

**Minutes of the Regular Monthly Meeting of the
Alpena County George N. Fletcher Public Library
Board of Trustees**

Call to Order: A meeting of the Alpena County Library Board of Trustees was called to order on Monday, June 19, 2017 at 4:00 p.m. by President Joseph Garber who welcomed new member Kim Krajniak to the Board.

Present:

Trustees: Marcia Aten, Joseph Garber, Kim Krajniak, Ronald Meneghel, Tammy Thomson
Staff: Beth DeCaire, Susan Jacobs, Jessica Luther and Eric Magness-Eubank

Minutes: It was moved by Meneghel and supported by Aten to approve the Minutes of the May 22, 2017 meeting. The motion carried.

Treasurer's Report: The Treasurer's Report was reviewed and Garber directed that it be filed as presented, subject to final audit.

Review and Approval of Bills: It was moved by Aten and supported by Thomson that the bills as presented be approved. The motion carried.

Friends Report: Magness-Eubank reported that MaryAnn Crawford will replace Krajniak as Treasurer on the Friends of the Library Board. Book giveaways sponsored by the Friends will take place on the opening day of Summer Book Club June 27 and on the day of the carnival August 9.

Old Business:

- A. 2016 Audit - Results will be presented at the July 17 Board Meeting.
- B. Building Project
 1. HVAC Contract – It was moved by Meneghel and supported by Krajniak to authorize Magness-Eubank to sign a contract with Quinn Evans Architects in the amount of \$81,500 for Schematic Design Phase 1 HVAC & Phase 2 Renovation, Construction Documents and Bidding, and Construction Administration. The motion carried unanimously.
 2. Environmental Assessment – It was moved by Aten and supported by Thomson to authorize Magness-Eubank to sign an Asbestos/Lead Based Paint Survey and Hazardous Materials Assessment with Environmental Asbestos Services, Inc. for an amount not to exceed \$4,750. The motion carried unanimously.
 3. Capital Campaign Update – Magness-Eubank has had initial conversations with stakeholders who indicated the goal for the renovations are ambitious but not undoable.
 4. Gift Acceptance Policies – Garber appointed Krajniak and Meneghel to the Gift Acceptance Policies Committee.

- C. Budget Adjustments 2017 – It was moved by Aten and supported by Krajniak to approve the attached adjustments to the 2017 Budget which now includes total projected income and expenses at \$1,194,369 each. The motion carried
- D. 50th Anniversary Gala – Approximately 70 people attended the Gala. Luther reported that staff at circulation and reference put a lot of effort into cleaning and preparing the building prior to the Gala. Planning for a free public celebration has begun.

Adjournment: President Garber declared the meeting adjourned at 5:42 p.m. The next regular meeting is scheduled for Monday, July 17 at 4:00 pm.

Respectfully submitted,



Tammy Thomson
Secretary



Beth DeCaire
Recording Secretary

Alpena County Library Profit & Loss Budget Performance January through June 2017

	Jan - Jun 17	Budget	% of Budget	Revised
Income				
403.000 · Millage	900,051.74	886,315.00	101.55%	900,051.74
404.000 · Personal Property Tax Reimb.	38,778.02			38,778.02
566.000 · State Aid	0.00	19,354.00	0.0%	19,354.00
566.001 · Renaissance Zone	0.00	7,257.00	0.0%	7,257.00
575.000 · MCACA Income	17,960.00	31,500.00	57.02%	31,500.00
580.000 · Special Events	5,353.41			5,353.00
581.000 · MI Humanities Council	580.00	1,000.00	58.0%	1,000.00
628.000 · Photocopy Fees - Reference	2,954.90	6,000.00	49.25%	6,000.00
628.001 · Photocopy Fees - Circulation	993.55	2,000.00	49.68%	2,000.00
640.000 · Out of District Fees	1,282.81	2,500.00	51.31%	2,500.00
643.000 · ILL-MelCat	308.93	500.00	61.79%	500.00
643.001 · Unique Management	160.00	150.00	106.67%	200.00
656.000 · Book Fines	2,671.79	5,000.00	53.44%	5,000.00
657.000 · Penal Fines	0.00	120,000.00	0.0%	117,000.00
658.000 · Book/Video Material Replacemer	899.54	1,000.00	89.95%	1,500.00
658.002 · Staff Purchases	16.79			25.00
665.000 · Interest on Investments	2,016.40	2,000.00	100.82%	2,500.00
669.000 · Conference Room Rental	197.50	500.00	39.5%	500.00
675.001 · Library Improvement Fund	8,582.26	10,000.00	85.82%	15,000.00
675.002 · Memorials	475.00	5,000.00	9.5%	5,000.00
675.003 · Besser Grant	0.00	2,000.00	0.0%	2,000.00
675.004 · Community Found. of NE MI	0.00	2,000.00	0.0%	2,000.00
675.005 · Friends of the Library	2,664.00	10,000.00	26.64%	10,000.00
675.006 · LAN Fees	400.00	600.00	66.67%	750.00
675.007 · REad for ADults Program	655.00	2,000.00	32.75%	1,500.00
675.008 · Author Income	139.42	5,000.00	2.79%	5,000.00
675.009 · Summer Book Club/Carnival	11.50	1,000.00	1.15%	1,000.00
675.012 · Programs	52.96	1,000.00	5.3%	500.00
675.015 · Olive Steele Fund	0.00	600.00	0.0%	600.00
675.016 · Robert Haltiner Book Sale	145.00	200.00	72.5%	200.00
675.019 · Thunder Bay Research Center	1,076.12	250.00	430.45%	1,500.00
675.024 · USF - Universal Service Fund	0.00	3,000.00	0.0%	3,000.00
675.100 · Alpena Book Festival	0.00	1,800.00	0.0%	1,800.00
676.000 · Director's Salary Reimbursemen	1,559.02	2,000.00	77.95%	2,000.00
694.000 · Miscellaneous				
694.001 · Merchandise Sales	321.38			500.00
694.002 · Gifts at Register	123.47			200.00
694.000 · Miscellaneous - Other	0.00	5,000.00	0.0%	
Total 694.000 · Miscellaneous	444.85	5,000.00	8.9%	1,000.00
695.000 · Gifts/Grants	250.00	5,000.00	5.0%	500.00
Total Income	\$ 990,680.51	\$ 1,141,526.00	86.79%	\$ 1,194,369.00

Alpena County Library Profit & Loss Budget Performance January through June 2017

Expense	Jan - Jun 17	Budget	% of Budget	Revised
702.000 · Salaries/Per Diem	278,318.71	541,000.00	51.45%	547,000.00
725.001 · Social Security/Medicare	20,423.73	33,813.00	60.4%	40,000.00
725.002 · Retirement/MERS	20,782.67	50,000.00	41.57%	47,000.00
725.003 · Hospitalization	53,518.32	127,040.00	42.13%	111,000.00
725.004 · "In Lieu of..." Hospitalization	2,550.00	6,450.00	39.54%	6,000.00
725.007 · Director's Moving Expenses	0.00			
725.008 · Life Insurance	744.64	1,625.00	45.82%	1,625.00
725.009 · Workers Compensation	298.00	2,500.00	11.92%	2,500.00
727.000 · Office Supplies	6,012.52	12,000.00	50.1%	12,000.00
727.002 · Thunder Bay Research Ctr	832.60	1,500.00	55.51%	1,500.00
728.000 · Postage	944.00	2,000.00	47.2%	2,000.00
729.002 · UPRLC/SIRSI fees	7,484.98	26,000.00	28.79%	26,000.00
729.003 · RIDES	3,564.45	3,500.00	101.84%	3,600.00
730.000 · Merchandising Supplies	145.39	400.00	36.35%	400.00
740.000 · Book Collection	18,890.85	41,500.00	45.52%	54,000.00
740.001 · Databases	2,608.57	4,000.00	65.21%	4,000.00
740.002 · E- Media Services	4,000.00	15,000.00	26.67%	15,000.00
741.000 · Periodicals	1,281.15	8,100.00	15.82%	8,100.00
742.000 · Audio/Visual	1,445.11	2,500.00	57.8%	5,500.00
775.000 · Repair/Maintenance	6,012.81	12,000.00	50.11%	14,000.00
801.000 · Professional Services	2,604.42	5,000.00	52.09%	4,000.00
816.001 · Audit/Financial Oversight	0.00	4,000.00	0.0%	6,000.00
850.000 · Communications	5,260.60	5,980.00	87.97%	8,679.00
860.000 · Travel	461.97	2,500.00	18.48%	2,500.00
894.000 · READ for Adults	1,225.10	3,000.00	40.84%	3,000.00
900.000 · Print/Publishing/Bindery	4,443.26	5,500.00	80.79%	9,000.00
910.000 · Insurance	0.00	5,000.00	0.0%	5,000.00
910.001 · Kathy Currier Condo Assoc Exp	1,563.50	1,500.00	104.23%	1,565.00
915.000 · ILL (Interlibrary Loans)	135.91	285.00	47.69%	300.00
915.001 · Unique Mgmt.	438.55	1,000.00	43.86%	1,000.00
920.000 · Utilities	16,706.81	29,500.00	56.63%	29,500.00
962.000 · County Settlements	92.54	1,000.00	9.25%	1,000.00
970.000 · Besser Foundation	1,995.00	2,000.00	99.75%	2,000.00
970.001 · Library Capital Outlay	0.00	150,000.00	0.0%	150,000.00
971.000 · Friends of the Library Expenses	2,293.01			5,000.00
977.000 · Equipment	620.30	1,000.00	62.03%	5,000.00
977.001 · Technology Replacement	1,207.92	1,500.00	80.53%	2,000.00
985.000 · Summer Book Club/Carnival Exp	5,887.21	6,000.00	98.12%	7,000.00
986.000 · Special Events/Fundraising	4,031.62			4,600.00
989.000 · Programs Expense	6,108.83	6,833.00	89.4%	9,500.00
989.001 · Authors	1,801.75	15,000.00	12.01%	25,000.00
989.003 · Alpena Book Festival	0.00	2,000.00	0.0%	2,000.00
990.000 · Comm Found of NE MI Expenses	1,100.00			2,000.00
996.000 · MI Humanities Council Expenses	580.00	1,000.00	58.0%	1,500.00
999.000 · Training	858.39	1,000.00	85.84%	6,000.00
Total Expense	\$ 489,275.19	\$ 1,141,526.00	42.86%	\$ 1,194,369.00