

**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 Wednesday, July 19, 2023 at 4:00 p.m. by President Joseph Garber.

Present:

Trustees: Dustin Budd, Michelle Cornish, Joseph Garber, Mark Hunter

Excused: Quintin Meek

Staff: Beth DeCaire, Debra Greenacre, Sara Grochowski, Nancy Mousseau

Friends: Brenda Rae

Review and Approval of Minutes: It was moved by Budd with support from Cornish to accept the Minutes from the June 28, 2023 Regular Board Meeting. The motion passed.

Treasurer's Report: The Treasurer's Report was reviewed and Garber directed that it be filed as presented, subject to final audit. A discussion took place regarding the underfunded accrued MERS pension liability commitment which has led to an unassigned fund balance deficit. Chelsea McConnell, CPA, of Straley, Lamp and Kraenzlein will be invited to attend a future meeting to educate the Board on this liability.

Review and Approval of Bills: It was moved by Hunter with support by Cornish that bills as presented be approved. The motion passed.

Friends of the Library Report: Rae reported that Friends are working on the upcoming book sale, newsletter mailing, and a new t-shirt design.

Public Comment: None.

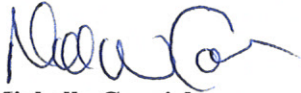
Old Business:

- A. Additional Duty Stipends:** A written status report was received from DeCaire and Luther. Following a brief discussion, it was moved by Hunter with support by Cornish that the stipends be reduced by 50% beginning next week and running through August 18. The motion passed.
- B. 2024 Millage:** The Board prefers to place the millage question on the February 2024 ballot. Greenacre was directed to research and determine the process for doing so. If it is a viable option, she was given authority to move forward to filing the necessary paperwork. A campaign committee will be established within the next month. Board members are encouraged to send member suggestions to Greenacre.
- C. Boiler Update:** Matt Kinzey, Facilities Manager, has been researching the ongoing HVAC problems and will present his findings at the August Meeting.

New Business:

- A. Resolution for Bond Administration Payment:** A resolution was presented for Board approval to request the County Treasurer to transfer \$500 from the Library General Fund to the Debt Fund of the Building Authority of Alpena County for payment of the Annual Bond Administrative fee. It was moved by Hunter with support from Cornish to approve the resolution. The motion passed. A copy of the signed full resolution is attached.
- B. Budget Adjustments:** DeCaire and Greenacre reviewed the proposed budget adjustments. It was moved by Hunter with support from Budd approve the adjustments as presented. The motion passed. A copy of said budget is attached.
- C. Strategic Plan:** Garber has appointed Trustees Cornish and Meek along with Greenacre and the Library's Leadership Team to the Strategic Plan Committee.
- D. Youth Services Update:** Grochowski presented information on the tween and teen book club selection process and participant feedback. She will make written copies of the report available to the public, who are encouraged to email questions to Greenacre or her for a response at next month's meeting.
- E. Credit Card Application:** It was moved by Hunter with support from Budd to authorize Greenacre to apply on behalf of the Library for a Nicolet National Bank Business Credit Card with a \$10,000 limit. Once received the current card through Elan Financial Services will be closed. The motion passed.
- F. Adjournment:** President Garber declared the meeting adjourned at 5:28 p.m. The next regular meeting will be Wednesday, August 23, 2023, at 4:00 pm.

Respectfully submitted,



Michelle Cornish
Secretary



Beth DeCaire
Acting Recording Secretary



Alpena County George N. Fletcher Public Library

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At a regular meeting of the board of the Alpena County George N. Fletcher Public Library held on the 19th day of July 2023 at 4 PM Eastern time at the Alpena County George N. Fletcher Public Library in Alpena, Michigan, there were:

Present: Joseph Garber, Dustin Budd, Michelle Cornish, Mark Hunter

Absent: Quintin Meek

The following preamble and resolution is offered by Mark Hunter and seconded by Michelle Cornish.

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the County Treasurer to transfer \$500 from the Library General Fund to the Debt Fund of the Building Authority of Alpena County for payment of the Annual Bond Administrative Fee.

YES:

NO: None

The Resolution was declared adopted.

The undersigned, being the duly qualified Director of the Alpena County George N. Fletcher Public Library, certifies that the foregoing is a true and complete copy of a resolution duly adopted by this board at a regular meeting held on the 19th day of July 2023, at which a quorum was present and remained throughout and that an original thereof is on file in the records of this Board. I further certify the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that minutes of such meeting were kept and will be or been made available as required thereby.

Debra Greenacre
Debra Greenacre, Library Director

DATED: July 19, 2023

Alpena County Library Profit & Loss Budget Performance January through July 2023

Ordinary Income/Expense	Jan - Jul 23	Budget	Proposed	Change
Income				
403.000 · Millage	1,025,159.74	1,025,500.00	1,025,500.00	0.00
523.001 · LSTA	0.00	5,000.00	5,000.00	0.00
566.003 · MI Humanities Council	0.00	1,500.00	1,500.00	0.00
566.006 · Director's Salary Reimbursement	1,208.35	4,400.00	4,400.00	0.00
572.000 · USF - Universal Service Fund	0.00	1,060.00	1,060.00	0.00
573.000 · Local Comm. Stabilize Share Tax	74,728.21	78,000.00	74,728.00	-3,272.00
574.000 · State Aid	14,554.02	29,095.00	29,095.00	0.00
581.003 · Community Found. of NE MI	2,928.00	5,600.00	5,600.00	0.00
581.004 · Olive Steele Fund	743.00	600.00	600.00	0.00
581.005 · Superiorland Library Co-op	600.00	600.00	600.00	0.00
581.006 · Gifts/Grants	57,439.58	20,000.00	57,440.00	37,440.00
602.000 · Author Income	11,622.87	20,000.00	11,620.00	-8,380.00
607.002 · Photocopy Fees	2,904.05	5,000.00	5,000.00	0.00
607.003 · Out of District Fees	851.53	2,000.00	2,000.00	0.00
626.000 · Services Rendered	15,320.16	12,500.00	15,713.00	3,213.00
642.000 · Robert Haltiner Book Sale	24.50	1,000.00	100.00	-900.00
642.002 · Merchandise Sales	30.00	100.00	100.00	0.00
658.000 · Book Fines	140.50	100.00	100.00	0.00
658.001 · Penal Fines	0.00	110,000.00	97,780.00	-12,220.00
658.002 · ILL-MelCat	150.50	300.00	300.00	0.00
658.004 · Book/Video Material Replacement	180.82	1,600.00	300.00	-1,300.00
665.000 · Interest on Investments	927.43	150.00	1,500.00	1,350.00
667.000 · Conference Room Rental	50.51		50.00	50.00
674.000 · Memorials	571.18	1,500.00	1,500.00	0.00
674.001 · Library Improvement Fund	1,546.94	27,400.00	12,884.00	-14,516.00
674.004 · Friends of the Library	4,806.99	9,000.00	9,000.00	0.00
674.005 · READ for Adults Program	450.00	2,100.00	2,100.00	0.00
674.006 · Programs	772.16	1,500.00	1,500.00	0.00
674.007 · Special Collections- Income	15,189.63	16,000.00	16,000.00	0.00
674.008 · Capital Improvements	0.00	250.00	250.00	0.00
674.009 · Gifts at Register	122.11	310.00	310.00	0.00
674.200 · Cook Endowment Fund	5,009.07	5,000.00	5,000.00	0.00
676.000 · Miscellaneous	316.13	1,965.00	500.00	-1,465.00
Total Income	1,238,347.98	1,389,130.00	1,389,130.00	0.00
Expense				
701.000 · Salaries/Per Diem	310,228.92	640,000.00	630,162.00	-9,838.00
710.000 · Social Security/Medicare	23,619.15	50,050.00	50,050.00	0.00
710.001 · Retirement/MERS	50,411.03	95,400.00	95,400.00	0.00
710.002 · Hospitalization	43,437.04	75,000.00	75,000.00	0.00
710.003 · "In Lieu of..." Hospitalization	6,300.00	10,500.00	10,500.00	0.00
710.005 · Life Insurance	787.60	1,600.00	1,600.00	0.00
710.006 · Workers Compensation	106.00	1,100.00	1,100.00	0.00

Alpena County Library Profit & Loss Budget Performance January through July 2023

	Jan - Jul 23	Budget	Proposed	Change
725.007 · Director's Moving Expenses	3,500.00		3,500.00	3,500.00
727.000 · Office Supplies	4,798.59	10,000.00	10,000.00	0.00
727.001 · Postage	634.32	1,200.00	1,200.00	0.00
728.000 · Special Collections- Expense	1,515.29	3,000.00	3,000.00	0.00
728.001 · Cook Endowment - Expense	3,766.22	5,000.00	5,000.00	0.00
730.000 · Book Collection	24,135.12	42,000.00	38,000.00	-4,000.00
731.000 · Databases	2,082.01	5,500.00	5,500.00	0.00
731.001 · E- Media Services	2,750.00	2,750.00	2,750.00	0.00
731.002 · Periodicals	4,053.71	3,800.00	4,054.00	254.00
731.003 · Audio/Visual	1,248.41	2,000.00	6,000.00	4,000.00
731.004 · Technology Replacement	1,673.95	3,500.00	3,500.00	0.00
732.000 · Equipment	2,534.36	3,500.00	3,500.00	0.00
735.000 · First Federal Legacy Foundation	4,972.09	5,000.00	5,000.00	0.00
735.001 · LSTA Expenses	0.00	5,000.00	5,000.00	0.00
735.003 · MI Humanities Council Expenses	834.87	2,000.00	2,000.00	0.00
735.006 · Gifts/Grants Expense	1,398.54	3,000.00	3,000.00	0.00
801.000 · UPRLC/SIRSI fees	19,943.57	32,000.00	32,000.00	0.00
801.001 · RIDES	4,566.55	4,500.00	4,567.00	67.00
801.002 · ILL (Interlibrary Loans)	78.03	400.00	400.00	0.00
801.003 · Unique Mgmt.	116.35	480.00	480.00	0.00
801.101 · County Settlements	8.28	500.00	500.00	0.00
802.000 · Professional Services	1,708.00	3,500.00	3,500.00	0.00
802.001 · Audit/Financial Oversight	0.00	5,500.00	5,500.00	0.00
803.000 · Authors	16,314.62	18,000.00	16,315.00	-1,685.00
805.000 · Training	345.25	1,650.00	1,650.00	0.00
806.000 · Contractual Services	15,712.90	12,500.00	15,713.00	3,213.00
816.000 · County Admin Overhead	1,310.50	2,700.00	2,700.00	0.00
850.000 · Communications	11,849.99	14,700.00	14,700.00	0.00
860.000 · Travel	0.00	1,000.00	1,000.00	0.00
860.001 · Director's Search	21,488.09	24,000.00	21,489.00	-2,511.00
920.000 · Utilities	20,650.58	37,000.00	37,000.00	0.00
930.000 · Repair/Maintenance	27,204.57	28,000.00	33,000.00	5,000.00
955.000 · Friends of the Library Expenses	7,019.59	7,000.00	9,000.00	2,000.00
956.002 · Programs Expense	8,379.69	10,000.00	10,000.00	0.00
957.000 · Comm Found of NE MI Expenses	4,062.06	5,600.00	5,600.00	0.00
965.000 · READ for Adults	312.29	1,000.00	1,000.00	0.00
969.001 · Print/Publishing/Bindery	6,361.31	12,000.00	12,000.00	0.00
969.002 · Insurance	50.00	6,000.00	6,000.00	0.00
969.003 · Kathy Currier Condo Assoc Exp	1,622.83	31,400.00	31,400.00	0.00
991.000 · Debt Service - Principal	120,000.00	120,000.00	120,000.00	0.00
992.000 · Debt Service - Interest	31,300.00	60,800.00	60,800.00	0.00
Total Expense	815,192.27	1,411,130.00	1,411,130.00	0.00