late than never?
- Helped a patron with checkout and responded to a question about residency.
- A patron was concerned that our programming was limited to residents only, she was mistaking Senior Center Arts programs for library programs. I assured her that we did not check residency or require library cards to attend programming. We found the listing in the Marquette Monthly that led her to believe this. She was much relieved.

PM = 12

Total = 25

Library Director Professional Development/Outreach and Volunteer Activities – January 2026

January 5	Return to work after surgery
January 6	City Department Head Meeting
January 8	Mackenzie first day!
January 9	Supervisor Meeting 4C's Program
January 13	City Department Head Meeting Tasty Reads
January 14	Meeting – Meditate Marquette Township Advisory Council
January 15	All Staff Meeting
January 16	Supervisor Meeting 4C's Program

January 17	Supervisor on Duty - Saturday
January 20	City Department Head Meeting
	1:1 meeting with staff
	Board of Trustees Meeting
January 21	1:1 Meeting with staff
January 22	1:1 Meeting with staff
January 26	Programming Committee Meeting
	1:1 Meeting with Staff
	Steve S. meeting
January 27	City Department Head Meeting
	Superiorland Library Cooperative - Professional Development Committee Meeting
	1:1 Meeting with Staff
January 28	SLFP Lunch
January 29	MACC meeting
January 30	4 C's Program

February 2026
Development Director's Report
Heather Steltenpohl, Development Director

Final Fiscal Year 2025/2026 - \$291,455.00 from 184 gifts was raised since October 1, 2025 (Private Sources/Designated Donations/Events & Grants/Development Fund). These gifts are the result of the newsletters, reminder letters, grant receipts, bequests, tributes and annual fund gifts.

FY 2025/2026 Total Fundraising

2025 2026 Winter Newsletter	\$15,415.00
2025 Annual Fund	\$59,190.00
2025 Endowment Funds	\$210,000.00
2025 Fall Newsletter	\$2,780.00
2025 Tribute	\$2,620.00
2026 Annual Fund	\$1,450.00
	\$291,455.00

PWPL Development Fund 12/31/25

Garden Fund	\$ 2,068.07
Next Chapter Book Club	\$ 126.22
FRIENDS	\$ 34,141.91
2025 Teen Summer Reading	\$ 3,100.00
2026 Teen Summer Reading	\$ 1,500.00
2026 Youth Summer Reading	\$ 166.67
New York Review of Books Sub.-Sturgul Gift	\$ 22.05
Mining Journal Project	\$ 18,976.10
Kulisheck Programming Fund	\$ 14,841.21
2022 Strategic Planning	\$ 198.78
Aldrich Technology Assistance Fund	\$ 8,724.40
Great Lakes Poetry Festival	\$ 120.87
Passion for Books Project	\$ 5,224.11
Peace Room Project	\$ 2,352.00
25/26 Teens Cook	\$ 800.00
202/2026 General Operations	\$ 14,557.07

Endowment Funds (1/31/2025)

General Endowment Fund	\$ 867,313.22
Roberts Fund	\$ 120,770.52
Aldrich Fund	\$ 1,060,804.81
Steinhaus Fund	\$ 39,344.47
Vander Veen Center for the Book	\$ 25,656.11
Family & Local History Fund	\$ 64,443.17
Henderson Memorial Fund	\$ 226,091.95
	\$ 2,404,424.25

Friends of Peter White Public Library

The Friends of PWPL met on February 5, 2026 and approved \$20,282.00 in grants to PWPL:

<i>Bookpage Magazine</i>	\$	1,188.00
Community Outreach	\$	2,000.00
2026 Adult Summer Reading Program	\$	1,000.00
Writers on Writing Workshop Leader Fees	\$	1,500.00
Preschool Prom	\$	300.00
2026 Teen Summer Reading Program	\$	3,000.00
Travel Book Collection	\$	1,000.00
Youth Summer Reading Book Fairs	\$	4,000.00
Summer Reading Scavenger Hunt Prizes	\$	400.00
Aunt Flow Supplies	\$	324.00
Great Lakes Poetry Festival	\$	2,000.00
Community Coffee Days	\$	300.00
Archival Shelving	\$	1,000.00
Bright Star Touring Theatre SRP Kick Off Show	\$	845.00
Makerspace ChompSaws	\$	550.00
Alex Thomas & Friends SRP Close Show	\$	875.00

The Friends next meeting is May 21, 2026 at 12:30 pm in the Community Room. Everyone is welcome to attend.

Friends of PWPL 2025/2026 Financial Summary

Total January 2025 Store Sales	\$	3,378.45
Total 25/26 Store Sales	\$	14,434.97
Total 25/26 Online Sales	\$	4,023.37
Total March 2026 Sale	\$	-
Total September 2026 Sale	\$	-
Total Other 25/26 Revenue	\$	874.00
2025/2026 Friends Revenue	\$	19,332.34
Total PWPL Grants	\$	(46,791.00)
Total Other Expenses	\$	(2,241.56)
2025/2026 Total Expenses	\$	(49,032.56)
Balance	\$	25,304.06

**FRIENDS OF
PETER WHITE PUBLIC LIBRARY
WINTER 2026**

USED BOOK & MEDIA SALE

THURSDAY MARCH 12

Presale
5:00 pm - 8:00 pm
\$5.00 Admission

FRIDAY MARCH 13

9:30 am - 5:00 pm
No admission charge

SATURDAY MARCH 14

1/2 Price sale
9:30 am - 1:30 pm
bag sale
1:45 pm - 4:00 pm
\$5.00/bag
no admission charge

PWPL Community Room
217 North Front Street, Marquette, Michigan
www.pwpl.info (906) 228-9510



Head of Technology / Assistant Director - Peter White Public Library
January 2026 Report - Events of December 2025

Improvements & What's New:

- Adobe licensing -- set up our organization with Goodstack to get software discounts.
- Our contract with Michigan Broadband Services for phone services was renewed for three years. We are keeping all our current equipment, and we have a good monthly price locked in.
- I am making a change to our Spectrum account, including a new contract with a lower monthly cost for that internet connection. The change will allow us to offer more of our database subscriptions to patrons in the building using their own devices.
- Purchased and installed a new credit card machine from our credit card processor. The new machine handles contactless payments. It also connects over ethernet instead of dialup.
- Began onboarding groundwork for a new web/communications employee starting in January. Set up one employee to transition from part time to full time in Breeze360, etc.
- Jamie and I attended a webinar put on by MLA that was a review of the state of library funding. MeL services are funded through this FY, but FY 2026-27 will be another fight. All the grassroots and library support for federal pass-through funding seemed to have helped. It was stated that this was the toughest fight for funding the State Library has experienced.
- I moved Ann's technology to her new office in the former MACC space.
- I was contacted by our ProQuest representative about our microfilm needs for the Mining Journal digitization project. Unfortunately, the manufacturer of the blank microfilm they use (Fuji) is ceasing production, and ProQuest is winding down their microfilm division. Our ProQuest microfilm representative is retiring too. However, they anticipated our needs and copied off all the rest of the film from 1990-2019 without me asking for it. They expected me to be ordering this film, but I did not because I am still seeking copyright release from the owners of the MJ, and I did not know about them closing their microfilm division. Our ProQuest representative decided to just send us the film he had made gratis. This was a significant cost savings. Our digitization donors will not need to foot the cost for this final large run of microfilm.

Fixed, Etc.:

- Review of statistics routine for website. I will report this in the monthly statistics in the future.
- Many other small fixes.

Pending:

- New computer for memory lab.
- Move to new Adobe Acrobat licensing model for ten Adobe accounts.
- Install technology resources into Assistant Department Heads office.
- New firewall is at SLC. They need to install it.

Bruce's committee, meeting, and other activity:

- Supervisor's meetings – December 5th, December 12th
- All-staff meeting – December 10th
- State library funding update webinar – December 18th
- Online meeting with representative at Goodstack – December 22nd

Respectfully submitted,
Bruce MacDonald

Head of Technology / Assistant Director - Peter White Public Library
February 2026 Report - Events of January 2026

Improvements & What's New:

- Our hardware firewall was replaced with a new unit made by a different manufacturer. The old one had been giving me occasional headaches off and on for the past three years. The license on the old one was expiring. The new one was procured through Superiorland, with an eRate discount and a five-year license. It will be fully managed by Superiorland. The new firewall has a VPN solution for us, as the old one did, which allows some degree of remote work and access to be done securely.
- Our new labor agreement included a revised PTO structure for about half of our full-time people, and all part time people. Implementing this was something Andrea, Jamie, and I spent significant time on. Part time employees now each have their own personal PTO accrual policy based on how many hours they worked in the prior calendar year, pro-rated to the PTO earned in a full-time position.
- Staffing changes in the reference department began a shuffle of desks and computer stations. Everything is moved now. I also moved equipment for maintenance and the admin assistant.
- I upgraded our Spectrum internet service to accommodate the use of personal devices with databases that authenticate by IP address. After receiving a patron request to add this function, I discovered that it was possible to carry it out, so it was done.
- Added one Kindle to our Amazon account. This allowed us to renew our Amazon Kids+ subscription for all the Amazon devices used in the kids' room for another year at no cost.
- Prepared for new communications employee. Switched part-time reference staff over to full time. Other onboarding / offboarding tasks.
- I created a dashboard of key usage statistics for PWPL going back eleven years. While these are statistics that are updated monthly, this gives more of a big picture. I plan to maintain this dashboard each fiscal year.
- Several months ago, we acquired an overhead scanner for digitizing the Marquette Monthly and other source material. It was placed at the reference desk, but the massive skylight caused too much glare. I moved it to the Local History Room computer. I also purchased a piece of non-glare acrylic glass to help flatten newspapers while maintaining the image quality of scans.

Fixed, Etc.:

- Fixed catalog computer that was non-functional.
- Firmware upgrades for several pieces of equipment, many other small fixes.

Pending:

- New computer for memory lab.
- Move to new Adobe Acrobat licensing model for ten Adobe accounts.
- Install technology resources into Assistant Department Heads office.

Bruce's committee, meeting, and other activity:

- Supervisor's meetings – January 9th, 23rd
- Meeting at Marquette Regional History Center – January 9th
- PWPL Board of Trustees meeting – January 20th

Respectfully submitted,
Bruce MacDonald

Peter White Public Library
Adult Services Department Board Report
January 2026

ELECTRONIC COLLECTION USE (not noted in statistics sheets):

Ancestry:

- o Searches: 362
- o Images/text: 148/214

Mango languages:

- o Sessions: 127
 - Mobile: 50
 - Average Learning Time: 9:58

New York Times:

- o Offsite code redemptions: 160
 - Usage sessions: 1623, Page views: 8113, Articles read: 2665

Value Line Online:

- Logins: 77
 - o Searches: 102, Downloads: 90

Weiss Ratings Online:

- Total Users: 81
- Searches: 1
- Total Sessions: 12
- Pages Viewed: 26

OUTREACH/MARKETING:

- Superiorland Yesterdays: **Corey**
- Entrance Display: **Winter, Snow, Oh My! (Cheryl)** ; **Dive Into...A Good Book (Elliot)** ; **The Civil Rights Movement (Corey)**
- NF Display: **New Year, New Hobby (Allie)** FIC Display: **Heist Novels (Elliot)**
- What's New At PWPL articles for the Mining Journal: **Lynette, Corey, Amy**

PROGRAMMING/TECH HELP:

- Tech Coaching for Seniors: 19 Thursday Roundtable: 3
- Books and Banter: 5
- NonFiction Book Group: 3
- Repair Café: 18
- Cyber Clinic: 23

Updates from Adult Services January 2026

Adult Services had 46 passport applications processed, proctored 6 exams for students, and there were 775 adult computer logins during the month of December. We continue to help with printing and other computer technical issues that arise with patrons on a regular basis. Collection management, Displays, Book Groups, and Superiorland Yesterdays for the Mining Journal continue as usual.

I have prepared the schedule for the department to be short for the month as we look for a new Adult Services Assistant. In the meantime, I appreciate my staff for stepping up and filling shifts as necessary to keep the reference desk working well to serve our patrons. The hiring process has begun and applications are due February 6, 2026.

Corey has taken the reins of Assistant Department Head here in Adult Services. She has completed required statistics for the department and been diligent on updating New York Times lists as they become available. She has also been working with our newest Passport Acceptance Agents to make sure that passports are processed properly.

Corey also created a new Proctoring Services form for our students so they only need to fill out one form for the entire semester and we can keep track of everything needed for this service. She also had the website updated with this new form as well as updated some wording on the website to make it clearer. Allie stepped up to create a cover sheet for proctored exams for use by professors who would like us to proctor their student's exams. We found that there were changes made to the process at Bay College for proctoring exams. To help professors with the transition, Allie created a test cover sheet for proctored exams for use by professors that may not have a cover sheet for their tests. This cover sheet will tell us the students name and other required information to administer the test properly. This would include things like what students are allowed to use during the test (notes, calculator, etc.), time limits, accommodations, and where to send the completed test. Thanks Corey and Allie!

Cheryl and Allie continue to train and learn more as they process passports for their first month. We have had some special situation come our way and we use those as trainings for new folks accepting passports. Corey has been working closely with them to ensure that they have the knowledge needed to accept and process passports as required by the State Department.

Elliot has been working on the winter sessions of Repair Café. They have also continued to do well in accepting passport applications and helping our newer agents accept applications. They have also stepped up to help out our newer staff members with questions and concerns, which I really appreciate.

We have also started planning for Adult Summer Reading Program. It will run as it has in the past with patrons filling out up to 10 bookmarks with titles and their ratings of the book to be put into a drawing for prizes at the end of the program in August. I have a request in with the Friends of the Library to fund this program this year.

In keeping up with new items for collections, I have been ordering new materials in all formats for the adult collections. PWPL has been using Ingram for book fulfillment for many years, but recently we have seen delays in obtaining materials. We have experienced delays due to the weather conditions down south this month. However, we are getting back to regular shipments coming in though. This librarian is grateful for the new items to be finally showing up!

Regards,

Amy M. Salminen, MLIS

Adult Services Department Head

Circulation Department Head Report: January 2026

January was a standard month in the department, catching up from holidays and taking turns covering for each other when staff get the inevitable winter cold or flu. This usually means more time at the desk for me, to help fill in the gaps.

We had our annual run of library card registration forms printed in January. Maggie and I worked on revising the layout again, to help streamline the registration process. We also switched to using one registration card for all new patrons – we previously used separate forms for Basic or NMU Basic cards. Tina started preassembling the packets of information we give Basic card applicants, so they are ready to go – another small but important step to streamline registration and get patrons started with their library card quickly.

During a recent department staff meeting, we took time to review procedures for offline checkout when the internet is down. Thankfully this hasn't been needed very much until recently. We've seen a handful of short internet outages in the last month. With the refresher at the meeting, circulation staff were ready to handle the switch to offline mode in our software. Offline mode allows us to perform very basic functions (checking out items) while the internet is down. When it comes back up, SLC can import the data to update patron's records.

Meetings & Activities:

January 9: Supervisor's Meeting
January 15: All-staff Meeting
January 16: Supervisor's Meeting
January 22: Circulation Department Meeting
January 26: Programming Committee Meeting
January 26: Monthly one on one with Andrea
January 28: Monthly one on one with Maggie
January 28: Desk Supervisor's Meeting

Respectfully submitted,
Melissa Matuscak Alan
Circulation Department Head

Month of January, 2025

	# Attended	# Sessions
➤ Program Attendance Stats		
○ EL Total	39	1
○ Children's Total (Non-EL)	848	8
○ Self-Directed Programming	793	6
■ Total Program Attendance	1,680	15

January in YS

Youth Services regular programs are on pause in January. We use this time to complete plans for Feb-April programming, take vacations, start planning summer reading as well as launch Winter Reading.

Winter Reading

Welcome back Winter Reading! On January 17th we kicked off our 6th year of Winter Reading with a family read-in. This year it is Kids Read: STICK with Reading! For our kickoff event, YS staff planned and set-up themed reading areas: the play area turned into a beach reading area, the Tween Zone became a camping ground, the fish tank was water/fish themed, etc. Families register their children for the reading program, kids got their first sticker and sticker collecting envelopes and earned extra stickers by going around to read in the different themed zones. It was an exciting day, especially once the cocoa and cookies started in the Community Room! Kids have until the end of February to turn in as many reading logs as they can as they get progressively more awesome stickers.

Winter Reading Stats so Far

- As of the end of January there are 396 kids registered
- Kids have returned 368 reading logs = 1,104 hours read as of February 4th

Stuffie Sleepover Storytime

We have held a Stuffie Sleepover Storytime for several years. As an evening storytime it draws both our regular storytime goers and children who are in school or have working parents who can't make the morning storytimes. It is also very fun for the kids because their stuffies sleep overnight at the library, and when the children pick the stuffies up they get a picture of what their stuffies did while alone in the library. It is very exciting!

January Meetings/Activities

- YS Department Meeting – Jan 5
- Supervisors Meetings – Jan 9, 16, 23
- 1-1 meetings with YS Staff – Jan 7, 20, 21, 22
- 1-1 Meeting with supervisor – Jan 22
- SLC Summer Programming Meeting – Jan 22
- SLFP Mentor/Mentee Workshop – Jan 22
- Programming Meeting – Jan 26
- Desk Supervisor Meeting – Jan 28
- 1-1 Meeting with supervisor – Jan 29

Sarah Rehborg

Youth Services Librarian
Peter White Public Library



Winter Reading 2026



Stuffie Sleepover 2026

Peter White Public Library

Teen Services Department Board Report

January 2026

- Program Attendance
 - Programs – 8
- Total Attendance - 141
- Monthly Programs (# of Teens attending)
 - un"TITLE"d Teens - 12
 - D&D – 20
 - Game On - 8
 - HSCBD – 8 (2 meetings)
- Special Events/Offsite Visits
 - Board Together - 20
 - Teens Cook - 15
 - Bothwell Library Visit - 58
- Winter Reading
 - 60 teens have registered as of Feb 1

January was a busy month, all regular programming returned, along with Winter Reading. For every 5 books the teens read, they are entered to win a \$50 gift card to either Snowbound Books or Blossom Bird Bubble Tea. The program has grown every year and the teens look forward to it. Along with Winter Reading, we had local artist Leo Barch paint a mural in the Teen Zone. The mural is reflects the outdoors and contains portals into the literary worlds, the teens have really enjoyed the new addition to the Teen Zone. Friends of the PWPL graciously funded the mural. I also visited the Bothwell Middle School library to promote Winter Reading. Many students signed up and made a button or a magnet. Iron Golem games also dropped by for Board Together and brought a selection of board and card games for families to try. We had a great turn out and going to try to plan another event.

Amanda Pierce

Teen Services Coordinator

February 2026

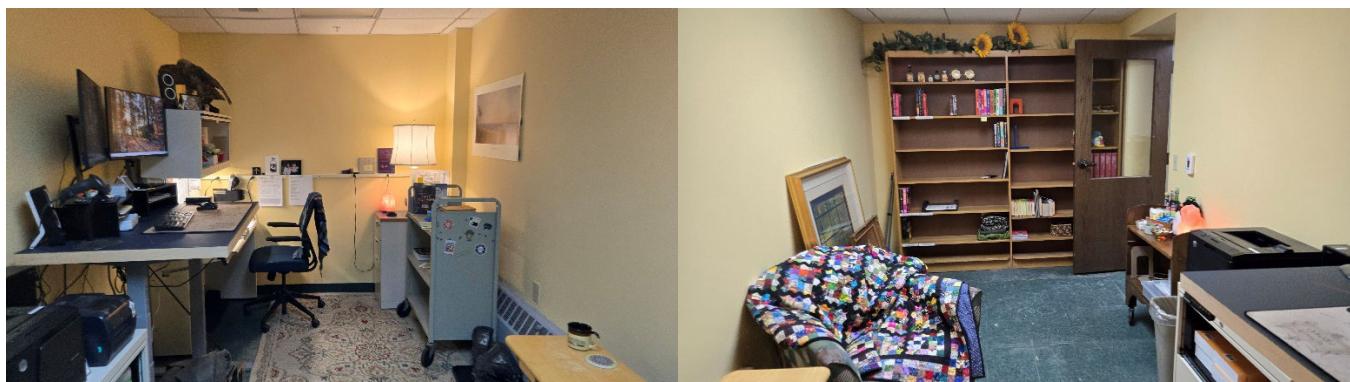
Technical Services Department

Report for January 2026

Stephanie Garn, Technical Services Department Head

HIGHLIGHT!

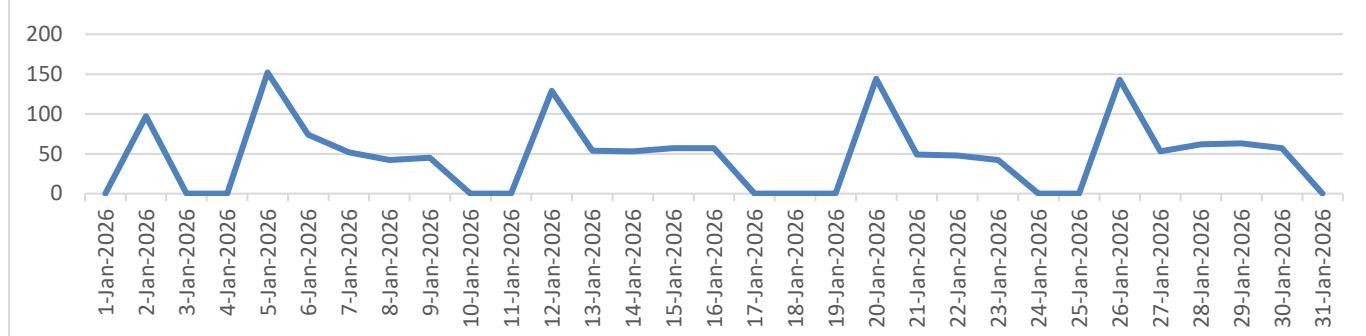
An office shuffle happened within the library and for the first time, my position has an office. As a supervisor and department head, I am very excited about this! The office was the facilities manager office for 25 years. After much deliberation on paint swatches, I settled on Benjamin Moore "straw," in case anyone is wondering!



December Holds

Total 1,473 (377 more than December!)

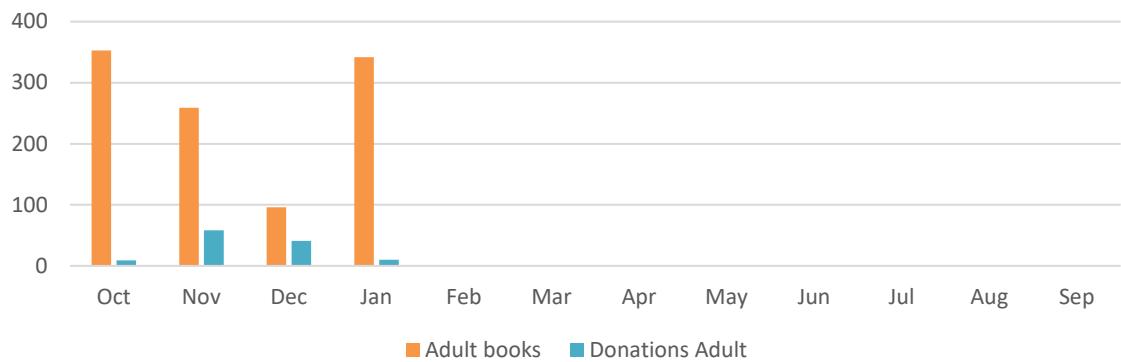
Onshelf holds January 2026



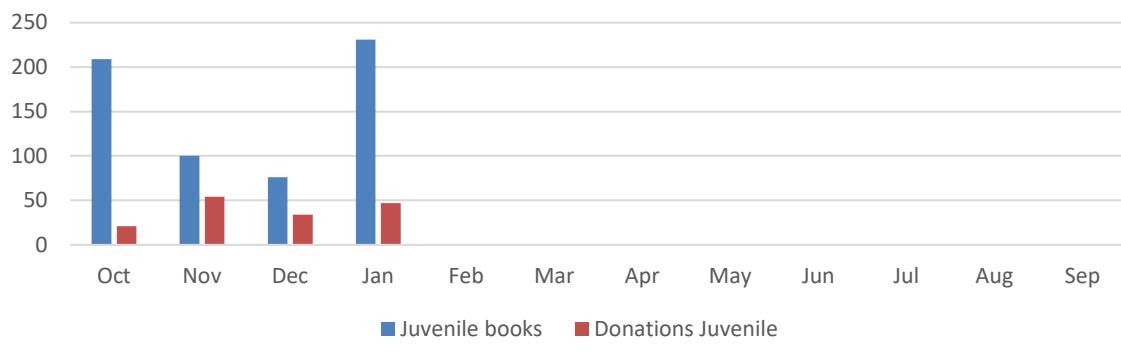
OCLC/WorldCat (Out of state requests)

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Loaned	0	1	1	1									3
Borrowed	1	3	4	4									12
Unfilled	1	1	1	1									4

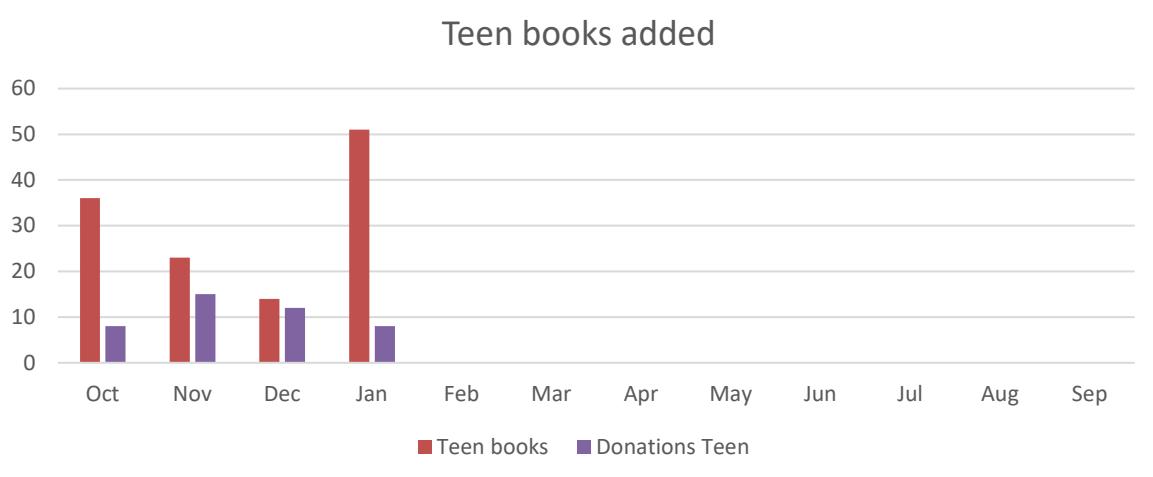
Adult books added



Juvenile books added



Teen books added



January 2026 Adult Programming Events

Craft Magic Series: Punch Needle Magic with Lydia Taylor

Monday, January 5, 2026, 6:30 p.m.-8 p.m. Peter White Public Library Shiras Room. Teens, Family, Adults, Seniors. Join fiber artist Lydia Taylor for a Beginner Punch Needle Workshop. Learn basic punch needle skills and leave with your very own handmade punch needle project. Starter kits provided. Space is limited to ten participants, so register early. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

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

Marquette Poets Circle

Thursday, January 8, 2026, 6:30 p.m.- 8 p.m. Peter White Public Library Shiras Room. Adults, Seniors, Family Friendly. Join local poets, writers, and poetry enthusiasts for an evening of poetry. Starting at 6:30 p.m., participants gather to workshop their current work, followed by an Open Mic at 7:15 p.m. New and experienced poets are welcome for either or both events. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **11 in-person attendees** for this event.

Docu Cinema: *Move When the Spirit Says Move: The Legacy of Dorothy Foreman Cotton* Friday, January 9, 2026. 12:00 p.m.-2:00 p.m. Peter White Public Library Community Room. Adults, Seniors. In honor of Martin Luther King Day, PWPL screens this riveting documentary about a forgotten pioneer of the Civil Rights Movement, Dorothy Foreman Cotton, the only woman on Dr. King's executive staff. Not Rated. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **3 in-person attendees** for this event.

Dinner & A Movie Block Busting Cinema: *Conclave*

Monday, January 12, 2026. 5:30 p.m.-8 p.m. Peter White Public Library Community Room. Adults, Seniors, Teens. Bring your dinner, sit down, and enjoy this compelling 2024 drama about a papal election, starring Ralph Fiennes and Isabella Rossellini in Oscar-nominated performances. Rated PG. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **9 in-person attendees** for this event.

U.P. Poet Laureate Reading: Beverly Matherne & Jesse Koenig

Wednesday, January 14, 2026. 6:30 p.m.-7:30 p.m. Peter White Public Library Community Room. Adults, Seniors. Join PWPL in a celebration of the newly named 2026/2027 U.P. Poet Laureate, Jesse Koenig. Beverly Matherne, 2024/2025 U.P. Poet Laureate, and Jesse will team up for an evening of poetic conversation and work. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

THIS PROGRAM WAS POSTPONED.

Global Cinema: *Latvia's Flow*

Friday, January 16, 2026. 12:00 p.m.-2:00 p.m. Peter White Public Library Community Room. Adults, Seniors, Teens. This Oscar-winning animated feature film from Latvia features a cat

trying to survive in a post-apocalyptic world of water. Rated PG. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **11 in-person attendees** for this event.

Seth Brown Duo in Concert

Wednesday, January 21, 2026, 6:30 p.m.-7:30 p.m. Peter White Public Library Community Room. Family Friendly, Adults, Seniors. PWPL presents an evening of Country Roots music (original songs influenced by rock & roll, folk, traditional, and outlaw country) with the Seth Brown Duo. It sure to be a boot-stomping good time! No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **41 in-person attendees/5 virtual in-person attendees/27 YouTube views** for this event.

All Booked Up: Can We Talk?

Monday, January 26, 2026. 10 a.m. – 11 a.m. Peter White Public Library Dandelion Cottage Room. Adults, Seniors. Join Marty for an in-person, in-depth discussion of Upper Michigan Today's *All Booked Up* book of the month. Come with your questions, insights, and observations. This month's book: *Beasts* by Ingvild Bjerkeleland, trans. Rosie Hedger. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **3 in-person attendees** for this event.

Writers on Writing: Brian Wallen Songwriting

Monday, January 26, 2026. 6:00 p.m. – 8:00 p.m., Peter White Public Library Shiras Room. Adults, Seniors, Teens. In this new programming series, seasoned published authors of various genres lead participants through writing exercises and workshops to hone their writerly talents. **January's Writer: Brian Wallen.** An award-winning singer/songwriter, part of the Make Believe Spurs, Wallen will guide participants through the process of creating/writing songs and lyrics. **Space is limited to 15 participants, so register early.** No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

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

Bluesday Tuesday Concert

Tuesday, January 27, 2026, 6:30 p.m.- 7:30 p.m. Peter White Public Library Community Room. Teens, Adults, Seniors, Family Friendly. Peter White Public Library hosts a blues concert sponsored by the Marquette Area Blues Society. This month's band: TBA. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

There were **43 in-person attendees/4 virtual in-person attendees/29 YouTube views** for this event.

All Booked Up: On Air

Wednesday, January 28, 2026. 9 a.m.-10 a.m. WLUC TV 6 Studios. Adults, Teens, Seniors. Join Upper Michigan Today's John Redfield, along with PWPL staff, for an on-air, in-person book discussion. This month's book: *Beasts* by Ingvild Bjerkeleland, trans. Rosie Hedger. No admission charge. For more information, contact Marty at 226-4322, machatz@pwpl.info, or visit pwpl.info.

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

Maritime Jewels of the British Isles: England, Wales, Northern Ireland and Scotland
Wednesday, January 28, 2026, 6:30 p.m.-7:30 p.m. Peter White Public Library Shiras Room.
Family Friendly, Adults, Seniors. Carol Magriff shares a PowerPoint presentation and
discussion about her 15-day Small Ship Adventure to the British Isles from Aberdeen, Scotland,
to Oxford, England. No admission charge. For more information, contact Marty at 226-4322,
machatz@pwpl.info, or visit pwpl.info.

There were **22 in-person attendees/3 virtual in-person attendees/22 YouTube views** for this event.

TOTAL NUMBER OF PARTICIPANTS FOR JANUARY 2026 EVENTS:

Participants for in-person events:	172
Participants for virtual in-person	12
Participants for virtual (after the fact)	78
TOTAL Participants/Views:	262

Respectfully submitted,

Martin Achatz (he/him/his)

Adult Programming Coordinator

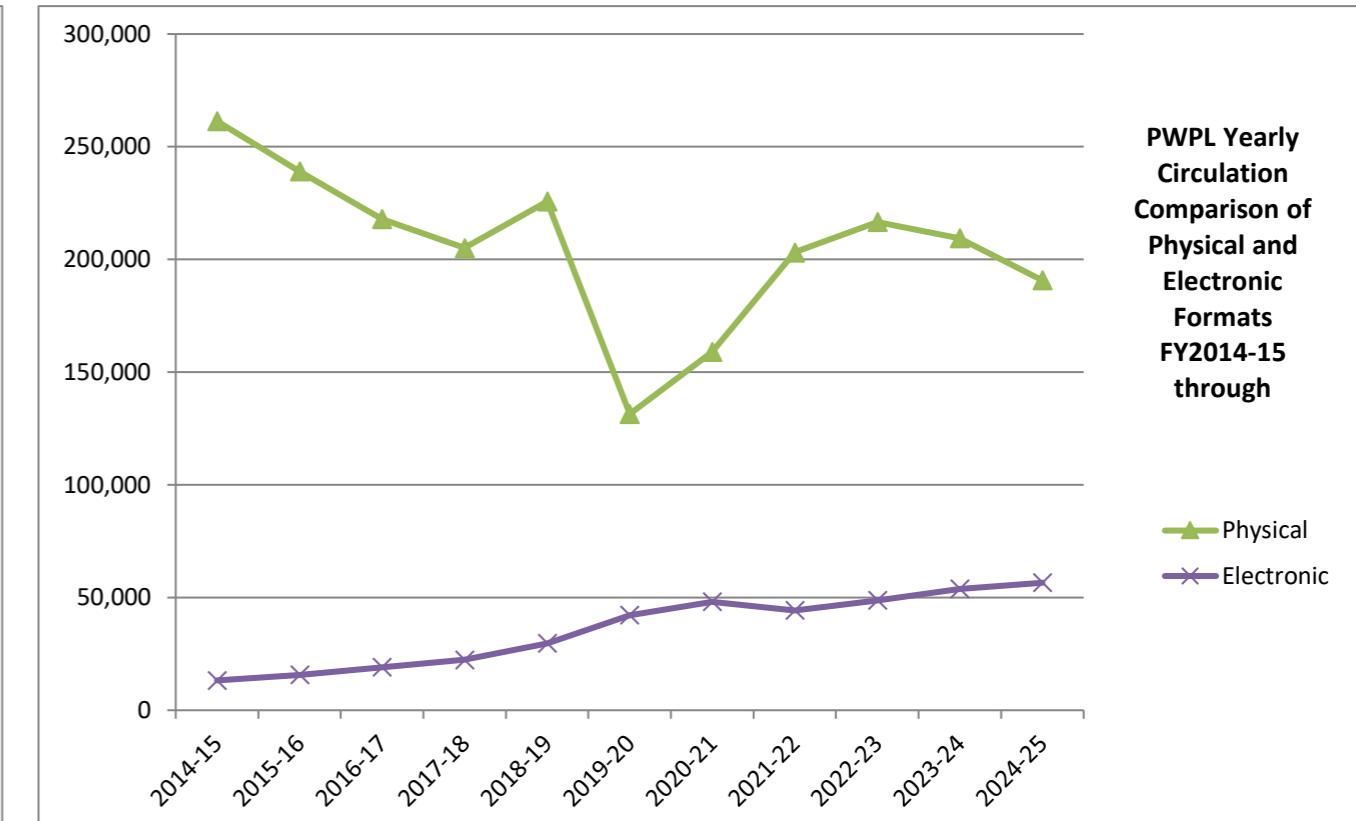
Facilities Manager February 2026

- Switched elevator company from TKE to Metro Elevator due to lousy service.
- Office carousel winding down.
- Monthly generator test.
- Monthly fire extinguisher inspection.
- Monthly exit light test.
- Snow and ice management.
- New custodial assistant doing well.
- General upkeep and maintenance.

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

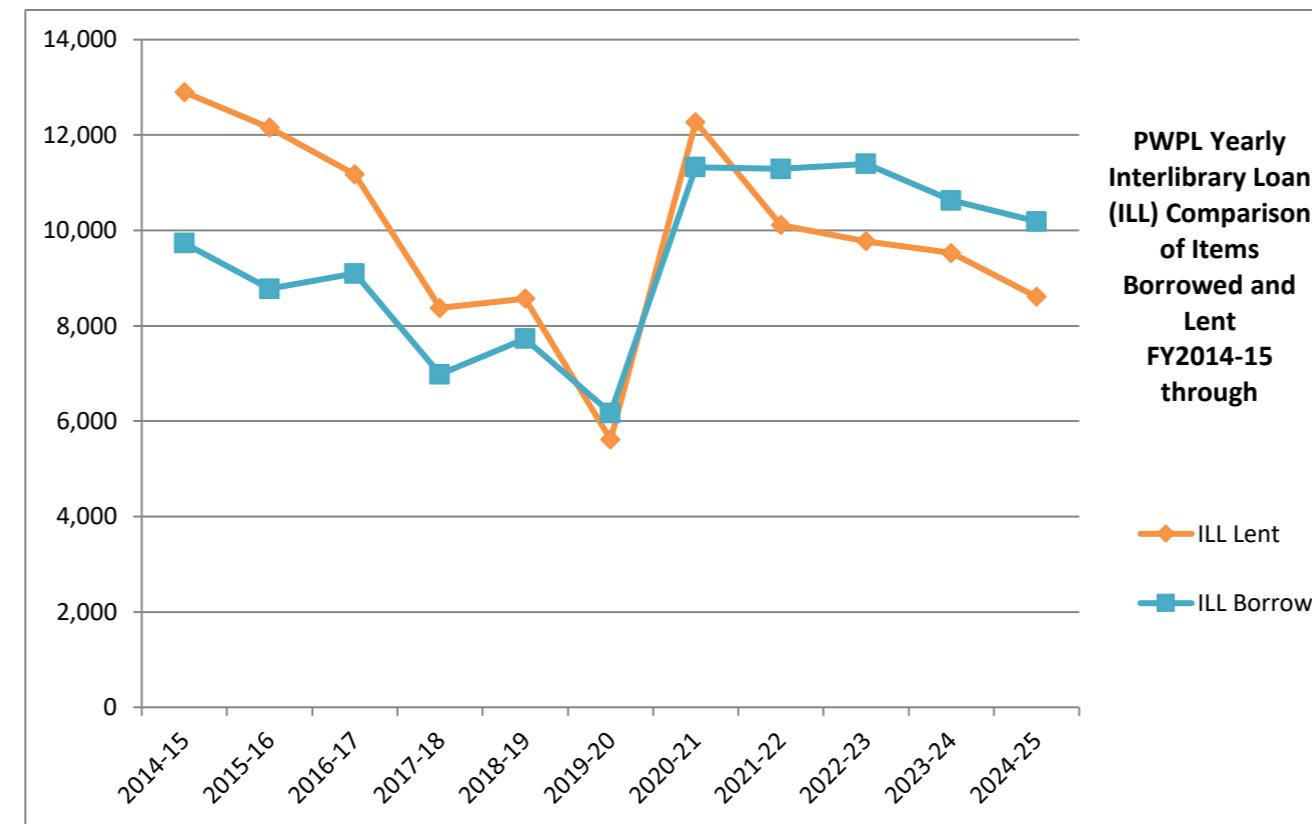
Statistical Reports

Door Count and Materials Usage

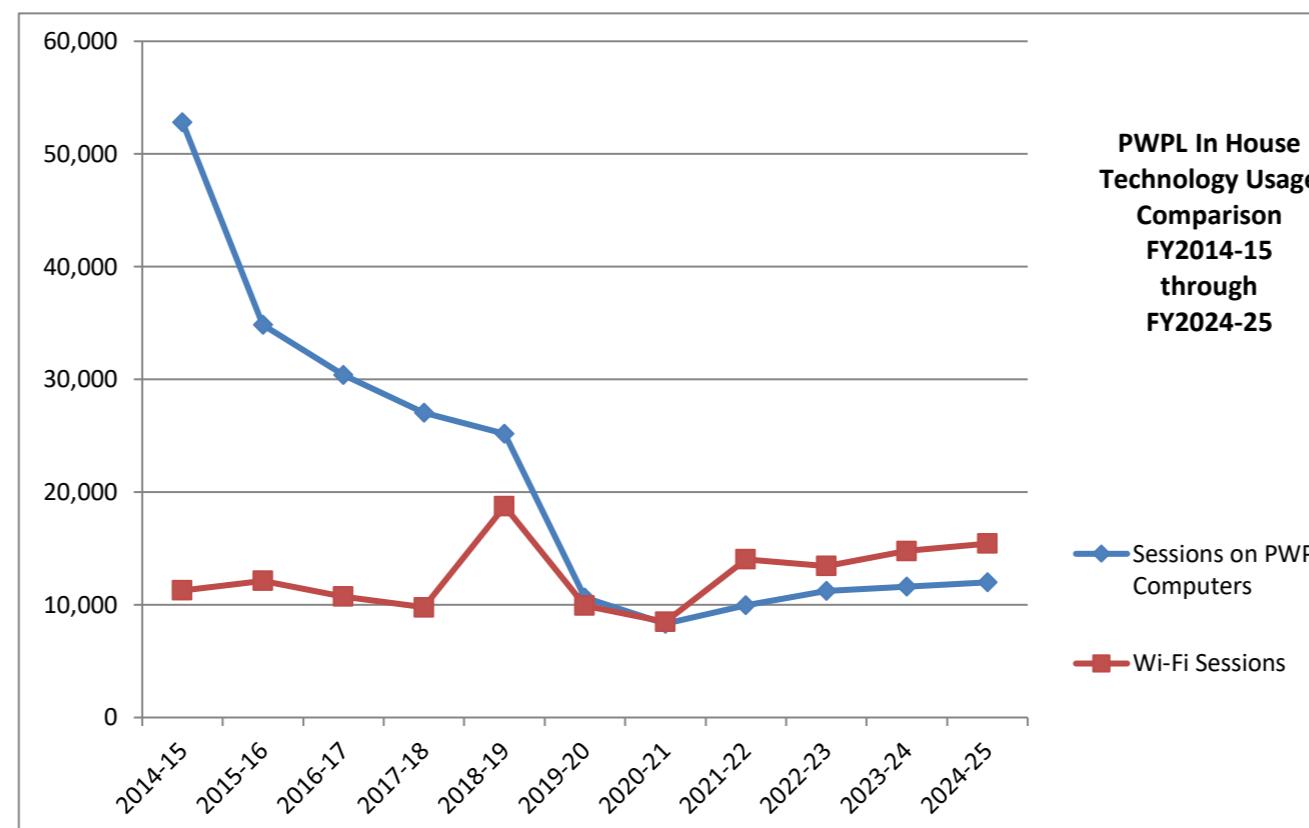
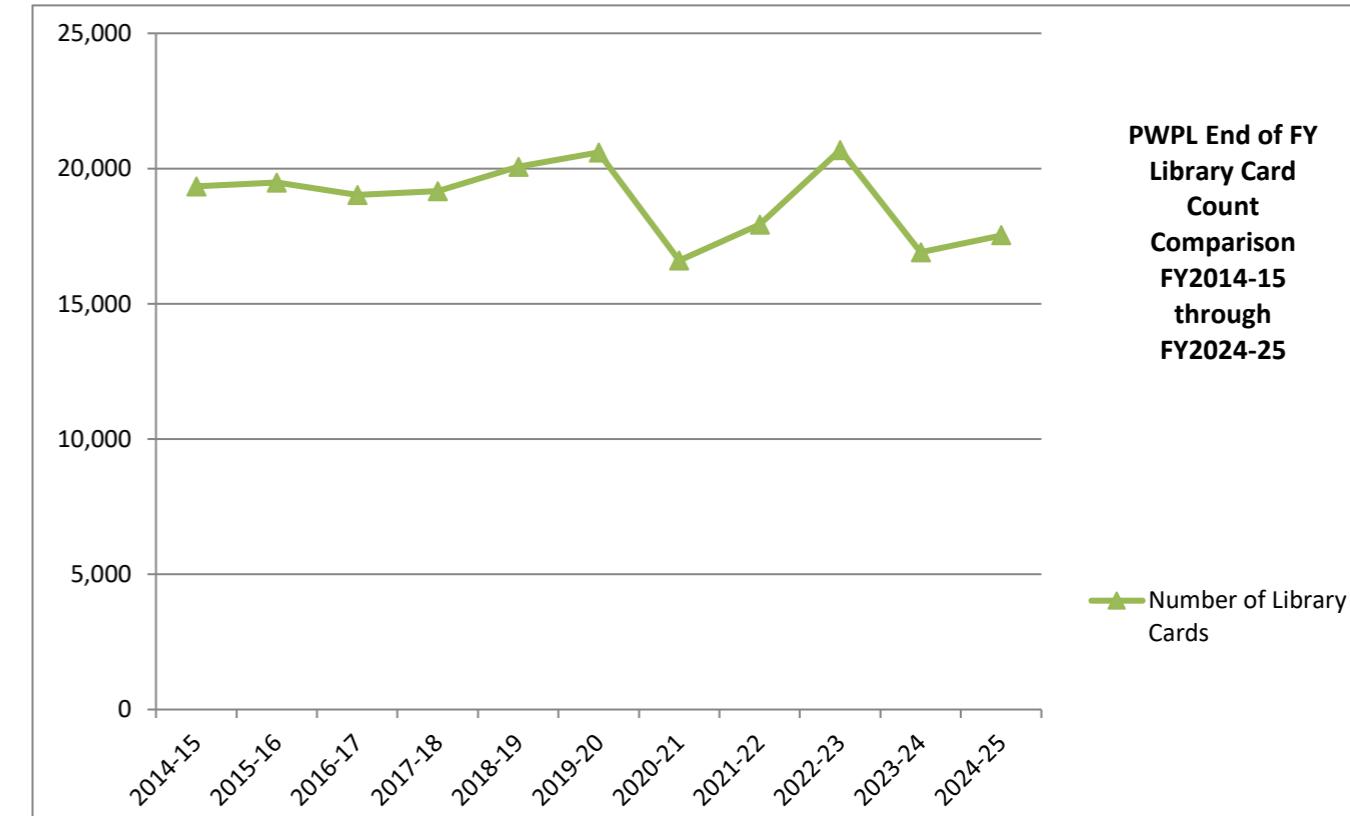
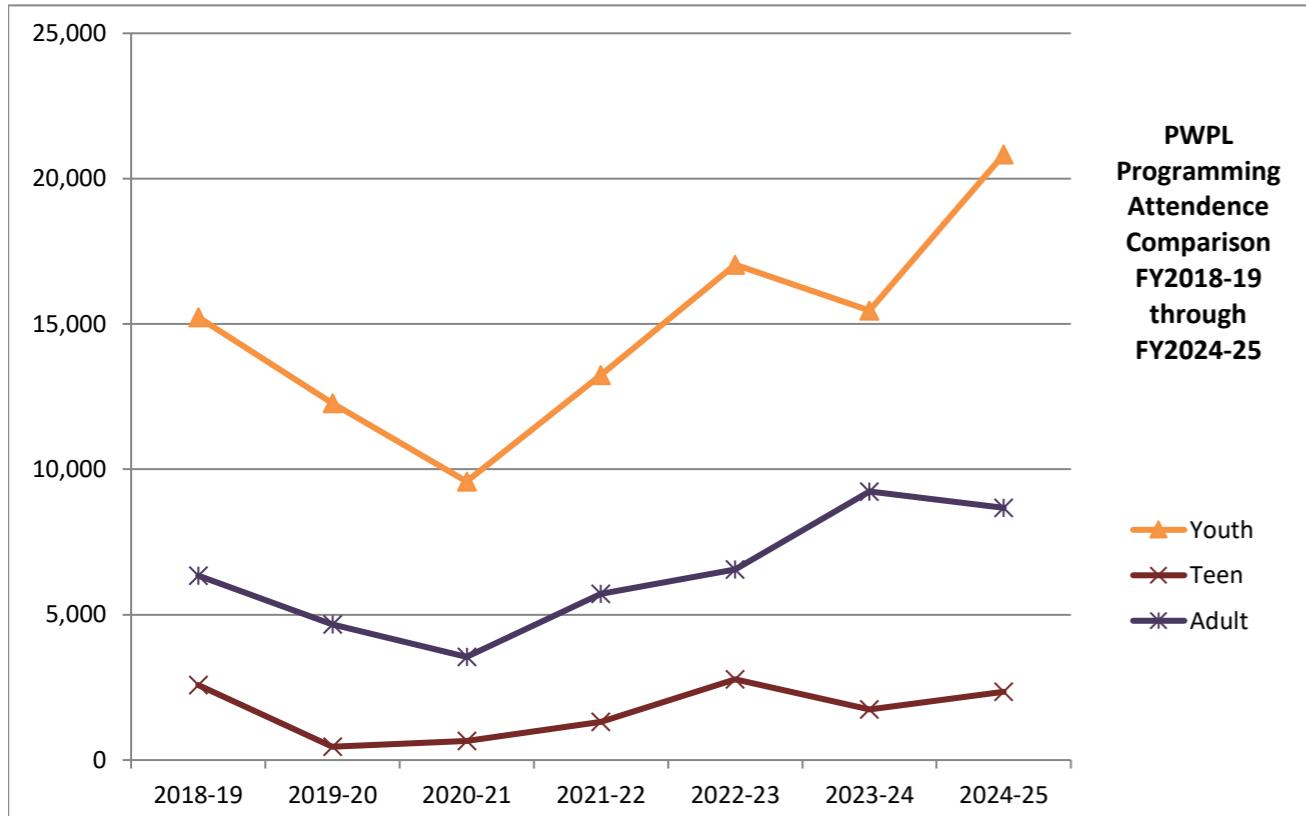


Peter White Public Library
Year - To - Year Statistical Comparisons

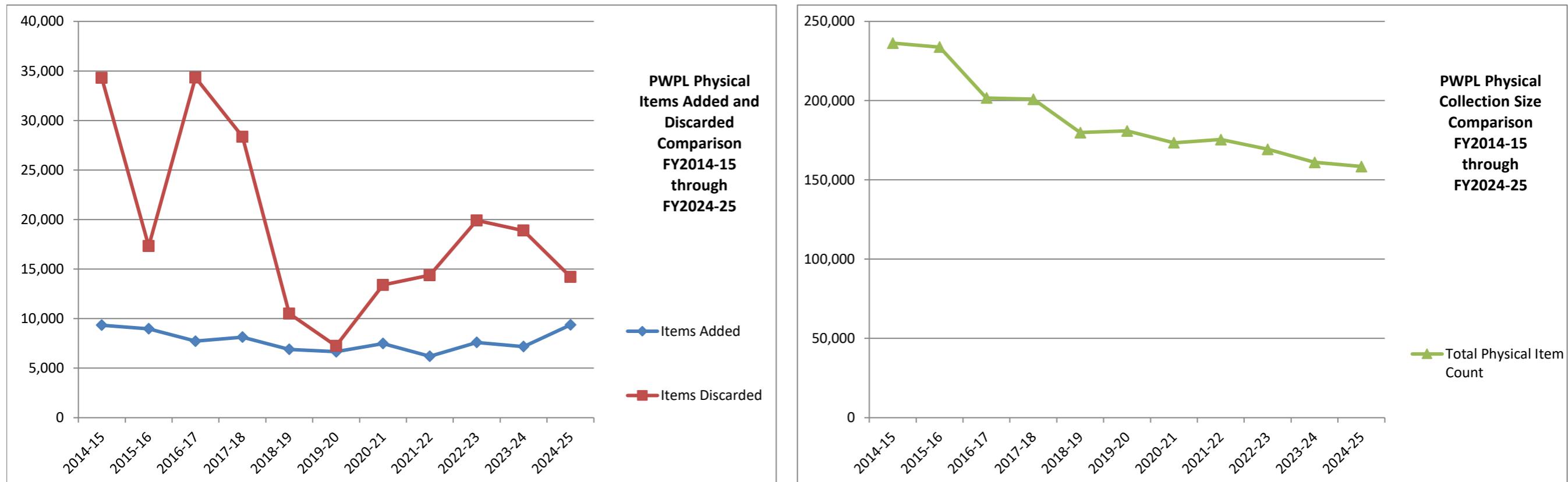
Source - Primarily State Aid reports
submitted by PWPL to Library of Michigan,
plus other stats that are not submitted to LoM.



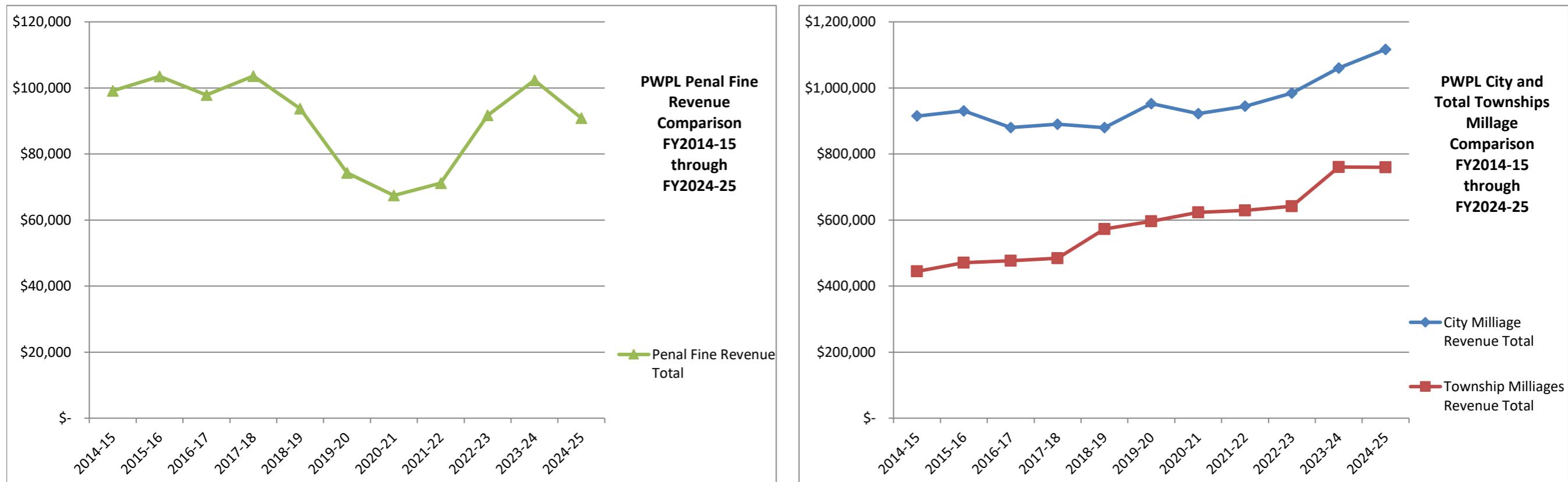
Other Usage



Collection Size



Funding



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	13,244	12,205	12,531									55,038
Hours Open	266	213	225	240									944

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	2,459	1,851	3,194	2,236	1,593	2,745	14,078				
	Average Daily		614	617	798	746	531	549	640	22			
DECEMBER	Attendance	0	2,496	2,670	2,201	1,630	1,422	1,786	12,205				
	Average Daily		624	534	733	543	355	446	531	23			
JANUARY	Attendance	0	1,201	2,344	2,168	2,104	2,219	2,495	12,531				
	Average Daily		400	586	542	526	444	500	501	25			
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												
<i>Current FY Total</i>	0	8,463	9,462	10,761	9,526	7,939	9,721	55,872	97				
<i>Current FY Average YTD/Day</i>	0	554	597	678	632	468	542	576	19				

<i>Last FY Total</i>	0	31,225	33,110	33,567	31,718	24,041	24,675	178,336	299
<i>Last FY Average/Day</i>	0	650	647	681	637	492	476	593	23

Program Attendance

Reference and Other Services

Interlibrary Loan

Registered Borrowers

Technology

Technical Services

Remote Book Drops

		Number of Pickups	Number of Items
Marquette Township			
	Total Year to Date	18	427
	Total Last FY	52	1291
Chocolay Township			
	Total Year to Date		
	Total Last FY	52	1419
Sands Township			
	Total Year to Date		
	Total Last FY	52	539
Skandia Township			
	Total Year to Date		
	Total Last FY	52	356
West Branch Township			
		5	10
	Total Year to Date	17	34
	Total Last FY	51	102
Total Year to Date ALL Locations:		35	461
Total ALL Locations Last FY:		259	3737

Staff and Board Listings

PWPL Employee Roster

Last Name	First Name	Start Date	Job Title
Achatz	Martin	10/19/2020	Programming Coordinator
Alan	Melissa	6/28/2022	Circulation Department Head
Barch	Margaret	8/1/2017	Circulation Assistant Department Head
Bengry	Mary	1/4/2024	Circulation Aide
Burtrum	Cheryl	8/11/2025	Adult Services Assistant
Champion	Grace	10/9/2024	Youth Services Assistant
Couts	Emily	2/15/2023	Circulation Aide
Ellis	Claire	6/11/2025	Youth Services Assistant
Flynn Chapman	Allison	8/12/2025	Adult Services Assistant
Garn	Stephanie	6/2/2017	Technical Services Dept Head
Gearry	Mackenzie	1/8/2026	Communications Coordinator
Goodwin	Jamie	7/12/2021	Finance Director
Guidebeck	Adyson	5/15/2024	Circulation Aide
Hersheway	James	10/4/2021	Maintenance Assistant
Ingmire	Andrea	6/6/2016	Library Director
Joyal	Natalie	4/2/2025	Library Page
Lanciani	Zach	3/21/2022	Circulation Aide
Langlieb	Holli	5/1/2024	Youth Services Programming Assistant
Lustig	Michael	8/8/2019	Library Page
MacDonald	Bruce	7/23/2007	Assistant Director / IT Coordinator
Marquardson	Marissa	9/16/2019	Youth Services Assistant
Matthews	Kelsey	10/15/2021	Technical Services (ILL)
Pergande	Frank	4/30/2025	Youth Services Assistant
Peterson	Tina	6/9/2025	Circulation Aide
Pierce	Amanda	9/16/2014	Teen Services Coordinator
Povey	John	11/30/2020	Facilities Manager
Plourde	Rosemary	10/5/2018	Library Page
Rehborg	Sarah	11/20/2013	Youth Services Department Head
Richmond Garrett Ann		10/25/2021	Administrative Assistant
Salminen	Amy	10/26/2020	Adult Services Department Head
Sargent	Ben	12/4/2007	Technical Services Assistant
Shumate	Elliot	5/19/2025	Adult Services Assistant
Simmons	Kathryn	11/11/2025	Custodial Assistant
Spatz	Christopher	6/24/2013	Circulation Aide
Steltenpohl	Heather	10/20/1997	Development Director
Wiseman	Corey	10/3/2023	Adult Services Local History Assistant

Distribute only to: Supervisory Staff, Administration Staff