

**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
- 2) Audit Engagement Letters

Public Comment

Board Member Comment

- 1) General Comments
- 2) Trustee Manual – 2021 Edition, Chapter 8, Facilities and Technology  
[https://mel.org/ld.php?content\\_id=76965541](https://mel.org/ld.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

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

**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 31<sup>st</sup>. 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	<b>\$ (235,808.63)</b>	<b>\$ (854,973.51)</b>
Net of Revenue & Expense	<b>\$ 73,251.21</b>	<b>\$ 518,277.47</b>

Comments

<b>Cash Balance</b>		<b>January</b>	
Month Ending Current Year	vs	Month Ending Prior Year	
\$ 1,031,549.32		\$ 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 Carrol Paul Memorial Fund
    - January Revenue & Expenditure Report for the Library Improvement Debt Fund

Respectfully Submitted ~ *Jamie Goodwin*



**RAYMOND JAMES**

December 31, 2025 to January 30, 2026

Securities offered through Raymond James Financial Services

**MARK AHO**

Raymond James Financial Services, Inc.  
Raymond James Financial Services Advisors, Inc.

## PWPL General Fund Account Summary - #258KY554

Advisory

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

		This Statement	Year to Date
<b>Value This Statement</b>	<b>Beginning Balance</b>	<b>\$219,871.27</b>	<b>\$219,871.27</b>
<b>\$223,860.50</b>	Deposits	\$0.00	\$0.00
	Income	\$350.97	\$350.97
	Withdrawals	\$0.00	\$0.00
	Expenses	\$(460.81)	\$(460.81)
Last Statement	Change in Value	\$4,099.07	\$4,099.07
Prior Year-End	<b>Ending Balance</b>	<b>\$223,860.50</b>	<b>\$223,860.50</b>
\$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 Portfolio

For more information, visit [raymondjames.com/clientaccess](http://raymondjames.com/clientaccess)

	Quantity	Price	Value	Gain or (Loss) <sup>o</sup>	Estimated Annual Income
<b>Cash &amp; Cash Alternatives</b>					
Raymond James Bank Deposit Program ‡ 0.03% - Selected Sweep Option			<b>\$1,873.52</b>		\$0.56
Raymond James Bank			\$1,873.52		
<b>Your bank priority state: MI</b>					
‡ Please see the Raymond James Bank Deposit Program on the Understanding Your Statement page.					
Estimated Income Yield for RJB DP was calculated as of 1/30/2026.					
<b>Cash &amp; Cash Alternatives Total</b>			<b>\$1,873.52</b>		<b>\$0.56</b>

### Mutual Funds

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



**Your Portfolio (continued)**

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

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



## Your Portfolio (continued)

	Value	Gain or (Loss) <sup>o</sup>	Estimated Annual Income
<b>Portfolio Total</b>	<b>\$223,860.50</b>	<b>\$69,874.75</b>	<b>\$5,880.73</b>

<sup>B</sup> Please see Cost Basis on the Understanding Your Statement page regarding Open End Mutual Funds.

<sup>o</sup> 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
<b>Income</b>				
01/02/2026	Dividend/Interest - 2025 ‡	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILD) \$.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
<b>Income Total</b>				<b>\$350.97</b>

‡ 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)
<b>Expenses Total</b>				<b>\$(460.81)</b>



**Your Activity (continued)**

Date	Activity Type	Description	Quantity/ Price	Amount
<b>Purchases, Sales and Redemptions</b>				
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
<b>Purchases, Sales and Redemptions (continued)</b>				
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 AHO**

Raymond James Financial Services, Inc.  
Raymond James Financial Services Advisors, Inc.

## PWPL Helen Paul Trust Account Summary - #2259T374

Advisory

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

		This Statement	Year to Date
<b>Value This Statement</b>	<b>Beginning Balance</b>	<b>\$1,000,687.55</b>	<b>\$1,000,687.55</b>
<b>\$1,010,938.17</b>	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
	<b>Ending Balance</b>	<b>\$1,010,938.17</b>	<b>\$1,010,938.17</b>
Last Statement	Prior Year-End		
\$1,000,687.55	\$1,000,687.55		
Time-Weighted Performance*			
YTD	1.94%		
2025	12.19%		

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 Portfolio

For more information, visit [raymondjames.com/clientaccess](http://raymondjames.com/clientaccess)

	Quantity	Price	Value	Gain or (Loss) <sup>o</sup>	Estimated Annual Income
<b>Cash &amp; Cash Alternatives</b>					
Raymond James Bank Deposit Program † 0.03% - Selected Sweep Option			<b>\$8,516.41</b>		\$2.55
Raymond James Bank			\$8,516.41		
<b>Your bank priority state: MI</b>					
† Please see the Raymond James Bank Deposit Program on the Understanding Your Statement page.					
Estimated Income Yield for RJB DP was calculated as of 1/30/2026.					
<b>Cash &amp; Cash Alternatives Total</b>			<b>\$8,516.41</b>		<b>\$2.55</b>

### Mutual Funds

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



**Your Portfolio (continued)**

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

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



## Your Portfolio (continued)

	Value	Gain or (Loss) <sup>o</sup>	Estimated Annual Income
<b>Portfolio Total</b>	<b>\$1,010,938.17</b>	<b>\$250,302.42</b>	<b>\$26,304.75</b>

<sup>B</sup> Please see Cost Basis on the Understanding Your Statement page regarding Open End Mutual Funds.

<sup>o</sup> 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
<b>Income</b>				
01/02/2026	Dividend/Interest - 2025 ‡	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILD) \$.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
<b>Income Total</b>				<b>\$1,489.01</b>
‡ According to IRS rules, this payment was constructively received last year, although it has been paid to you this year.				
<b>Withdrawals</b>				
01/22/2026	Withdrawal	Check #398152 paid *CHECK TO CLIENT		\$(9,175.00)
<b>Withdrawals Total</b>				<b>\$(9,175.00)</b>
<b>Expenses</b>				
01/21/2026	Fee	Cash 1Q Fees for 090/365 Days at 0.85% on \$1,000,687.50		\$(2,097.32)
<b>Expenses Total</b>				<b>\$(2,097.32)</b>



**Your Activity (continued)**

Date	Activity Type	Description	Quantity/ Price	Amount
<b>Purchases, Sales and Redemptions</b>				
01/02/2026	Reinvest	EATON VANCE SHORT DURATION GOVT INC FD CL I N/L (EILD) \$.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 (EILD)	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 OPPOR 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
<b>Purchases, Sales and Redemptions (continued)</b>				
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 (EILDY)	(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](http://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**

**Account Number:** 339129  
**CITY OF MARQUETTE**  
**Bill Date:** 11/25/2025

**TOTAL DUE**

**\$4,932.80**

**ACH**  
**Do Not Pay**

### 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
<b>Current Charges Due by 12/15/2025</b>	<b>\$4,932.80</b>
<b>Total Account Balance</b>	<b>\$4,932.80</b>

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

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

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

MARQUETTE BOARD OF LIGHT AND POWER  
2200 WRIGHT ST 4  
MARQUETTE, MI 49855-1366



242020000339129000493280000493280112520252



# BOARD OF LIGHT & POWER

2200 Wright Street, Marquette, MI 49855

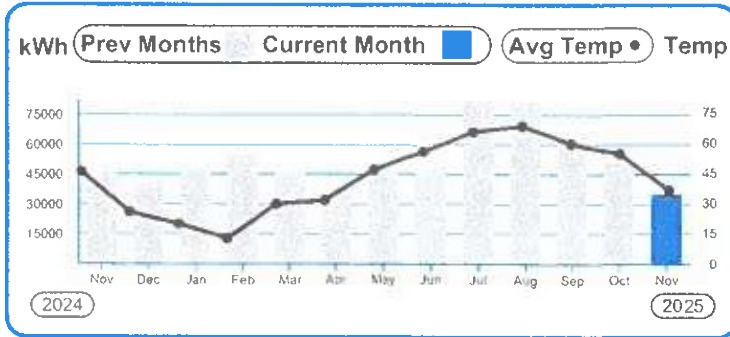


- PAY YOUR BILL
- MONITOR USAGE
- REPORT AN OUTAGE

## Account: 339129

Service Address: 217 N FRONT ST, LIBRARY :

Meter #	Rate	Days		Days	Readings		Meter Multiplier	kWh	kW Demand
		From	To		Previous	Present			
357978570	U5	10/23/2025	11/20/2025	28	41463	41645	192	34944	98 688



**Current Charges - Bill Date 11/25/2025**

Flat Rate		\$130.25
kWh Charge	34,944 kWh @ 0.0770	\$2,690.69
Demand Charge	98.688 kW @ 21.5000	\$2,121.79
Fuel Adjustment	34,944 kWh @ -0.00032	-\$11.18
PA95 Low Income Energy Assistance (LIEAF)		\$1.25
Current Charges		\$4,932.80
Balance Forward		\$0.00
<b>Total Amount Due</b>		<b>\$4,932.80</b>

### 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](http://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](http://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](http://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



# BOARD OF LIGHT & POWER

2200 Wright Street, Marquette, MI 49855

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**Utility Assistance is Available**



**Scan here for more information**

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

**TOTAL DUE**

**\$48.45**

**ACH**  
**Do Not Pay**

### Billing Summary

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

### Service Summary

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

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

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

<b>Bill Date</b>	11/25/2025
<b>Account Number</b>	339130
Current Charges due by 12/15/2025	\$48.45
Balance Forward	\$0.00
<b>Total Amount Due</b>	<b>\$48.45</b>
ACH Payment - Do Not Pay Drafted on 12/15/2025	

MARQUETTE BOARD OF LIGHT AND POWER  
2200 WRIGHT ST 4  
MARQUETTE, MI 49855-1366



242020000339130000004845000004845112520257



# BOARD OF LIGHT & POWER

2200 Wright Street, Marquette, MI 49855

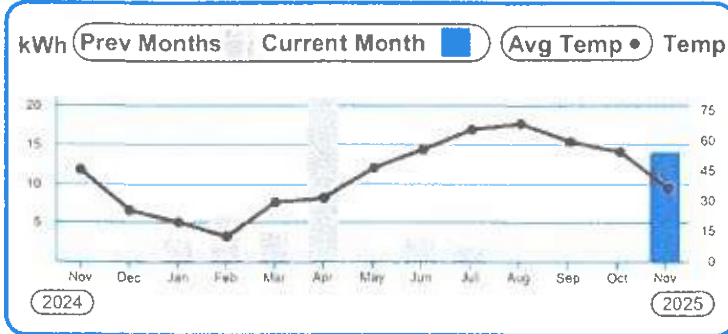


- PAY YOUR BILL
- MONITOR USAGE
- REPORT AN OUTAGE

## Account: 339130

Service Address: 217 N FRONT ST, PWPL GARAGE :

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



Current Charges - Bill Date 11/25/2025	
Flat Rate	\$45.25
kWh Charge 14 kWh @ 0.1390	\$1.95
PA95 Low Income Energy Assistance (LIEAF)	\$1.25
<b>Current Charges</b>	<b>\$48.45</b>
Balance Forward	\$0.00
<b>Total Amount Due</b>	<b>\$48.45</b>

### Energy Usage Comparison



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### Ways to Pay Your Bill



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**By Phone**  
Credit or debit card.  
1.833.625.0246



**Online**  
Visit [mblp.org/pay-now](http://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 Summary

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

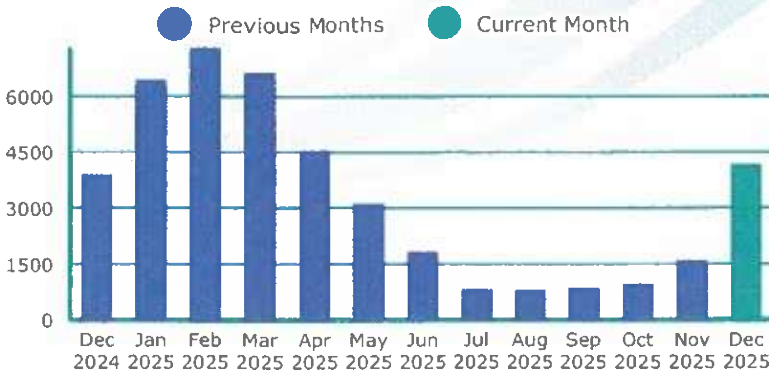
Total Amount Due by 01/02/26

**\$2,593.64**

### 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

### 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**



0290005-SEMS334494-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.



## Account Detail

Days Billed: 30

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

## 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.*



Direct Pay



Online



eBill



Phone



Mail



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

24/7 access  
semcoenergygas.com

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

1-800-624-2019  
Customer Service  
Monday-Friday  
8 a.m. - 4:30 p.m.

Automated access  
24/7

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



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



**Account Number:**  
 Service Address:

**3488706202**  
 217 N FRONT ST

View account online @ [www.marquettemi.gov](http://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](mailto:utilitybilling@marquettemi.gov)

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.	



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

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](http://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](mailto:atankka@marquettemi.gov) or visit [www.marquettemi.gov](http://www.marquettemi.gov)

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

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	<b>PAPERLESS BILLING IS NOW AVAILABLE!!!!</b> VISIT <a href="http://WWW.MARQUETTEMI.GOV">WWW.MARQUETTEMI.GOV</a> , CHOOSE PAY START, STOP TRANSFER SERVICE. CHOOSE UPDATE MAILING/PAPERLESS BILLING.
SEWER GENERAL	11/28/2025	\$369.89	

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		<u>1,349,624.32</u>	<u>1,045,393.50</u>
Investments			
271-000-017.000	Investments in Securities	213,789.68	217,302.62
Investments		<u>213,789.68</u>	<u>217,302.62</u>
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		<u>78,998.72</u>	<u>45,804.19</u>
Accounts receivable			
271-000-043.000	Accounts Receivable-Sundry	7,477.75	0.00
Accounts receivable		<u>7,477.75</u>	<u>0.00</u>
Due from other governments			
Due from other governments		<u>0.00</u>	<u>0.00</u>
Due from other funds			
Due from other funds		<u>0.00</u>	<u>0.00</u>
Prepaid expenditures			
271-000-123.000	Prepaid Expenses	77,647.91	1,395.49
Prepaid expenditures		<u>77,647.91</u>	<u>1,395.49</u>
Land and other non-depreciable assets			
Land and other non-depreciable assets		<u>0.00</u>	<u>0.00</u>
Capital assets, net of depreciation			
Capital assets, net of depreciation		<u>0.00</u>	<u>0.00</u>
<b>Total Assets</b>		<b><u>1,727,538.38</u></b>	<b><u>1,309,895.80</u></b>
*** Liabilities ***			
Accounts payable			
271-000-202.000	Accounts Payable	43,864.65	6,312.43
Accounts payable		<u>43,864.65</u>	<u>6,312.43</u>
Due to other funds			
Due to other funds		<u>0.00</u>	<u>0.00</u>
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		<u>10,425.25</u>	<u>7,870.11</u>
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
	Deferred revenue		
271-000-335.000	Deferred Revenue-Property Tax	863,674.13	0.00
	Deferred revenue	863,674.13	0.00
	Accrued leave payable		
	Accrued leave payable	0.00	0.00
	<b>Total Liabilities</b>	<b>950,102.59</b>	<b>14,182.54</b>
*** Fund Balance ***			
	Fund balance		
271-000-390.000	Fund Balance	750,891.83	750,891.83
	Fund balance	750,891.83	750,891.83
	<b>Total Fund Balance</b>	<b>750,891.83</b>	<b>750,891.83</b>
	<b>Beginning Fund Balance - 24-25</b>		<b>750,891.83</b>
	<b>Net of Revenues VS Expenditures - 24-25</b>		<b>26,543.96</b>
	<b>*24-25 End FB/25-26 Beg FB</b>	<b>776,624.46</b>	
	<b>Net of Revenues VS Expenditures - Current Year</b>		<b>518,277.47</b>
	<b>Ending Fund Balance</b>		<b>1,297,523.39</b>
	<b>Total Liabilities And Fund Balance</b>		<b>1,309,895.80</b>

\* Year Not Closed

PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	01/31/2026 NORM (ABNORM)	MONTH 01/31/26 INCR (DECR)	BALANCE NORM (ABNORM)		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 Program	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

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DB: Marquette

PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	01/31/2026 NORM (ABNORM)	MONTH 01/31/26 INCR (DECR)	BALANCE NORM (ABNORM)		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

PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	01/31/2026 NORM (ABNORM)	MONTH 01/31/26 INCR (DECR)	BALANCE NORM (ABNORM)		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		<u>2,403,790.00</u>	<u>854,973.51</u>	<u>235,808.63</u>	<u>1,548,816.49</u>	<u>35.57</u>	<u>2,434,503.06</u>
TOTAL EXPENDITURES		<u>2,403,790.00</u>	<u>854,973.51</u>	<u>235,808.63</u>	<u>1,548,816.49</u>	<u>35.57</u>	<u>2,434,503.06</u>
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		<u>2,403,790.00</u>	<u>854,973.51</u>	<u>235,808.63</u>	<u>1,548,816.49</u>	<u>35.57</u>	<u>2,434,503.06</u>
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
	<b>Total Assets</b>	<b>992,463.87</b>	<b>1,000,687.55</b>
*** Liabilities ***			
Accounts payable			
	Accounts payable	0.00	0.00
	<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>
*** 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
	<b>Total Fund Balance</b>	<b>992,463.87</b>	<b>1,000,687.55</b>
	<b>Beginning Fund Balance - 24-25</b>		<b>992,463.87</b>
	<b>Net of Revenues VS Expenditures - 24-25</b>		<b>0.00</b>
	<b>Net of Revenues VS Expenditures - Current Year</b>		<b>0.00</b>
	<b>Fund Balance Adjustments</b>		<b>8,223.68</b>
	<b>*24-25 End FB/25-26 Beg FB</b>	<b>992,463.87</b>	
	<b>Ending Fund Balance</b>		<b>1,000,687.55</b>
	<b>Total Liabilities And Fund Balance</b>		<b>1,000,687.55</b>

\* Year Not Closed

User: JGOODWIN

DB: Marquette

PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT	END BALANCE
		AMENDED BUDGET	01/31/2026	MONTH 01/31/26	BALANCE	USED	09/30/2025
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)		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.

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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 18<sup>th</sup> to discuss next steps.

### **2) Audit Engagement Letters**

#### **Background:**

Each year PWPL is included in the City of Marquette audit process. Again this year, Anderson Tackman is requesting that the Audit Engagement documents come before the full board for review in a regular meeting.

These letters detail the duties and responsibilities of each party (Library and Auditors) and help you to understand your role in governance for preventing, deterring, and detecting fraud within the entity. If any board members have information regarding fraud or suspected fraud within the Library that information should be communicated to Steve Schmunk, Board President for inclusion in his response.

Unless there are concerns, Steve Schmunk and Andrea Ingmire will sign off on these documents after our board meeting.

#### **Attachments:**

- PWPL Engagement Letter
- 2025 PWPL Preliminary Communication

## **Board Member Comment**

### **1) General Comments**

### **2) Trustee Manual**



February 17, 2026

To the Board of Trustees and Management of the  
Peter White Public Library  
217 N. Front Street  
Marquette, MI 49855

We are pleased to confirm our understanding of the services we are to provide the Peter White Public Library (the Library), a discretely presented component unit of the City of Marquette, Michigan for the year ended September 30, 2025.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements, of the Library as of and for the year ended September 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Library's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Library's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) GASB-required supplementary pension information.
- 3) Budgetary Comparison Schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies the Library's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Individual Fund Statements.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records of the Library and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental

regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

## **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Library's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

## **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your

responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Anderson, Tackman & Company, PLC, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to an exempt offering document with which Anderson, Tackman & Company, PLC is not involved, you agree to clearly indicate in the exempt offering document that Anderson, Tackman & Company, PLC is not involved with the contents of such offering document.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

## Other Services

We will also assist in preparing the financial statements and related notes of the Library in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

Additionally, we will:

- Prepare the financial statement reconciliations in accordance with GASB 34 based on information provided by you.
- Consult on the adjustments and/or disclosures related to net pension liability in accordance with GASB Statement No. 68 based on the information provided by you, the Library, and the actuary for the Municipal Employees Retirement System (MERS).
- Consult on the adjustments and/or disclosures related to the Peter White Public Library Development Fund in accordance with GASB Statement No. 80 based on information provided by you.
- Consult on the adjustments and/or disclosures related to leases in accordance with GASB Statement No. 87 based on the information provided you, if applicable.
- Consult on the adjustments and/or disclosures related to Subscription-Based Information Technology Arrangements (SBITAs) in accordance with GASB Statement No. 96 based on the information provided you, if applicable.
- Consult on the adjustments and/or disclosures required for the adoption of any new GASB pronouncements, as applicable, based on information provided by you. New GASB pronouncements required to be reviewed by management for applicability in the current year include:
  - GASB 101, *Compensated Absences*
  - GASB 102, *Certain Risk Disclosures*

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

## **Engagement Administration, Fees, and Other**

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

### Use of Portals for Transmitting Data and/or Exchanging Information

As an attest client, Anderson, Tackman & Company, PLC cannot store your documents, data, or records on your behalf because doing so will impair Anderson, Tackman & Company, PLC's independence. This is in accordance with the "Hosting Services" interpretation at ET 1.295.143 of the *AICPA code of Professional Conduct*. The Library is solely responsible for maintaining its own data and records.

However, we may choose to utilize a secure file-sharing service, Anderson, Tackman & Company, PLC does not host any of the Library's information. Citrix ShareFile, (herein referred to as "ShareFile"). ShareFile is used solely as a method of transmitting and/or exchanging information and data and is not intended to store the Library's information. The Library is solely responsible for downloading any deliverables and other records from the ShareFile that the Library wishes to retain for its own records at the completion of the engagement.

The data and deliverables and other records will either be removed from the ShareFile or become unavailable to the Library and Anderson, Tackman & Company, PLC within a reasonable time frame of 180 days from initial upload.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide copies of our reports to Board of Trustees; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Anderson, Tackman & Company, PLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Michigan Department of Treasury or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be

provided under the supervision of Anderson, Tackman & Company, PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Michigan Department of Treasury. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Michael A. Grentz, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit approximately February 2026 and to issue our reports no later than March 31, 2026.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) as outlined in the Attachment to this letter. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

## **Reporting**

We will issue a written report upon completion of our audit of the Library's financial statements. Our report will be addressed to management and the Board of Trustees of the Library. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Library is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Peer Review under *Government Auditing Standards***

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review report and letter of comment can be found by accessing the Peer Review Public File link on the AICPA website. Our firm number is 900010001417, which can be used to perform a Firm Search. The direct address to perform a Firm Search is:

[https://peerreview.aicpa.org/public\\_file\\_search.html](https://peerreview.aicpa.org/public_file_search.html)

### **Agreement Performance**

All disputes under this agreement shall be submitted to mediation. Each party shall designate an executive officer or principal empowered to resolve the dispute. Should the designated representatives be unable to agree on a resolution, a mediation service acceptable to both parties shall select a mediator to mediate the dispute. Each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties. In the event the dispute is required to be litigated, the court shall be authorized to assess litigation costs against any party found not to have participated in the mediation process in good faith.

In the event that the dispute is required to be litigated, the court shall be authorized to assess litigation costs against any party found not to have participated in the mediation process in good faith.

In the performance of this agreement, we will not discriminate against any employee whom we employ in the work covered by this agreement because of race, color, religion, sex or national origin.

**Closing**

We appreciate the opportunity to be of service to the Peter White Public Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

**ANDERSON, TACKMAN & COMPANY, PLC**  
Certified Public Accountants

*Michael A. Grentz, CPA*

Michael A. Grentz, CPA  
Partner

ATTACHMENT:

The audit fee structure for the year ended September 30, 2025, will be as follows:

Peter White Public Library	\$6,450	@ # %
New pronouncements		<u>see below</u>
	Total	<u><u>\$6,450</u></u>

- @ - This fee is based on the activity included in the audited financial statements as of and for the year ended September 30, 2023. If the scope of the engagement is expanded (e.g. additional work related to new funds, debt, etc.), any significant additional time to perform our services will be billed at actual time and materials.
- # - The audit fee includes preparation of the financial statements including footnotes for the Library. Any other services beyond this will be billed at actual time.
- % - If any new standards are required to be implemented during the current year an additional fee will be determine based on the complexity of implementation, and if possible, the estimated fee will be communicated with you prior to the start of the audit.

New requirements scheduled to be implemented during the September 30, 2025, audit and the estimated fees related to their implementation are as follows:

GASB 101, <i>Compensated Absences</i>	TBD
GASB 102, <i>Certain Risk Disclosures</i>	N/A

- TBD - The fee for this service will be billed at actual time (hourly rates ranging from \$72-\$270).
- N/A - Initial assessment is that this standard is not applicable to the Library or that implementation of this standard does not entail significant additional time. If it is later determined that this GASB is applicable and significant additional time is required for implementation, an additional fee will be assessed at that time.

**RESPONSE:**

This letter correctly sets forth the understanding of the Peter White Public Library.

<b>Management</b>
Signature: _____
Title: <u>Library Director</u> _____

<b>Governance</b>
Signature: _____
Title: <u>Board President</u> _____



February 17, 2026

Peter White Public Library  
Board of Trustees and President Schmunk  
217 N. Front Street  
Marquette, MI 49855

We are engaged to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Peter White Public Library (the Library) for the year ended September 30, 2025. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated February 17, 2026, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of the Library. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the Library's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis and RSI, as listed in the table of contents of the financial statements, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the Other Supplemental Information, as listed in the Table of Contents of the audited financial statements, which accompanies the financial statements but is not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the

financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

## **Planned Scope, Timing of Audit, and Other**

### *Audit Planning Process*

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

### *Significant Risks*

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls is always presumed a significant risk in accordance with Generally Accepted Auditing Standards.
- Revenue recognition is always presumed to be a significant risk in accordance with Generally Accepted Auditing Standards.
- Fraud risks (discussed in the next section of this letter), including suspected fraud.
- Defined benefit pension plan financial statement amounts and disclosures.
- Financial statement disclosures and amounts related to the blended component unit, Peter White Public Library Development Fund, under GASB Statement No. 80
- Financial statement disclosures and amounts related to *Leases* under GASB Statement No. 87, if applicable.
- Financial statement disclosures and amounts related to *SBITAs* under GASB Statement No. 96, if applicable.
- Implementation of new GASB Standards including, but not limited to:
  - GASB Statement No. 101, *Compensated Absences*
  - GASB Statement No. 102, *Certain Risk Disclosures*
- Recording and reporting of federal expenditures, if applicable.

- Recording and reporting of federal expenditures on the City's schedule of expenditures of federal awards, if applicable.

#### *Addressing Risk in the Audit*

We will use the knowledge and understanding about your entity gathered in the audit planning process, together with other factors, to first assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk (the susceptibility of an assertion relating to an account balance or class of transactions to a material misstatement, assuming there are no related controls); and
- An evaluation of the design and effectiveness of internal control over financial reporting and our assessment of control risk (the risk that a material misstatement could occur in an assertion and not be prevented or detected on a timely basis by the company's internal control).

We will then determine the nature, timing, and extent of tests of controls and substantive procedures necessary given the risks identified and the controls as we understand them.

#### *Internal Control Relevant to the Audit*

Our audit of the financial statements will include obtaining an understanding of internal control sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Our review and understanding of your organization's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

#### *Materiality in Planning and Executing the Audit*

In planning the audit, the materiality limit is viewed as the maximum aggregate misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. At the end of the audit, we will inform you of all individual unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

#### *Areas with Higher Assessed Risks of Material Misstatements*

Risk of material misstatement is the risk that the financial statements have been misstated by a material amount. As part of our audit planning process, we assess the risk of material

misstatement on the various audit areas. The risk of material misstatement can be expressed as an equation where:

$$\text{Risk of Material Misstatement (RMM)} = \text{Inherent Risk (I/R)} \times \text{Control Risk (C/R)}$$

Inherent risk in an audit refers to the susceptibility of a misstatement that is due to reasons other than the failure of internal controls. Factors of inherent risk can include things like the complexity of accounting for transactions, the volume of transactions recorded, the extent of judgment involved in accounting for a transaction or audit area, the complexity of calculations, and presence of misstatements or noncompliance in prior audit. The auditor cannot perform procedures to reduce inherent risk.

Conversely, control risk in an audit is the susceptibility of a misstatement due to the failure of an entity's internal controls. The failure in internal control is the result of the design or operation of a control that does not allow management or employees to prevent and/or detect and correct a misstatement in the normal course of performing their assigned functions. The auditor can perform procedures to reduce control risk.

As part of planning the audit we determine if the risk of material misstatement can be appropriately reduced by performing procedures designed to test the operating effectiveness of the entity's internal control structure. If deemed appropriate we will perform tests of controls on areas of the audit that we deem significant such as receipts, disbursements, payroll, utility billing, grant expenditures, and financial statement close. Typically, such testing, if deemed necessary, is done as part of our preliminary fieldwork to allow us sufficient time to adjust our audit plan should the results of such testing identify deficiencies.

#### *Nature and Extent of Specialized Skills Needed for the Audit*

Our planning process includes the assessment of whether the audit will require any specialized skills in order to obtain reasonable assurance for forming our opinions. This is done through assessing the required skills needed and assigning appropriate staff to meet those needs. A specialist may be needed to provide appropriate documentation for certain financial statement items and disclosures. We have not deemed it necessary to hire a specialist to assist with the audit; however, we may rely on information provided by management's specialist(s) such as an actuary for providing the required information for inclusion in the footnotes related to the entity's pension and other post-employment benefit pension plans, if applicable. If management has hired such a specialist we will require management to make certain representations to us regarding the use of a specialist.

#### *Key Audit Matters (KAMs)*

In accordance with AU-C Section 701 key audit matters (KAMs) are defined as "those matters that, in the auditor's professional judgment, were of most significance in the audit of the financial statements for the current period." If engaged to report on KAMs we will take into account various factors for determining what items are considered KAMs, including consideration of areas with higher assessed risk of material misstatement, areas of the financial statements that may rely on significant judgment by management, areas of the financial statements that require significant disclosures, and/or significant events that may have occurred during the current year.

We have not been engaged to report on key audit matters.

### *Significant Changes in Financial Condition, Environment, or Activities*

Throughout the course of the audit, we review known facts about the entity as part of our process for determining the accounting procedures that are appropriate for the circumstances. Significant changes in the financial condition, environment, or activities of the entity may result in a higher assessed risk of material misstatement. As we are made aware of these changes we adapt our audit procedures to address any added risk. As part of our final audit procedures, we review our initial risk assessments, preliminary materiality amounts, and other analytical procedures to determine if additional procedures are deemed necessary in order for us to provide an opinion on the financial statements.

### *Two-way Communication*

Effective two-way communication between Anderson, Tackman & Company, PLC and members of the Board of Trustees is important to understanding matters related to the audit and in developing a constructive working relationship.

Your insights may assist us in understanding the Library and its environment, in identifying appropriate sources of audit evidence, and in providing information about specific transactions or events. We may discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate with us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing, and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of management.

We will timely communicate to you any fraud involving management and other fraud that causes a material misstatement of the financial statements, illegal acts that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing after the audit.

### *Independence*

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, without our permission no partner or professional employee of Anderson, Tackman & Company, PLC is permitted to own any direct financial interest or a material indirect financial interest in a client or any affiliates of a client. Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with firm policy. In addition, our policies restrict certain non-audit services that may be provided by Anderson, Tackman & Company, PLC and require audit clients to accept certain responsibilities in connections with the provision of permitted non-attest services.

### *Timing of the Audit*

We have worked with management to determine a mutually agreeable timetable for the various phases of our audit. Key dates are as follows:

Preliminary fieldwork: February 2026  
Year-end fieldwork: February – March 2026  
Final: March 31, 2026

Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit. Please utilize this timetable to relate any matters relevant to the audit.

### **Consideration of Fraud in a Financial Statement Audit**

Auditing Standards Board's AU-C Section 240, *Consideration of Fraud in a Financial Statement Audit*, defines fraud as "an intentional act by one or more individuals among management, those charged with governance, employees, or third parties, involving the use of deception that results in a misstatement in financial statements that are the subject of an audit." Two types of misstatements are considered relevant to the audit:

- 1) *Misstatements arising from fraudulent financial reporting* are intentional misstatements or omissions of amounts or disclosures in financial statements designed to deceive financial statement users where the effect causes the financial statements not to be presented, in all material respects in conformity with generally accepted accounting principles (GAAP).
- 2) *Misstatements arising from misappropriation of assets* (sometimes referred to as theft or defalcation) involve the theft of an entity's assets where the effect of the theft causes the financial statements not to be presented, in all material respects in conformity with GAAP.

It is important that you understand the three conditions that are generally present when fraud occurs: (1) incentive/pressure, (2) opportunity, and (3) rationalization. Management is responsible to design and implement controls to prevent, deter, and detect fraud. Management and the governing board are also responsible for helping set a tone-at-the-top that promotes honesty and high ethical standards. When management and the governing board fulfill their responsibilities the opportunity to commit fraud is significantly reduced. However, management has a unique ability to perpetrate fraud due to management's knowledge of the internal control structure and the ability to circumvent those controls. For that reason, it is essential that the Board of Trustees be cognizant of the potential for fraud.

As part of our audit procedures AU-C Section 240 requires us to evaluate the risk of material misstatement due to fraud and to make certain inquiries about fraud:

- Your knowledge of any actual fraud or suspicions of fraud affecting the entity.
- Whether you are aware of any allegation of fraud or suspected fraud affecting the entity.
- Your understanding of the risks of fraud in the entity, including any areas in which you feel are at greater risk or transactions that questionable in nature.
- Your understanding on the programs and controls that have been implemented by management and the governing board to mitigate specific fraud risks the entity has

identified, or that otherwise help to prevent, deter and detect fraud, and how management and the governing board monitors those programs and controls.

- How you monitor multiple locations or business segments, and whether any for which a risk of fraud may be more likely to exist, if applicable.
- How you communicate to each other, management, and employees the importance of ethical behavior and business practices.
- Your overall knowledge of your organization's compliance with the applicable laws and regulations.

AU-C Section 240 requires us to maintain appropriate documentation regarding our inquiries related to these matters. This can be done through either a personal meeting (via in-person, phone, Zoom or equivalent) or through written communication.

### **Closing**

Generally speaking, the intent of this letter is to assist you in understanding your role in governance for preventing, deterring, and detecting fraud within the entity. We ask that you provide a copy of this letter to others on the governing body and that you confirm to us your understanding of the information provided in this by signing and returning a copy to us. In your response we ask that you disclose to us your knowledge of any fraud or suspected fraud within the entity so that we can tailor our audit to be responsive to those concerns, if any.

We appreciate the opportunity to service the Peter White Public Library. If, at any point of the audit, you or any member of the governing body desire to communicate with us personally, please feel free to call our office at (906) 225-1166 and we would be happy to respond to any questions or comments you have or to coordinate a mutually acceptable time to meet in person or via a video conferencing application.

We expect to begin our year-end audit fieldwork in January 2025 and issue our report on approximately March 31, 2025. Michael A. Grentz, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the information and use of the Peter White Public Library Board of Trustees, City Commission, management, and others within the Library and the City and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

**ANDERSON, TACKMAN & COMPANY, PLC**  
Certified Public Accountants

*Kathryn Pelton*

Kathryn Pelton  
Senior Accountant



# 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](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](http://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](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](http://www.michigan.gov/qsac) (scroll to Appendices)

# Correspondence

# **Management and Department Reports**

February 17, 2026  
Library Director Report  
Andrea Ingmire

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## 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.

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### 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.

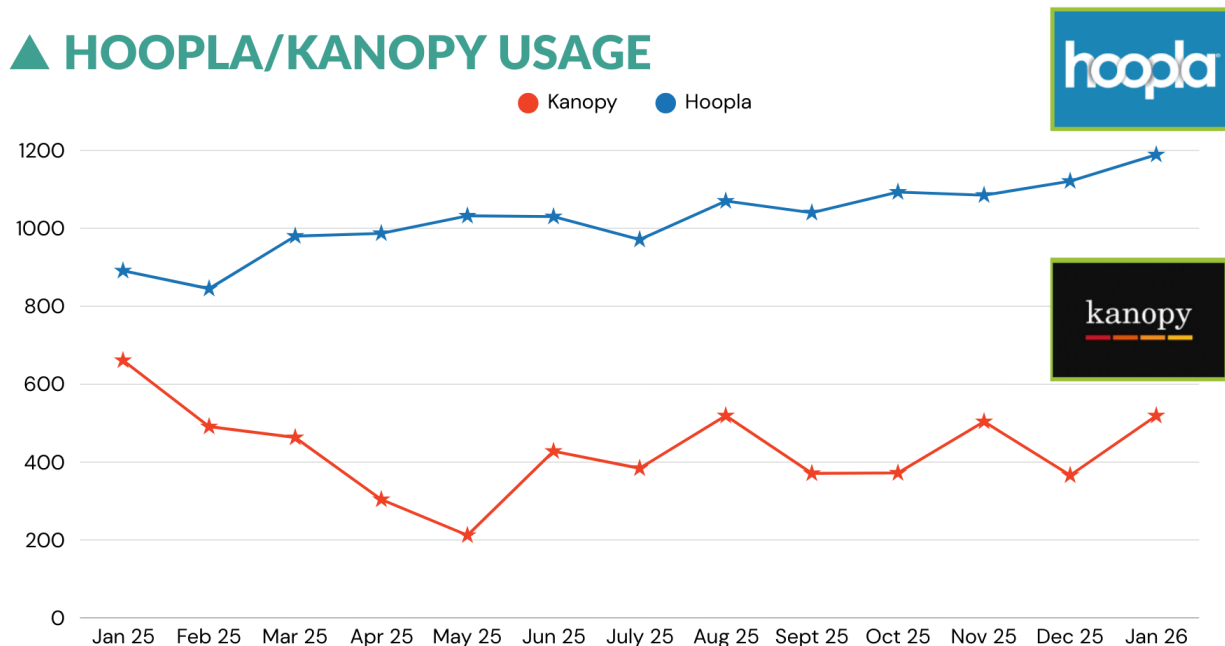
## Streaming Services

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
	<b>\$291,455.00</b>

**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
<b>202/2026 General Operations</b>	<b>\$ 14,557.07</b>

**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
	<b>\$ 2,404,424.25</b>

## 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</i> Magazine	\$	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
<b>2025/2026 Friends Revenue</b>	<b>\$</b>	<b>19,332.34</b>
Total PWPL Grants	\$	(46,791.00)
Total Other Expenses	\$	(2,241.56)
<b>2025/2026 Total Expenses</b>	<b>\$</b>	<b>(49,032.56)</b>
Balance	\$	25,304.06

FRIENDS OF  
PETER WHITE PUBLIC LIBRARY  
WINTER 2026

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# 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](http://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 5<sup>th</sup>, December 12<sup>th</sup>
- All-staff meeting – December 10<sup>th</sup>
- State library funding update webinar – December 18<sup>th</sup>
- Online meeting with representative at Goodstack – December 22<sup>nd</sup>

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 9<sup>th</sup>, 23<sup>rd</sup>
- Meeting at Marquette Regional History Center – January 9<sup>th</sup>
- PWPL Board of Trustees meeting – January 20<sup>th</sup>

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
➤ <b>Program Attendance Stats</b>		
○ <b>EL Total</b>	<b>39</b>	<b>1</b>
○ <b>Children’s Total (Non-EL)</b>	<b>848</b>	<b>8</b>
○ <b>Self-Directed Programming</b>	<b>793</b>	<b>6</b>
▪ <b>Total Program Attendance</b>	<b>1,680</b>	<b>15</b>

**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 17<sup>th</sup> we kicked off our 6<sup>th</sup> 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 4<sup>th</sup>

**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 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

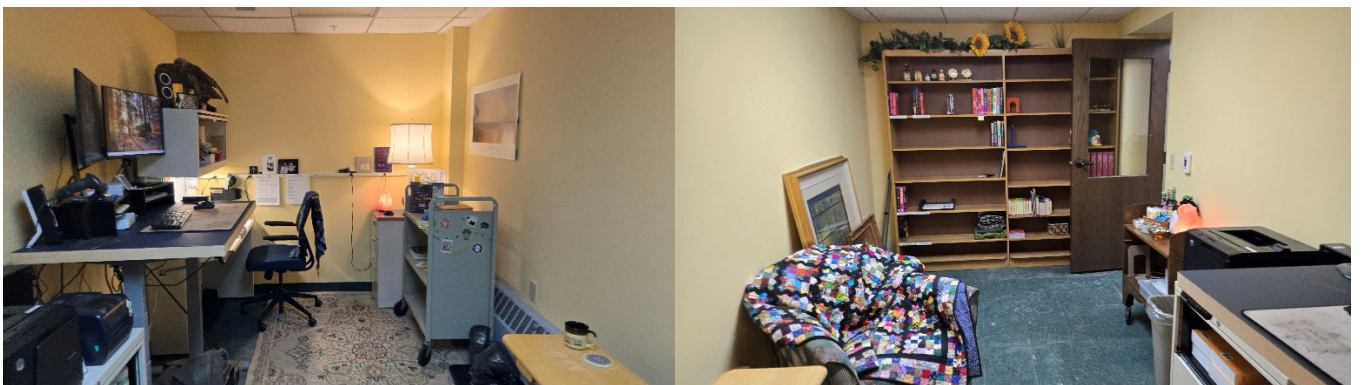
Teen Services Coordinator

Report for January 2026

Stephanie Garn, Technical Services Department Head

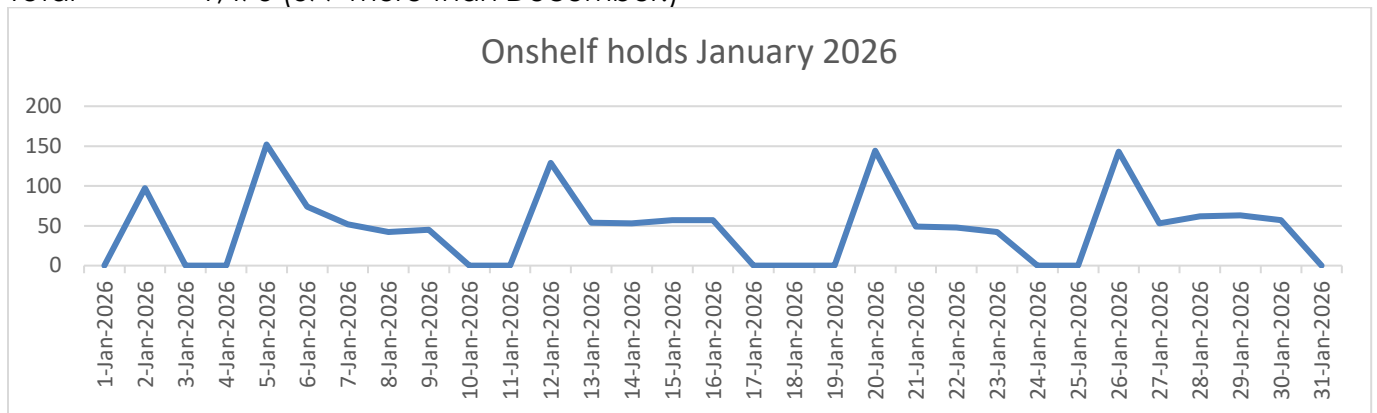
HIGHLIGHT!

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!



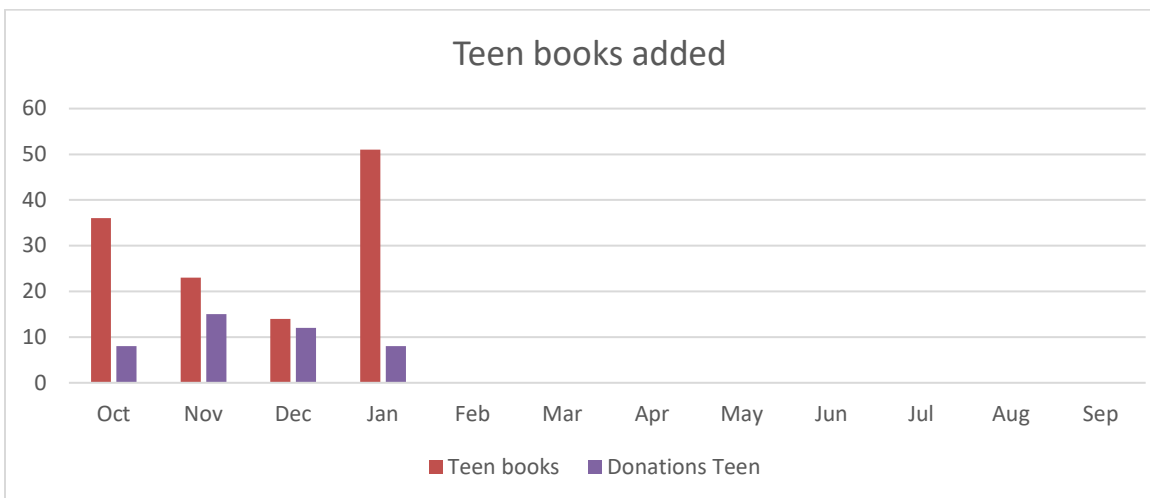
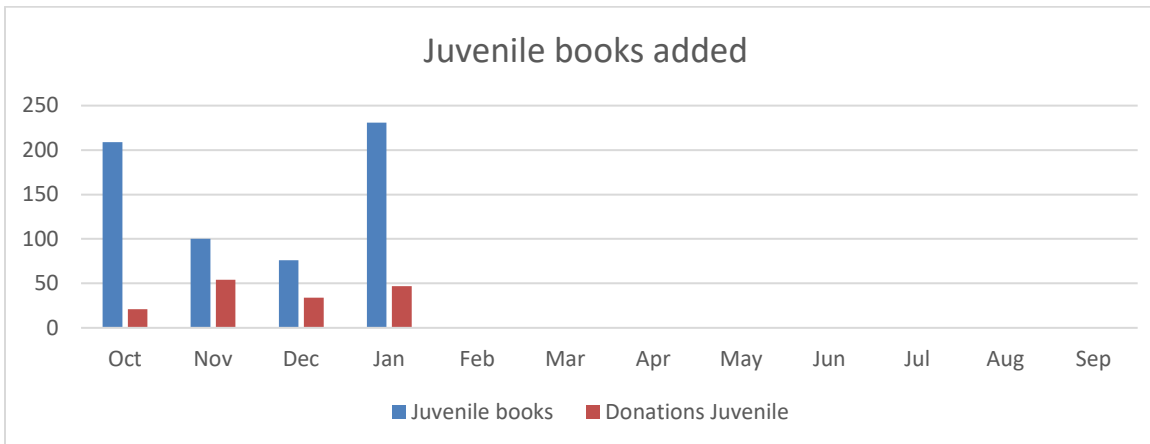
December Holds

Total 1,473 (377 more than December!)



### 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



## 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](mailto:machatz@pwpl.info), or visit [pwpl.info](http://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](mailto:machatz@pwpl.info), or visit [pwpl.info](http://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](mailto:machatz@pwpl.info), or visit [pwpl.info](http://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](mailto:machatz@pwpl.info), or visit [pwpl.info](http://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](mailto:machatz@pwpl.info), or visit [pwpl.info](http://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](mailto:machatz@pwpl.info), or visit [pwpl.info](http://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](mailto:machatz@pwpl.info), or visit [pwpl.info](http://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 Bjerkeland, trans. Rosie Hedger. No admission charge. For more information, contact Marty at 226-4322, [machatz@pwpl.info](mailto:machatz@pwpl.info), or visit [pwpl.info](http://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](mailto:machatz@pwpl.info), or visit [pwpl.info](http://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](mailto:machatz@pwpl.info), or visit [pwpl.info](http://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 Bjerkeland, trans. Rosie Hedger. No admission charge. For more information, contact Marty at 226-4322, [machatz@pwpl.info](mailto:machatz@pwpl.info), or visit [pwpl.info](http://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](mailto:machatz@pwpl.info), or visit [pwpl.info](http://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:**

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

Respectfully submitted,

Martin Achatz (he/him/his)

Adult Programming Coordinator

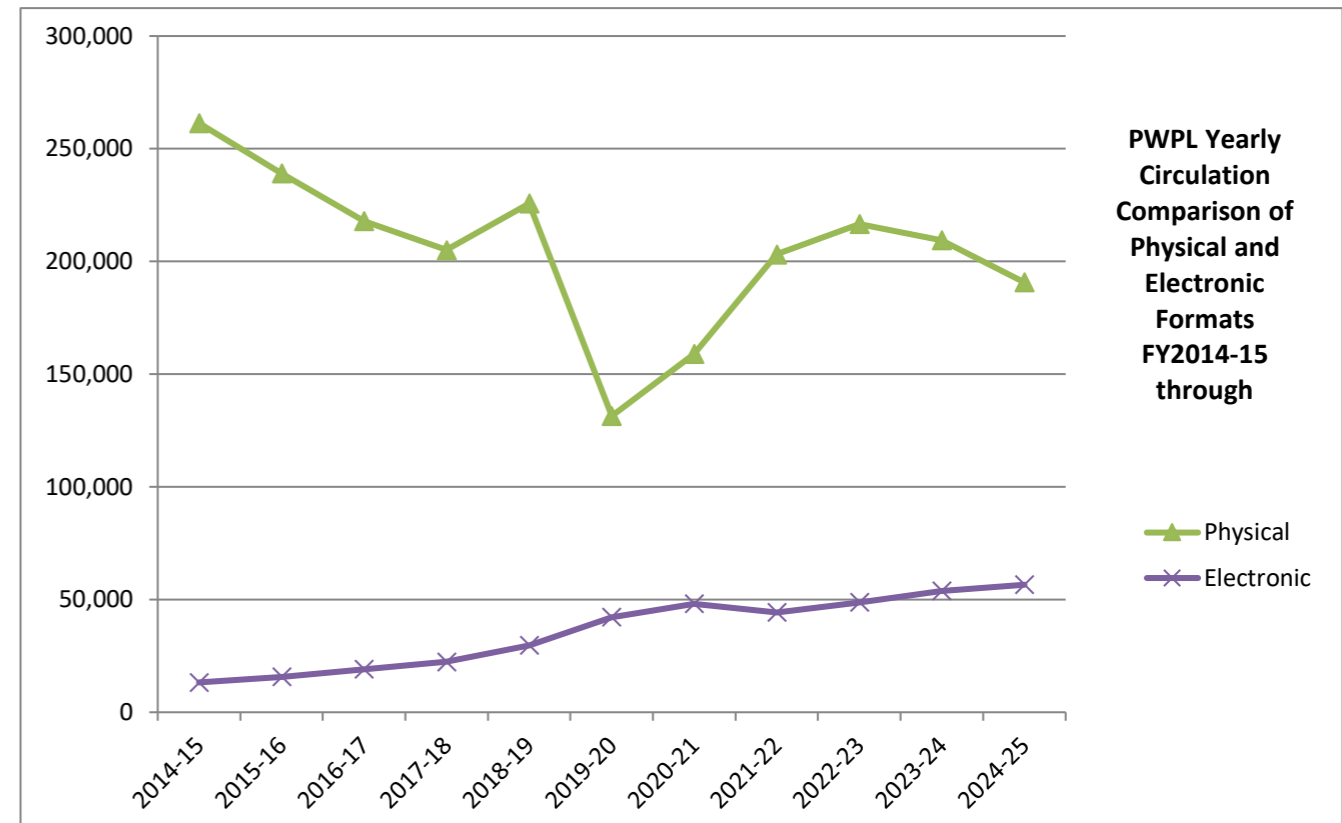
## Facilities Manager February 2026

- 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](mailto:jpovey@pwpl.info)

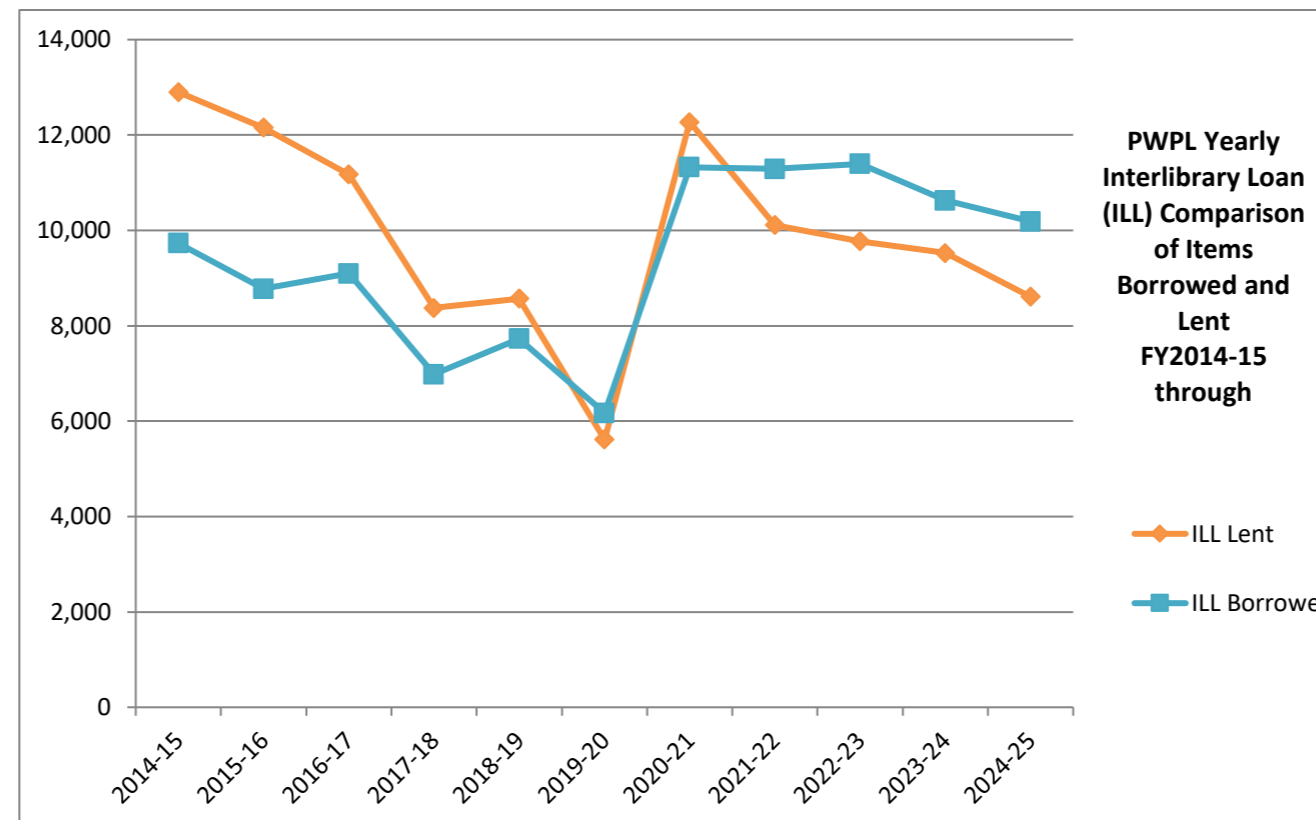
# Statistical Reports

# Door Count and Materials Usage

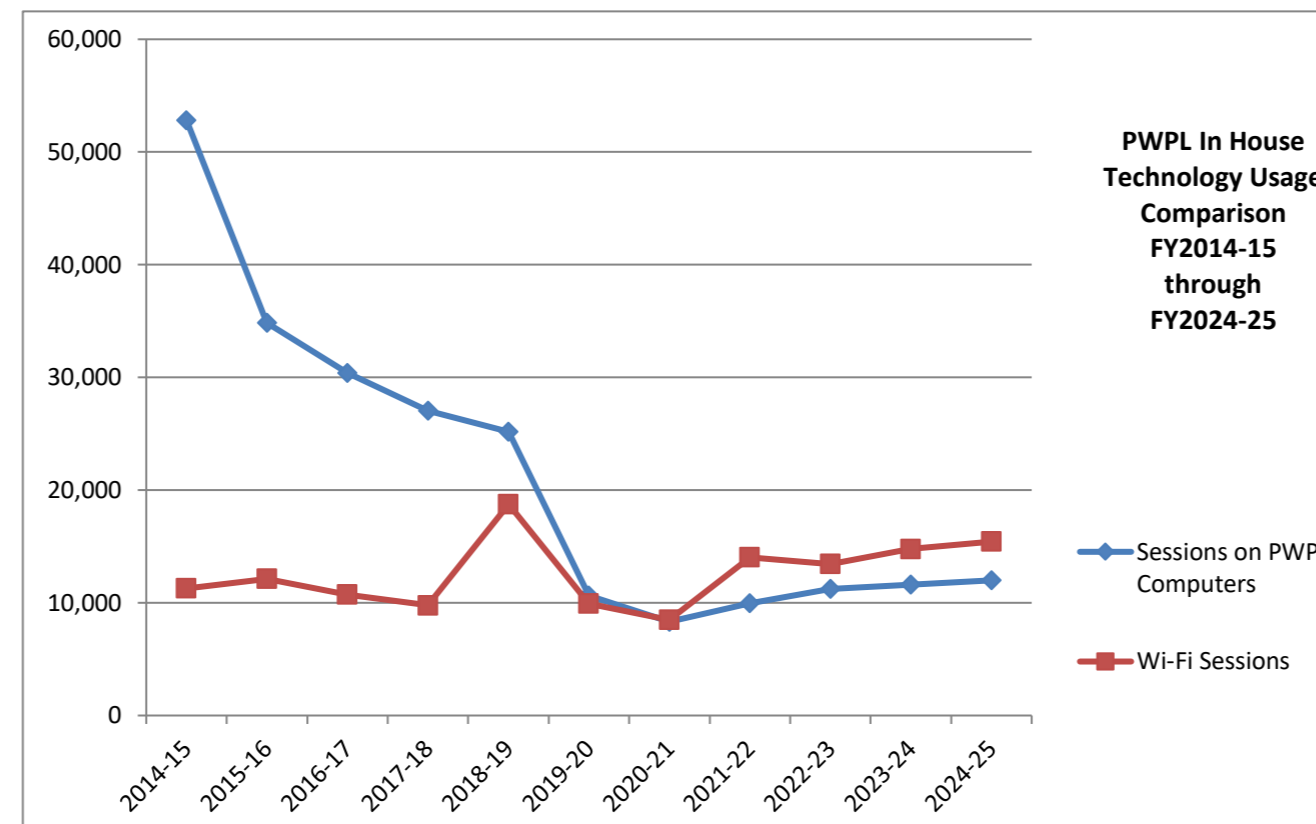
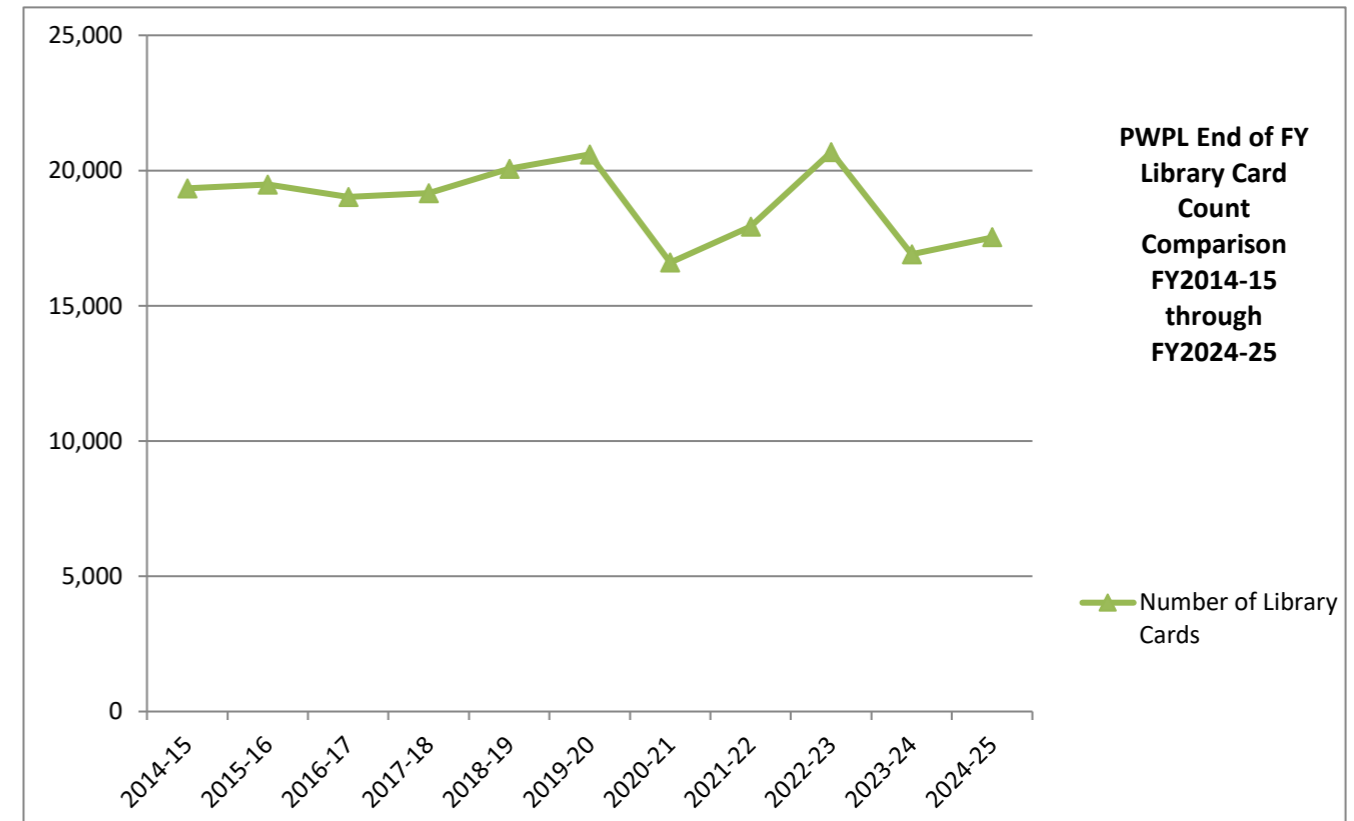
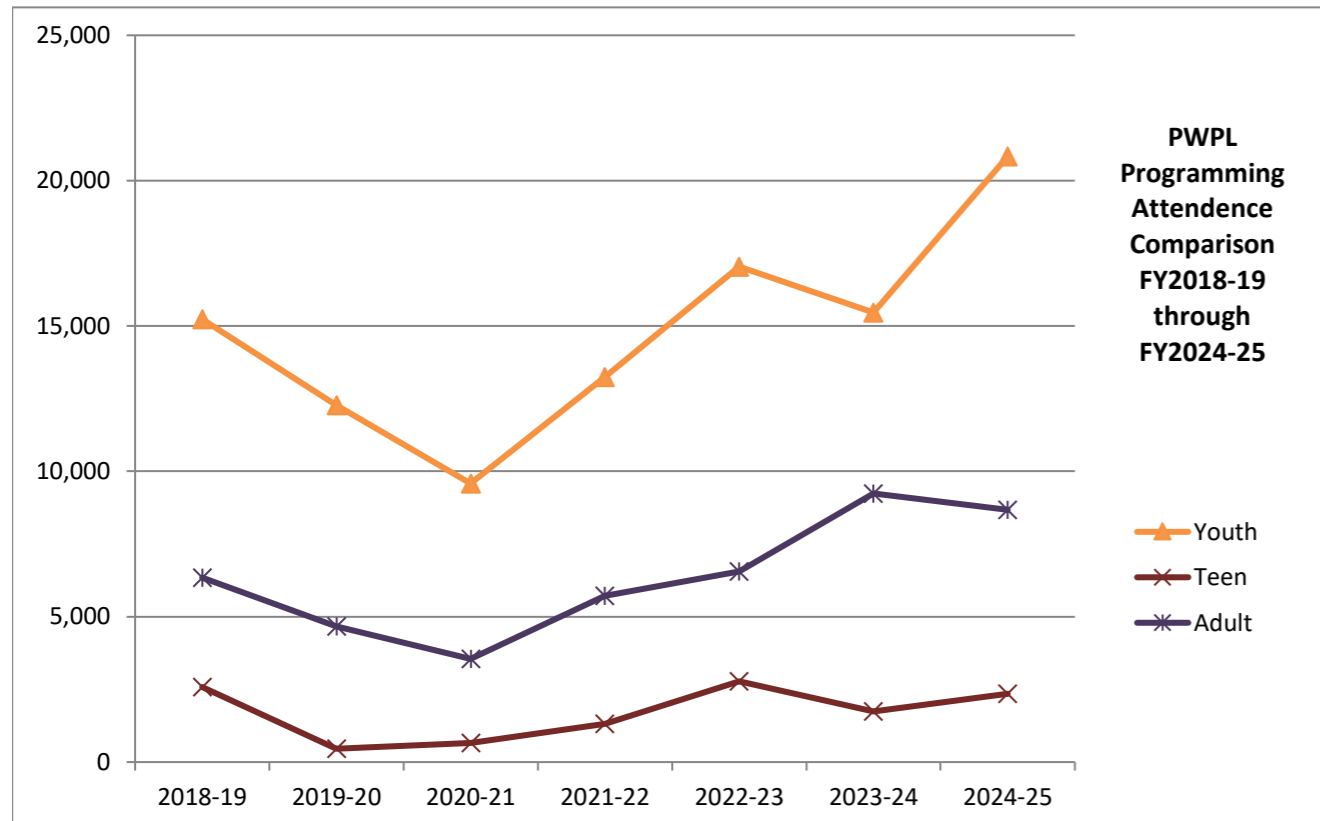


Peter White Public Library  
 Year - To - Year Statistical Comparisons

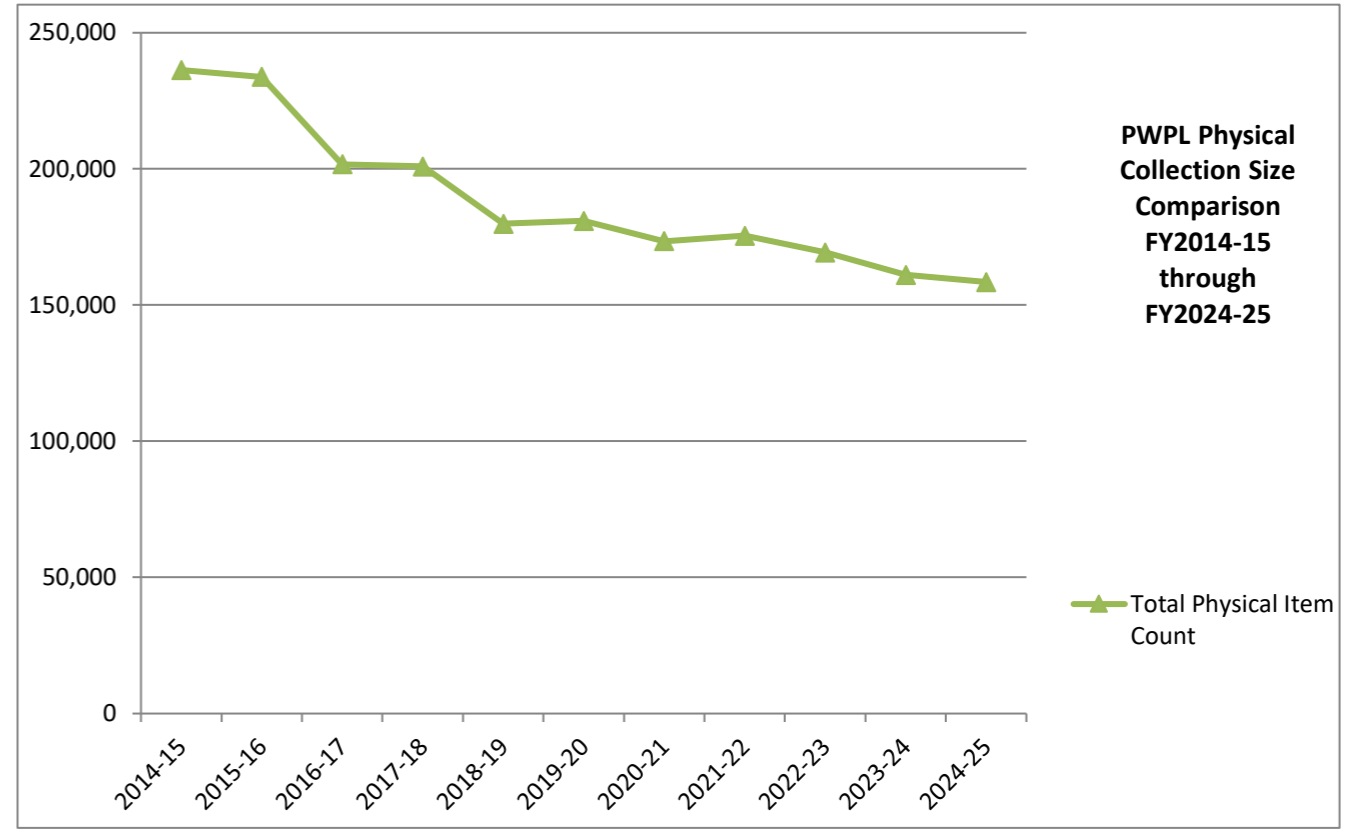
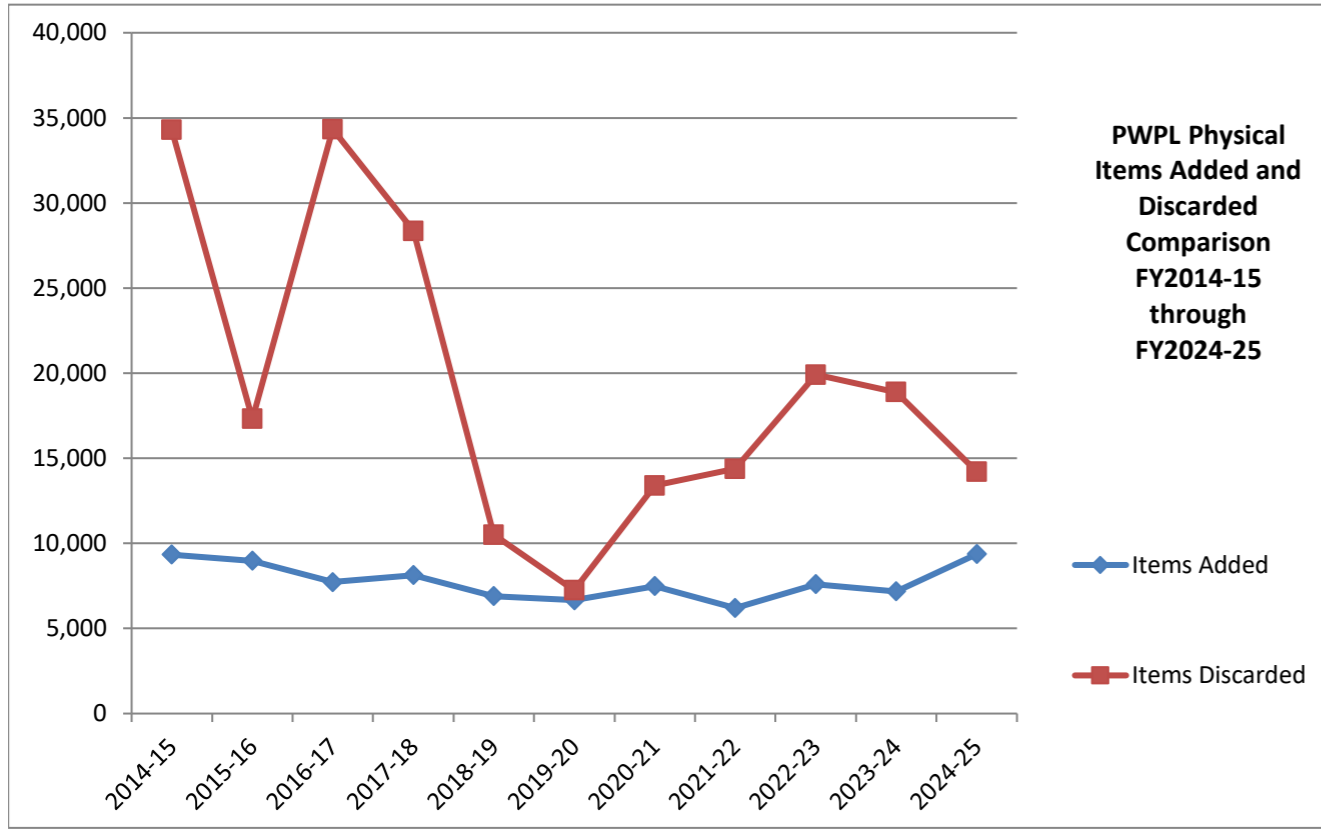
Source - Primarily State Aid reports submitted by PWPL to Library of Michigan, plus other stats that are not submitted to LoM.



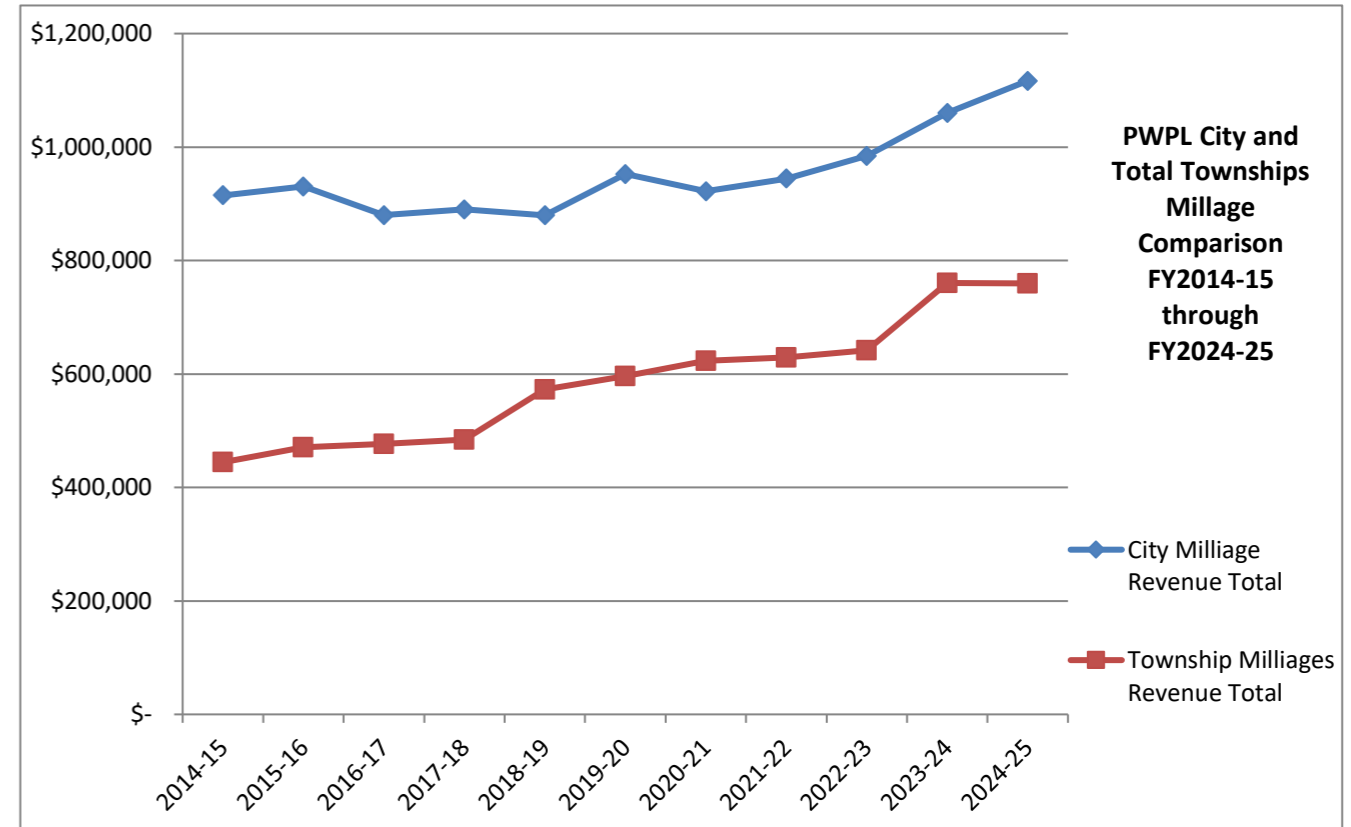
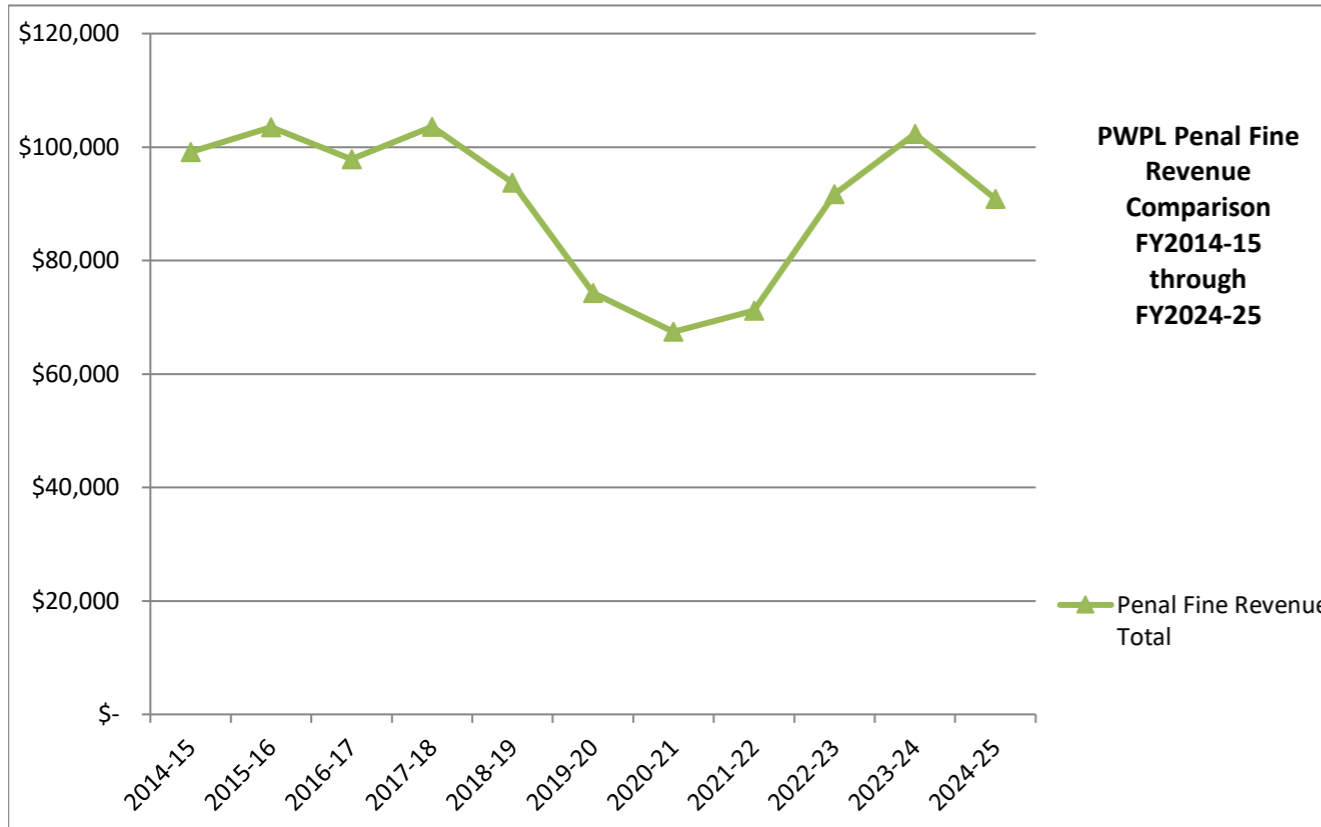
# Other Usage



## 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									
<b>Current FY Total</b>		<b>0</b>	<b>8,463</b>	<b>9,462</b>	<b>10,761</b>	<b>9,526</b>	<b>7,939</b>	<b>9,721</b>	<b>55,872</b>	<b>97</b>
<b>Current FY Average YTD/Day</b>		<b>0</b>	<b>554</b>	<b>597</b>	<b>678</b>	<b>632</b>	<b>468</b>	<b>542</b>	<b>576</b>	<b>19</b>
<b>Last FY Total</b>		<b>0</b>	<b>31,225</b>	<b>33,110</b>	<b>33,567</b>	<b>31,718</b>	<b>24,041</b>	<b>24,675</b>	<b>178,336</b>	<b>299</b>
<b>Last FY Average/Day</b>		<b>0</b>	<b>650</b>	<b>647</b>	<b>681</b>	<b>637</b>	<b>492</b>	<b>476</b>	<b>593</b>	<b>23</b>













**Technical Services**

<b>Items Added</b>	<b>Oct-25</b>	<b>Nov-25</b>	<b>Dec-25</b>	<b>Jan-26</b>	<b>Feb-26</b>	<b>Mar-26</b>	<b>Apr-26</b>	<b>May-26</b>	<b>Jun-26</b>	<b>Jul-26</b>	<b>Aug-26</b>	<b>Sep-26</b>	<b>FY YTD Totals</b>	<b>Last FY Totals</b>
<b>FY YTD Totals</b>	768	570	379	778									0	9365
<b>Other Statistics</b>	<b>Oct-25</b>	<b>Nov-25</b>	<b>Dec-25</b>	<b>Jan-26</b>	<b>Feb-26</b>	<b>Mar-26</b>	<b>Apr-26</b>	<b>May-26</b>	<b>Jun-26</b>	<b>Jul-26</b>	<b>Aug-26</b>	<b>Sep-26</b>	<b>YTD Totals</b>	<b>Last FY Totals</b>
Cataloging Review	56	27	34	11									128	856
Original	2	3	4	1									10	93
Volunteer Hours	17.00	9.50	7.50	2.00									36.00	133
Mending	159	101	175	197									632	3391
Discs buffed	37	57	68	51									213	NA
Discards	602	703	679	622									2606	14204
Donations Added	38	127	87	65									317	NA

## Remote Book Drops

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