

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

**Wednesday, April 8, 2026
George Shiras III Room, 5:00 pm**

Zoom access: <https://us02web.zoom.us/j/89238886183?pwd=YZufMsrtPUW3QFQ7ef2AYoRCZ4wwuf.1>

Call to Order

Introductions

Approval of the Agenda*

Approval the Minutes of the Previous Meeting*

January 14, 2026

Public Participation

Financial Reports

Library Director's Report

- a) Staffing Updates

Old Business

- a) PWPL Board Meeting Updates: January - March 2026

New Business

- a) TAC Board Reports
- b) PWPL Board Meeting Representatives
 - a. April 21, 2026 – Natasha Lantz
 - b. No May Meeting
 - c. June 9, 2026 –
 - d. July 8, 2026 – Joint meeting with Board of Trustees

Council Member's Comments

Public Participation

Adjournment*

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

Upcoming Meeting Dates:

Township Advisory Council meetings:

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

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

Peter White Public Library Township Advisory Council

Shiras Room PWPL/Zoom

Minutes: January 14, 2026

Call to Order at 5:05 pm.

Present: Karrie Heikes (President), Natasha Lantz (Vice-President), Paul Marin, Suzanne Standerford, Jan Raskin, Andrea Ingmire (Library Director). Via Zoom: Peggy Jensen.

Introductions were made.

Approval of the Agenda: Moved by Suzanne Standerford, seconded Karrie Heikes and unanimously approved.

Approval of the Minutes of the October 8, 2025 Meeting: Moved by Paul Marin, seconded by Natasha Lantz and unanimously approved.

Election of Officers: President Heikes called for nominations of officers. A slate of officers was presented by Peggy Jensen, seconded by Paul Marin. This slate included existing officers remaining in their position for another year:

Karrie Heikes, President

Natasha Lantz, Vice President

Beth Linna, Secretary.

This slate was unanimously approved.

Public Participation: None

Financial Reports: Finances were discussed with special emphasis on the ongoing concern about the costs of Hoopla. Lantz shared concern about losing the service and suggested that the library communicate directly with patrons. The library can get a list of Hoopla users so that we can send a direct message to those most impacted by changes to the Hoopla service. This communication will go out before changes are initiated.

Library Director's Report:

Staff Updates: New staff since October 2025 include Kathryn Simmons, Maintenance Assistant and Mackenzie Geary, Communication Coordinator. Lynette Suckow retired on 12/31/25 after 22 years at PWPL. Corey Wiseman was promoted to fill her shoes as the Adult Services Assistant Department Head and Allison Flynn-Chapman was moved to the Local History Assistant role. The vacant Assistant position in Adult Services is posted.

Old Business:

Board Meeting Updates October - January 2025: The Board of Trustees has had minimal business in the past couple months. Of note include the 2026 schedules for Holiday and Closings as well as Board of Trustee Meeting dates. The board also approved an updated fee schedule dealing with large faxes. This change caps the total amount that a patron would pay to send a fax to \$10 and \$5 to receive a fax.

New Business:

TAC Board Reports: Jan Raskin attended the October meeting and noted that Eric Froberg with Mark Aho was at the meeting to make an annual report to the Board. The Mining Journal digitization and upcoming digitization of Marquette Monthly was discussed. Natasha discussed improvements in West Branch Township. Suzanne inquired about the printed newsletter and how folks can access it. A .pdf of all newsletters are available on our website, <https://pwpl.info/news-events/newsletter/>. Excerpt from the PWPL website: [If you would like to be added to the mailing list for this publication, please email your name and mailing address to Heather Steltenpohl at heather@pwpl.info or contact her by phone 906-226-4305]

Board Meeting TAC Representatives:

January 20, 2026 – Suzanne Standerford

February 17, 2026 – Karrie Heikes

March 17, 2026 – No available TAC members

April 21, 2026 – Natasha Lantz

Council Member's Comments: None

Public Participation: None

Adjournment: It was moved by Natasha Lantz, seconded by Jan Raskin and unanimously approved to adjourn at 5:50 pm.

Next TAC Meeting: April 8, 2026 at 5:00 pm.

Next Board of Trustees Meeting: January 20, 2026 at 5:00 pm.

Respectfully Submitted,

Andrea Ingmire

PWPL Board of Trustees Meeting Minutes

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, January 20, 2026**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **January 20, 2026** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:03 PM.

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

Respectfully Excused: None

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Ann Richmond Garrett, Administrative Assistant; Jamie Goodwin, Finance Director; Marty Achatz, Adult Programming Coordinator.

TAC Representatives Present: Suzanne Standerford, Sands Township.

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

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

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

Special Presentations – Marty Achatz, Adult Programming Coordinator.

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

TAC Report: Suzanne Standerford, Sands Township.

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

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

Public Comment: None

Board Action Items:

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

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

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

Other Business:

1) Strategic Plan Update: Steltonpohl has created a report using the 2025 survey data. This report was sent to the strategic planning committee along with a few questions about next steps. Overall, the results of the survey revealed that patrons are happy with PWPL services and would like more of them, including expanded hours to Sunday.

2) State Aid Report: The Library of Michigan State Aid Report is an annual reporting requirement for public libraries that receive state aid. Its purpose is to document how libraries meet statutory and administrative requirements tied to eligibility for state funding and to provide the state with consistent data on library operations and services. Data collected through this report is used by the Library of Michigan to verify eligibility, inform statewide planning, and support advocacy for library funding. PWPL uses this data to compare PWPL services, budget, and facilities to other libraries in the state. It is also used to create the PWPL community report. The deadline for submission of the State Aid Report is February 1.

3) MACC space reorganization: After extensive discussion, PWPL developed a clear plan for how the spaces vacated by MACC will be used, as well as how several other areas of the library will be reconfigured. Several staff members now occupy the office spaces. Community members are renting Studio 1 for workshops and programs. Studio 2 is being explored as a possible Quiet Reflection Room, which Ingmire said has been a successful concept at many other libraries.

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

Public Comment: None

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

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

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

Respectfully submitted,



~~Suzanne Williams~~ *STEVE Schunk*
Secretary President

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

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, February 17, 2026**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **February 17, 2026** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:02 PM.

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

Respectfully Excused: Suzanne Williams, Secretary.

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; Stephanie Garn, Technical Services Department Head; Ben Sargent

TAC Representatives Present: Kerrie Heikes, Sands Township.

Others present (in-person or online):

The Agenda was amended to include Audit Engagement Letters under Other Business. The amended agenda was approved on a motion by Nelson and seconded by Addison. The motion is approved 4-0.

The Minutes of the January 20, 2026 Board Meeting were approved on a motion by Meyskens and seconded by Addison. The motion is approved 4-0.

Special Presentations – Stephanie Garn, Technical Services Department Head.

Garn gave a step-by-step explanation of the cataloging process, beginning from when a book or library item is received, ending with the item existing in a patron searchable system of records. Schmunk asked if there is a universal classification number that each book is published with, Garn said no, there are more context and content standards applied to consideration for its category when a book is catalogued. Garn also outlined the Interlibrary Loan Process. Technical Services is also in charge of book repair and mending. Meyskens noted there is an observable pattern of holds being pulled, Garn said there is a steady day of the week pattern. She also shared some images from the staff office reorganization in new spaces. Meyskens and Schmunk asked how PWPL's interlibrary process might differ from others, Garn gave examples of how this varies, as well as how MCLS and subcontracted delivery companies might be involved. Addison commented on the quality of the repair tools, and skills for keeping books in active circulation. Schmunk asked what the repair quantities are like, Sargent said the flow is steady but manageable.

TAC Report: Kerrie Heikes, Sands Township.

Heikes said Sands Township is looking into a data center ordinance; members of the township have mixed opinions on this type of project. There are no new updates on the solar project, which has been in the process for a couple of years.

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. The Hoopla subsidy from SLC was discontinued at the end of 2025, so PWPL is in the process of creating a use-budget, applying to patrons, so the service can continue while costs are also anticipated. A motion was brought by Addison and seconded by Meyskens to approve the bills for January 2026, in the amount of \$239,521.00 The motion is approved 4-0.

Public Comment: None

Board Action Items:

- a) **Bylaws of the Board of Trustees GOV 6-** 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 proposed language change for Article II. Officers, Section 1 adds the following sentence at the end of the existing language. “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.”
Schmunk asked about removing the word ‘regular’ from the proposed language so there was more flexibility in case the following meeting was not a regular meeting of the board, but rather a special or emergency meeting. The board reviewed the process for calling a special meeting which is outlined in Article III, Section 3.
This policy with the revision proposed by Schmunk will be proposed for approval at the March 17, 2026 meeting.

Other Business:

- 1) **Strategic Plan Update:** Steltenpohl has created a report using the 2025 survey data. This report was sent to the strategic planning committee. The Strategic Planning Committee will meet on Wednesday, February 18th via Zoom, due to expected winter weather, to discuss next steps.
- 2) **Audit Engagement Letters:** 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 the Board to understand their 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 by Friday, February 20, 2026 for inclusion in his response. Unless there are concerns, Steve Schmunk and Andrea Ingmire will sign off on these documents after our board meeting. No concerns were stated.

Public Comment: None

Board Member Comment: Meyskens commented on examining the staff turnover, the most seems to be in part-time positions; Ingmire said the percentage is consistent over time. Nelson asked if the reopening of NMU’s library is affected foot traffic and room bookings, so far there

has not been a noticeable difference. Meyskens asked if the elevator issues have been resolved, Ingmire verified that they have and it is operating as it should.

Trustee Manual: Review of Chapter 8, 2021 Edition: Facilities and Technology.

Ingmire mentioned that Facilities is in search of a new Assistant Department head. She also said they are looking into options for a bond project, which would address things in the physical building that will need to be updated or replaced in the long term. Meyskens asked if there are any major technology changes being considered that are not part of routine maintenance, Ingmire said due to the ever-changing nature of technology this is hard to predict what may be created in the future. MacDonald said the audiovisual equipment in the rooms will likely need to be updated. Schmunk and Ingmire discussed the value of community support, and providing accurate information to patrons as to why certain updates are necessary. The goal date for a solid plan is 2030, Steltenpohl pointed out this falls in line with what needs the Strategic Plan will summarize in 2029.

Adjournment: Meyskens made motion to adjourn, seconded by Nelson. The motion is approved 4-0. The meeting adjourned at 6:18 PM.

Respectfully submitted,

Steve Schmunk
President

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

**Board of Trustees of the Peter White Public Library
Regular Board Meeting
Minutes
Tuesday, March 23, 2026**

A regular meeting of the Board of Trustees of the Peter White Public Library was held on Tuesday, **March 23, 2026** in the George Shiras III Room of the Peter White Public Library. The meeting was called to order by President Steve Schmunk at 5:01 PM.

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

Library Staff Present: Andrea Ingmire, Library Director; Bruce MacDonald, Assistant Director/IT Head; Heather Steltenpohl, Development Director; Ann Richmond Garrett, Administrative Assistant; Jamie Goodwin, Finance Director; Amy Salminen, Adult Services Department Head.

TAC Representatives Present: Grace Simula, Marquette Township

Others present (in-person or online): Community Members online

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

The Minutes of the February 17, 2026 Board Meeting were approved on a motion by Meyskens and seconded by Addison. The motion is approved 4-0 with one abstention.

Special Presentations – Amy Salminen, Adult Services Department Head. Salminen gave a presentation on the Adult Services Department, which includes the Reference Desk. Daily tasks often include tech help, reader advisement, printing & copying, tax form distribution, study room checkouts/management, proctoring, and passport processing. Adult Services also manages and tracks library related e-book and digital resources apps, such as Libby/Overdrive, Kanopy, and Hoopla. This department has also been facilitating the digitization of the Mining Journal and is working on the Marquette Monthly. Meyskens asked if the digitized projects are backed up, Salminen said that the library has microfilm and digital backup, and NMU holds a backup on their Uplink system. Salminen provided a list of all the adult book clubs that are held and operated by the library. Schmunk asked about book availability for the clubs, Salminen said the library buys at least 5 copies of each focus book (which later become book club kits that patrons can check out), which circulates several months before the meeting is held. Adult Services also works with Christine Ault, a former teacher, to provide the Tech Coaching for Seniors program. Salminen summarized the upcoming Adult Summer Reading Program, which is sponsored by the Friends of the Library. Other upcoming events include: Great Michigan Read, Repair Café, and a Fall 2026 Financial Literacy series. As an ongoing occurrence, Adult Services staff also provide Superiorland Yesterdays to the Mining Journal (all staff write a What's New at PWPL article each week for the Mining Journal), and curate the book displays. Schmunk asked about historical maps that are managed by their department, Salminen said many people use them for genealogy projects.

TAC Report: None

Financial Reports – including Approval of the Bills: Goodwin addressed questions and comments related to the bills and financial reports. A motion was brought by Meyskens and seconded by Nelson to approve the bills for January 2026, in the amount of \$178,191.47
The motion is approved 5-0.

Public Comment: None

Board Action Items:

- a) **Bylaws of the Board of Trustees GOV 6-** At the February 17, 2026, Board of Trustees meeting, the Board reviewed updates to the Board Bylaws including: timing of the election of officers should a May meeting not be held, and a typo. At the February 23, 2026, Board Policy Committee meeting, two other changes were identified for Article III, Section 7. The order of business for regular meetings. 1. Adding a Consent Agenda item which may include previous meeting minutes, appointments, and routine business. 2. Changing Board Member Comment to Board Member Comment and Committee Reports, allowing a place in the agenda for board committee minutes or reports to be made. Committee minutes do not need approval from the full board. On a motion by Meyskens and seconded Addison by **the Board of Trustees of the Peter White Public Library moves to approve changes to the GOV-6 Bylaws of the Board of Trustees as presented.** Presentation and structure of the consent-agenda was discussed at length; it was decided that an item would only need to be pulled and listed separately if the Board actively chose this for any given topic. Otherwise it is designed for items that do not require additional discussion. **The motion is approved 5-0.**
- b) **Bulletin Board and Pamphlet Policy PRG-4:** The current Public Bulletin Board Posting Policy was adopted in February 2022. A policy rewrite and updated procedure are both needed. The Circulation desk is the primary contact for questions and drop off location for posters. Melissa Alan, Circulation Department Head, has been reviewing posters as they arrive and the revised policy has largely been her work. At the February 23, 2026, Board Policy Committee meeting, committee members reviewed and made suggestions about a draft of this policy. Since that meeting, there has been added clarification about what signage may be posted by groups using PWPL meeting rooms and added information about the Peter White Table pamphlet area. Ingmire discussed the history of this policy at length, and some of the operations issues that staff hope the updates could resolve. Schmunk asked about the Right of Appeal, whether it should go to the Director or the Board first, Ingmire said it is reviewed by the Director before ultimately being sent to the Board.
First Reading, no action.

Other Business:

- 1) **Strategic Plan Update:** Library Board of Trustees and Township Advisory Council members who are making follow-up phone calls this month. That follow-up contact will be wrapped up by the end of March. On April 29, 2026 the Strategic Planning Committee will meet to set goals for the next 2-3 years related to survey, call, and data feedback received.

- 2) **Marquette Township Book Drop Location:** Due to the damage that Westwood Mall sustained this winter, it was time to discuss the future of that book drop location. Ingmire reached out to Lyn Durant, Marquette Township Supervisor to see if locating the book drop at the township hall would be an option. While there are some details that need to be discussed, they agreed it could be a viable option. Other commercial properties close to the current drop box location or in other parts of the township will be explored. In addition to the book drop location, PWPL may need to consider a new book drop. Unfortunately, the cost of these is high. Ingmire estimates the cost would be approximately \$8000 on a comparable new book drop. Should there be any costs to the moving or installation of the book drop in a new location, that will also need to be addressed. Meyskens asked if the state of the book drop is separate from the state of the mall itself, Ingmire said not likely, given the fixture. A full inspection of the device is still pending. Addison asked if the mall drop could be retired for the vape cartridge return program, but Ingmire said it is too large. Varying costs were discussed at length.
- 3) **2025 Community Report:** The 2025 Report is complete. These will be mailed to the donor list and extras will be available in the library. A digital copy of this report is available on the PWPL website: https://pwpl.info/wp-content/uploads/2026/03/2025-Community-Report_web.pdf

Public Comment: None

Board Member Comment

- 1) **General Comments:** Schmunk asked about recent trespass incidents that occurred at the library. Ingmire reported at length.
- 2) **Board Committee Reports**
- 3) **Trustee Manual: Review of Chapter 9, 2021 Edition: Intellectual Freedom.** Ingmire reported that Marquette is overall supportive in protecting the public's right to information. PWPL's Collection Development Policy anticipates many of the questions patrons ask about how library materials are chosen and managed.

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

Respectfully submitted,

Steve Schmunk
President

Upcoming meetings:
Board of Trustees: April 21, 2026
Board of Trustees Committee Meetings: n/a
Upcoming TAC meeting: April 8, 2026

Finance Director Reports

Library Director Reports

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

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

Highlights of General Fund Balance Sheet

Cash Position	As of 10-31-25	As of 12-31-25	Change
Cash- Checking	\$1,168,442.53	\$958,700.86	\$(209,741.67)

Notes:

1. Cash receipts for November & December were \$43,509.54 & 107,121.95 respectively.
2. Cash-Checking \$145,310.57
3. Checking-Bankcard \$5,320.92

<u>Highlights of General Fund Trust</u>	As of 10-31-25	As of 12-31-25	Change
Cash/Investment Position	\$217,173.86	\$219,871.27	\$2,697.41

1. Dividends, Interest & Capital Gains in the amount of \$10,592.93 were reinvested

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As of 10-31-25	As of 12-31-25	Change
	\$987,920.87	\$1,000,687.55	\$12,766.68

1. Dividends, Interest & Capital Gains in the amount of \$48,776.58 were reinvested.

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Highlights of Revenue & Expenditure Report

{Numbers taken from City Reports 1/14/25}

Peter White Library Fund (Operating)				Current Month	Current YTD
Total Revenue				\$ 89,052.20	\$ 1,057,661.35
Total Expenses				\$ (179,811.93)	\$ (619,164.88)
Net of Revenue & Expense				\$ (90,759.73)	\$ 438,496.47

Comments

Cash Balance		December	
Month Ending Current Year		Month Ending Prior Year	
\$ 958,700.86	vs	\$ 822,991.01	= \$ 135,709.85

Notes:

- November 2025 was a two pay period month. Total wages paid were \$99,519.34
- December 2025 was a two pay period month. Total wages & longevity paid were \$107,715.86
- Actual expenses are approx. 26% of budget with approximately 25% of the FY year completed
 - Included you will find
 - Raymond James November & December Statements
 - Utility Statements for November & December
 - December Balance Sheet and Revenue and Expenditure Reports for the Library's Operating Fund
 - December Balance Sheet Report for the Carrol Paul Memorial Fund
 - December Revenue & Expenditure Report for the Library Improvement Debt Fund

Respectfully Submitted ~ Jamie Goodwin

January 20, 2026
Library Director Report
Andrea Ingmire

Strategic Planning Update

Public Survey

The summary report of survey data has been created by Heather and sent to the Strategic Planning Committee who will be discussing next steps.

Art Galleries

Winter Solstice Art and Evergreen. The change to this event was very well received. Many people commented that they enjoyed the trees being spread throughout the building.

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.

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. 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

The 15% Hoopla subsidy from the SLC ended at the end of 2025. We have some time to continue to discuss options and create a plan to move forward, but as of this month our costs for Hoopla are an additional 15%. Amy has been working with SLC to learn about Libby Advantage purchasing which

allows us to purchase titles where our patrons get priority in holds lists for Advantage titles. Rather than putting additional funds into the pot for everyone, we may try to add Advantage titles for very popular titles, giving our patrons a leg up in the holds cue.

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

eNewsletters

Total subscribed as of 1/16/2026, **2883**

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

December 2025	Constant Contact			Subscribers as of:
	Number of Deliveries	Average Rate open	Average clicks	1/16/2026
Insider (General Newsletter)				2605
Friends				624
Off the Shelf	1	59%	3%	576
Digital Resources and Tech				462
Art and Exhibits	1	60%	1%	588
Local History				539
Weekly Program Update	4	63%	1%	672
Youth Services Insider	4	57%	1%	603

Staff Updates

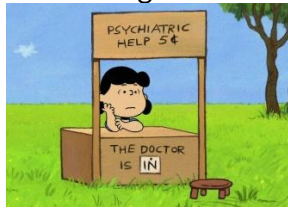
- Adult Services Assistant Department Head position was filled internally by Corey Wiseman.
- Local History Assistant – Filled internally by Allison Flynn-Chapman.
- Adult Services Assistant – Posted externally.
- Mackenzie Geary started on January 8 as our Communication Coordinator!

Director Chat – 12/3/2025

- Talked to a regular patron on his morning route.
- Talked to a patron who wondered where all the books went? She was trying to communicate her distress that the shelves were no longer crammed full. I explained weeding.
- Talked to a couple staff members about programming and schedules.
- Chatted with a couple of patrons from West Branch Twp.
- Talked with a mom about the elevator, her kids like pushing the buttons... all the buttons...
- Talked to a couple of NCLL folks arriving for a presentation.
- Received input from a patron regarding the socks being distributed by United Way and the perils of polyester and fires.
- Talked to a patron (also TAC member) arriving for another meeting room event.
- Helped a man looking to print from his phone, he commended that it was so easy with the help of the Reference staff.

AM = 14

- Several patrons stopped to say how much they love PWPL and appreciate the services we offer.
- Talked to a member of Sister Cities about the room and delegation.
- Talked to a mom who expressed deep gratitude for the Teen Yule Ball and our continued dedication to this program.
- Also chatted with some staff about gallery and supervisor items.
- Talked to several members of League of Women Voters – one of whom asked if I also offer



therapy (Peanuts style)

PM = 15

Total = 29! WOW

Library Director Professional Development/Outreach and Volunteer Activities – November 2025-December 2025

November 4	Staff 1:1's City Department Head Meeting
November 5	Director Chat
November 7	PWPL Supervisors Meeting 4 C's Program
November 8	Repair Café Program
November 10	Staff 1:1
November 11	Staff Development Day
November 12	Staff 1:1
November 13	LSCP – Community Development Day Chair
November 14	PWPL Supervisors Meeting Library of Michigan Director Meeting
November 17	PWPL Programming Meeting
November 18	City Department Head Meeting Tasty Reads PWPL Board Meeting
November 19	League of Women Voters Meeting

November 21	Supervisors Meeting 4 C's Program
November 24	Sustainable Libraries training
December 1	TV6 - Winter Solstice
December 2	City Department Head Meeting MCLS Annual Meeting
December 3	Director Chat Staff 1:1
December 5	PWPL Supervisor Meeting Staff 1:1 4 C's Program
December 6	Supervisor on Duty
December 8	Staff 1:1
December 9	Tasty Reads
December 10	All Staff Meeting
December 11	Citizens for Superior Meeting Staff 1:1
December 12	PWPL Supervisor Meeting 4 C's Program

December 16-January 5

Off for surgery. Thank you for your patience as I get back to a more normal schedule!

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	\$ (235,808.63)	\$ (854,973.51)
Net of Revenue & Expense	\$ 73,251.21	\$ 518,277.47

Comments

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

Notes:

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

Respectfully Submitted ~ *Jamie Goodwin*

February 17, 2026
Library Director Report
Andrea Ingmire

Strategic Planning Update

Public Survey

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

Art Galleries

February/March Exhibits

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

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

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

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

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

Penal Fines

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

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

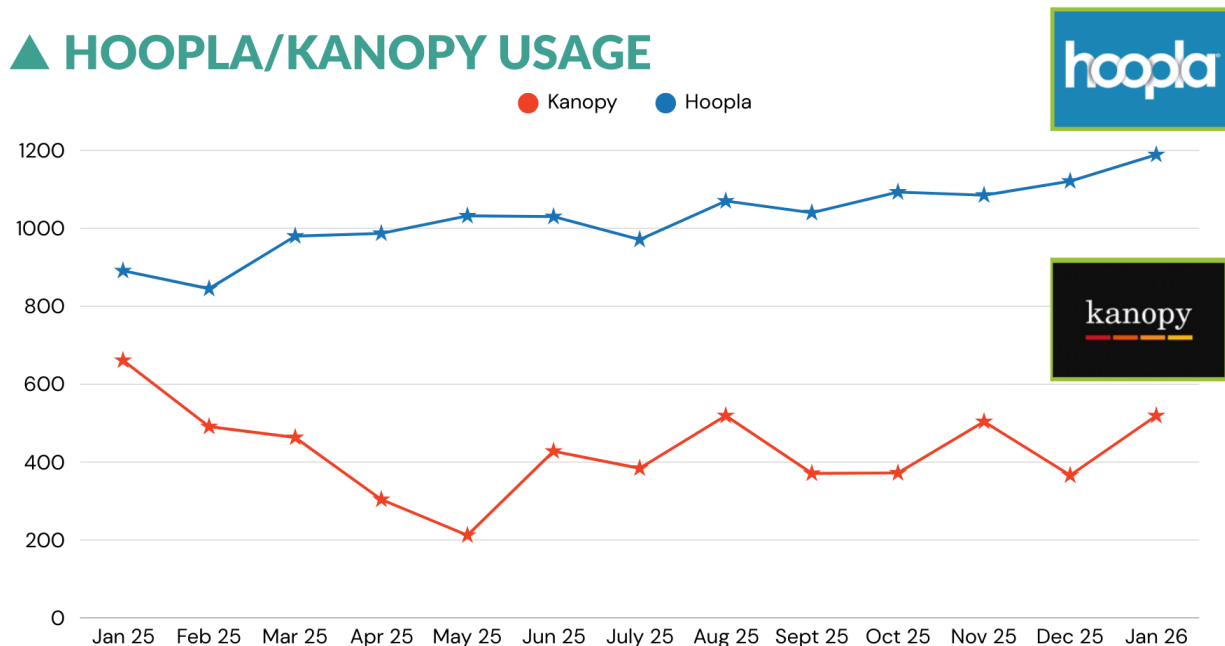
Streaming Services

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

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

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

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



Peter White Public Library

Enriching the community through access to library services and cultural opportunities.

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 set 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

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

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Highlights of General Fund Balance Sheet

Cash Position	As of 01-31-26	As of 02-28-26	Change
Cash- Checking	\$1,031,549.32	\$1,166,754.69	\$135,205.37

Notes:

1. Cash receipts for February were \$311,652.31
2. Cash-Checking \$302,066.78
3. Checking-Bankcard \$9,585.53

<u>Highlights of General Fund Trust</u>	As of 01-31-26	As of 02-27-26	Change
Cash/Investment Position	\$223,860.50	\$228,478.15	\$4,617.65

1. Dividends & Interest in the amount of \$348.62 were reinvested

Highlights of Carroll Paul Trust Fund

Cash/Investment Position	As of 01-31-26	As of 02-27-26	Change
	\$1,010,938.17	\$1,031,925.95	\$20,987.78

1. Dividends & Interest in the amount of \$1,531.58 were reinvested

SUMMARY OF FINANCIAL POSITION OF PETER WHITE PUBLIC LIBRARY

Highlights of Revenue & Expenditure Report
{Numbers taken from City Reports 03/10/26}
 Peter White Library Fund (Operating)

	Current Month	Current YTD
Total Revenue	\$ 298,174.13	\$ 1,677,158.87
Total Expenses	\$ (170,312.86)	\$ (1,025,286.37)
Net of Revenue & Expense	\$ 127,861.27	\$ 651,872.50

Comments

Cash Balance		February			
Month Ending Current Year		Month Ending Prior Year			
\$ 1,166,754.69	vs	\$ 1,184,831.10	=	\$ (18,076.41)	

Notes:

- February was a two pay period month. Total wages paid were \$99,578.6
- Actual expenses are approx. 43% of budget with approximately 42% of the FY year completed
 - Included you will find
 - Raymond James February Statements
 - Utility Statements for February
 - February Balance Sheet and Revenue and Expenditure Reports for the Library's Operating Fund
 - February Balance Sheet Report for the Carrol Paul Memorial Fund
 - February Revenue & Expenditure Report for the Library Improvement Debt Fund

Respectfully Submitted ~ *Jamie Goodwin*

March 17, 2026
Library Director Report
Andrea Ingmire

Strategic Planning Update

Public Survey

Phone calls are going to those who said they were willing to participate in follow-up responses. This data collection will be completed by the end of March. The strategic plan committee will meet at the end of April to set priorities and goals for the upcoming reporting period.

Art Galleries

February/March Exhibits

Deo Gallery - *I Hear the Caw* - Lindsey Heiden
Huron Mountain Club Gallery - *Awakening* - Cole Bonino

April/May Exhibits

Deo Gallery - *I Did Not Break* - Taryn Okesson
Huron Mountain Club Gallery - *High School Art Show* - Area High School Student Art

2027 Call to Artist is live! We have 10 applications for 8 available gallery periods. The application window closes on March 22, 2026. The Public Gallery Jury will meet in mid-April to set the 2027 gallery schedule, and we hope to have all notifications completed by the end of May.

Streaming Services

As of March 1, 2026 we have implemented a daily budget in Hoopla. We have been hitting our budget. You can see a copy of the email sent to all Hoopla users in the correspondence of this packet. Overall patrons have been very understanding of the reasons we made this change to Hoopla access.

Code of Conduct Violations

As often happens this time of year, the number of Code of Conduct violations our Supervisor on Duty (SOD) staff are dealing with has increased dramatically in the last month. Since Friday, March 6, we have issued three trespass warrants and had another patron/police incident that left staff with uneasy feelings. To help SODs keep up to date with issues happening in the library and to keep lines of communication open, we are using teams to discuss behavior that is being observed as well as a form to report when one of us are engaging with a patron behavior issue that doesn't lead to disciplinary action. We've had 8 form submissions since March 1. This activity takes time and capacity away from other tasks at hand.

Meeting Presentations

I will be making meeting rounds again this spring/early summer 😊 My current presentation is available on our website: <https://pwpl.info/wp-content/uploads/2026/03/2025-Annual-Report-Presentation.pdf>

Current presentations include:

- Marquette Township on Tuesday, March 18th.
- Marquette City Commission on April 13th.

Other township presentations will be scheduled in the very near future.

Vape Collection is live!



Meeting Presentations

I will be making meeting rounds again this spring/early summer 😊 My current presentation is available on our website: <https://pwpl.info/wp-content/uploads/2026/03/2025-Annual-Report-Presentation.pdf>

Current presentations include:

- Marquette Township on Tuesday, March 18th.
- Marquette City Commission on April 13th.

Other township presentations will be scheduled in the very near future.

eNewsletters

Total subscribed as of 3/13/2026, **3804**

February 2026	Constant Contact			Subscribers as of:
	Number of Deliveries	Average Rate open	Average clicks	3/13/2026
Insider (General Newsletter)				2,614
Friends	1	55%	0%	631
Off the Shelf	1	61%	4%	581
Digital Resources and Tech				466
Art and Exhibits	1	62%	1%	596
Local History				547
Weekly Program Update	4	56%	1%	679
Youth Services Insider	5	50%	0%	604
*Hoopla Email	1	77%	1%	1090
*Strategic Plan Email	1	30%	0%	82

*One-time mailings to a targeted list of patron emails.

Staff Updates

- Bryan Baisley is our new Adult Services Assistant; he started on March 11.
- The Maintenance Assistant Department Head posting just closed. We are scheduling interviews for March 17-19.

Director Chat – 3/4/2026

- Talked to a retired staff member who commented that Hoopla caps were necessary.
- Great turnout for Books and Banter bookgroup.
- Talked with patron about cooking for one.
- Met with staff member about vape location and drop off of box.
- Talked to a patron about a program suggestion – history discussion group. And also asked why a note is always put on page 17 of our books.
- A woman stopped to say how much she loves PWPL and that she was glad to have her ice cleats off.
- Talked to a patron at length about our budget, city budget, and how it's really hard to understand the city's budget. Referred her to the budget work session recording on YouTube. It's long, but really helpful for understanding the city's budget as a whole.

AM = 8

- Talked to a staff member who was at an appointment and gushed about how much they love their job. 😊
- Three patrons stopped to look for an event location.
- Several staff and friends stopped to chat about various things.

PM = 8 Total = 16

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

February 2	Fire Department Meeting – Vape recycle
February 3	City Department Head Meeting
February 4	Hoopla budgeting meeting Director Chat
February 6	Supervisor Meeting 4 C's Program
February 9	MCLS Board Meeting – Virtual
February 10	City Department Head Meeting Tasty Reads 1:1 Meeting with Staff
February 11	All Staff Meeting 1:1 Meeting with Staff
February 12	Early Voting Meeting
February 13	Supervisor Meeting Library of Michigan Virtual Director Meeting
February 16	1:1 Meeting with Staff
February 17	City Department Head Meeting Board of Trustees Meeting
February 18	Strategic Planning Meeting
February 20	Supervisor Meeting 4 C's Program

February 23 Repair Café Meeting
1:1 Meeting with Staff
Policy Committee Meeting
February 24 LSAA Meeting
1:1 Meeting with staff
February 25 Staff Fika
1:1 Meeting with staff
February 26 Orientation with new TAC member from Mqt Twp.
February 27 Supervisor Meeting
Planning Meeting for MLA webinar
4 C's Program

Background Information



TO: Township Advisory Council
FROM: Andrea Ingmire, Library Director
DATE: April 8, 2026
RE: Library Director Report

A. Staff Updates

New Staff Since January 2026:

- Bryan Baisley – Adult Services Assistant
- Tara Middleton – Maintenance Assistant DH (4/13/26)

Staff leaving/or have left PWPL:

Staff transitions:

Open Positions:

- Summer / High School Page

TO: Township Advisory Council
 FROM: Andrea Ingmire, Library Director
 DATE: April 8, 2026
 RE: Old Business

A. PWPL Board Meeting Updates

Policy Manual and Policy Review

Title of Policy	Reviewed/Approved?
GOV-6 Bylaws of the Board of Trustees	Reviewed: 2/17/2026 Approved: 3/26/2026
PRG-4 Bulletin Board and Pamphlet Policy	Reviewed: 3/26/2026 Approved:

All approved policies are available on the Library's website!
<https://pwpl.info/policies/>. Policies that have been reviewed are all available in the board packets.

Other topics addressed:

Amnesty Program – April 2026 - At the January meeting the board considered the library offering it's first ever Amnesty Program aimed at getting long overdue (assumed lost) items returned to PWPL. This program will run during the month of April (National library week takes place April 19-25, 2026).

Vape Collection Partnership – In cooperation with Citizens for Superior we are now a collection site for recycled vapes including cannabis vapes. The collection container is in the main entrance.

Audit Engagement Letters – The board reviewed audit engagement letters for PWPL FY24-25 Financial Report, which has been submitted to the State of Michigan.

Strategic Plan Update – The Strategic planning committee continues to work through the data collection process. THANK YOU to those of you who made phone calls as part of the follow-up data collection process. The committee will meet again April 29, 2026, 9:30 am to consider goals for the upcoming strategic planning period.



TO: Township Advisory Council
FROM: Andrea Ingmire, Library Director
DATE: April 8, 2026
RE: New Business

A. TAC Member Board Reports

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

B. Board Meeting TAC Representatives

We ask that each TAC member try to attend one board meeting a year. Due to changes in board meeting schedules and joint TAC meeting, there is only one meeting to fill. See agenda.

Statistics

Library Visits

2025/2026	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Total
Library Visits (Door Count)	17,058	13,244	12,205	12,531	12,806								67,844
Hours Open	266	213	225	240	236								1,180

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	2,286	2,419	2,335	2,455	1,584	1,727	12,806	
	Average Daily		571	604	584	614	396	432	534	24
MARCH	Attendance	0							0	
	Average Daily									
APRIL	Attendance	0							0	
	Average Daily									
MAY	Attendance	0							0	
	Average Daily									
JUNE	Attendance	0							0	
	Average Daily									
JULY	Attendance	0							0	
	Average Daily									
AUGUST	Attendance	0							0	
	Average Daily									
SEPTEMBER	Attendance	0							0	
	Average Daily									
Current FY Total		0	10,749	11,881	13,096	11,981	9,523	11,448	68,678	121
Current FY Average YTD/Day		0	557	598	659	628	453	520	567	20
Last FY Total		0	31,225	33,110	33,567	31,718	24,041	24,675	178,336	299
Last FY Average/Day		0	650	647	681	637	492	476	593	23

Technical Services

Items Added	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	FY YTD Totals	Last FY Totals
FY YTD Totals	768	570	379	778	661								3156	9365
Other Statistics	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	YTD Totals	Last FY Totals
Cataloging Review	56	27	34	11	12								140	856
Original	2	3	4	1	3								13	93
Volunteer Hours	17.00	9.50	7.50	2.00	4.00								40.00	133
Mending	159	101	175	197	160								792	3391
Discs buffed	37	57	68	51	70								283	NA
Discards	602	703	679	622	2,455								5061	14204
Donations Added	38	127	87	65	73								390	NA

Remote Book Drops

		Number of Pickups	Number of Items
Marquette Township			
	Total Year to Date	22	544
	Total Last FY	52	1291
Chocolay Township			
	Total Year to Date		
	Total Last FY	52	1419
Sands Township			
	Total Year to Date		
	Total Last FY	52	539
Skandia Township			
	Total Year to Date		
	Total Last FY	52	356
West Branch Township			
	Total Year to Date	21	38
	Total Last FY	51	102
Total Year to Date ALL Locations:		43	582
Total ALL Locations Last FY:		259	3737