

**Minutes of the Regular 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, December 20, 2023, at 4:00 pm. by President Joseph Garber.

Present:

Board of Trustees: Joseph Garber, Dustin Budd, Michelle Cornish, Quintin Meek

Staff: Debra Greenacre, Beth DeCaire, Jessica Luther, Matt Kinzey

Friends: Brenda Rae

Guest: Ken Nielsen, Nielsen Group

Public Hearing for 2024 Budget: Garber declared the public hearing for the 2024 Alpena County George N. Fletcher Public Library open and asked for public comment. No comments were made. Garber declared the hearing closed.

Approval of Agenda: No changes were made to the agenda.

Review and Approval of Minutes: It was moved by Cornish with support from Budd to accept the minutes from the November 15, 2023, regular meeting. The motion passed.

Financial Reports: The Financial Reports were reviewed. Garber directed it to be filed as presented subject to final audit.

Review and Approval of Bills: It was moved by Meek and supported by Cornish that both sets of bills as presented be approved. The motion passed.

Director and Leadership Team Report: The written report was reviewed. Luther shared that the Library received \$3,190 on Giving Tuesday and an anonymous pledge of \$3,000 for the purchase of a book bike.

Friends of the Library Report: Rae reported the Blizzard of Books was successful. She expressed appreciation to Kinzey for his work on making a space for the Friends to store their files and supplies. She added that the Friends would be having their planning and organizational meeting in January.

Public Comment:

Traci Collins of Lachine shared that she thought the promotions for the Gingerbread Contest were plentiful. She also expressed her happiness that the board approved an extra personal day for staff members on their birthday. Collins remarked that she hoped the budget for book purchases would not be decreased since she has experienced delays in receiving items from the resource-sharing libraries. She said she had an outstanding request from August that had not been filled. She expressed appreciation for

the session with Dillon Geshel last month and asked that the board consider how they would protect children from encountering materials she feels are inappropriate for them.

Greenacre instructed Luther to look into Collins's outstanding ILL request.

Old Business:

- A. **2024 Budget Approval:** It was moved by Budd with support from Cornish to approve the 2024 Budget as presented. The motion passed. A copy of the budget is attached to the minutes.

New Business:


- A. **Energy Audit:** Nielsen presented his proposals for addressing the inefficiencies within the existing HVAC systems. He mentioned that there are possible grant opportunities forthcoming through the Inflation Reduction Act. Garber advised the Facilities Committee to discuss the presentation in advance of the January meeting.
- B. **Staff Training:** Greenacre requested permission to open the Library at 10:00 am on the second Wednesday of the month to allow for all-staff meetings and training. It was moved by Meek with support from Cornish to grant permission for the late opening. The motion passed.
- C. **2024 Board Meeting Dates:** It was moved by Budd with support from Cornish to adopt the meeting dates as presented, continuing to be held at 4:00 pm on the third Wednesday of the month. The motion passed.
- D. **2023 Audit Services:** A proposal of audit services from Straley, Lamp, and Kraenzlein was presented. It was moved by Meek with support from Cornish to select option C with a cost of \$5,775. The motion passed.
- E. **Other:** Garber shared that Mark Hunter resigned from the board but he has not received a copy of the resignation letter. He added that he was reappointed for another term and Lauren Mantlo has been appointed to fill the remainder of Hunter's term.

Public Comment:

Traci Collins of Lachine asked how many trustees constitutes a full board.

Adjournment: It was moved by Cornish with support from Meek to adjourn the meeting. President Garber declared the meeting adjourned at 4:40 pm. The next regular meeting will be Wednesday, January 17, 2024, at 4:00 pm.

Respectfully submitted,


Michelle Cornish
Secretary


Jessica Luther
Recording Secretary

2024 DRAFT BUDGET

Income	2022 Final	2023 Actual	2024 Proposed
403.000 · Millage	990,749.16	1,026,075.00	1,098,014.00
523.001 · LSTA	31,856.63	0.00	
566.003 · MI Humanities Council	3,190.00	0.00	
566.006 · Director's Salary Reimbursement	4,986.62	3,625.00	5,000.00
572.000 · USF - Universal Service Fund	1,055.90	0.00	
573.000 · Local Comm. Stabilize Share Tax	78,336.63	74,728.00	70,000.00
574.000 · State Aid	28,410.56	29,313.00	29,314.00
581.003 · Community Found. of NE MI	1,000.00	5,600.00	
581.004 · Olive Steele Fund	0.00	740.00	700.00
581.005 · Superiorland Library Co-op	600.00	1,100.00	600.00
581.006 · Gifts/Grants-Designated	20,949.00	62,000.00	5,000.00
581.007 · Gifts/Grants-Undesignated			5,000.00
602.000 · Author Income	1,951.48	11,620.00	15,000.00
602.001 · Summer Book Club/Carnival	600.00		
607.002 · Photocopy Fees	4,867.81	5,000.00	4,500.00
607.003 · Out of District Fees	1,689.08	2,000.00	1,500.00
607.004 · LAN Fees	50.00		
626.000 · Services Rendered	18,552.44	15,713.00	
642.000 · Robert Haltiner Book Sale	1,405.08	100.00	
642.002 · Merchandise Sales	55.10	100.00	50.00
658.000 · Book Fines	89.76	200.00	100.00
658.001 · Penal Fines	57,216.92	97,780.00	100,000.00
658.002 · ILL-MelCat	282.71	300.00	250.00
658.003 · Unique Management	40.00		
658.004 · Book/Video Material Replacement	1,664.60	300.00	300.00
665.000 · Interest on Investments	219.84	1,800.00	1,000.00
667.000 · Conference Room Rental		50.00	100.00
674.000 · Memorials	3,164.16	1,500.00	
674.001 · Library Improvement Fund	26,747.61	12,884.00	10,000.00
674.004 · Friends of the Library	5,279.78	9,000.00	5,000.00
674.005 · READ for Adults Program	2,100.00	450.00	400.00
674.006 · Programs	4,027.00	1,500.00	
674.007 · Special Collections- Income	1,084.00	16,000.00	15,000.00
674.008 · Capital Improvements	250.00	250.00	
674.009 · Gifts at Register	390.95	310.00	
674.200 · Cook Endowment Fund		5,000.00	5,000.00
676.000 · Miscellaneous	4,168.85	500.00	500.00
Total Income	1,297,031.67	1,385,538.00	1,372,328.00
Expense			
678.000 · Change in Beneficial Interest	38,380.00		
701.000 · Salaries/Per Diem	616,263.20	618,000.00	631,060.00
710.000 · Social Security/Medicare	45,895.76	50,050.00	49,000.00
710.001 · Retirement/MERS	90,356.07	90,711.00	109,000.00
710.002 · Hospitalization	87,373.11	78,695.00	105,040.00
710.003 · "In Lieu of..." Hospitalization	7,800.00	13,300.00	10,500.00
710.005 · Life Insurance	1,517.92	1,600.00	1,500.00
710.006 · Workers Compensation	1,868.00	1,200.00	1,100.00
725.007 · Director's Moving Expenses		3,500.00	
725.010 · Unemployment	3,880.00		

2024 DRAFT BUDGET

	2022 Final	2023 Actual	2024 Proposed
727.000 · Office Supplies	7,836.54	8,500.00	7,800.00
727.001 · Postage	899.00	1,200.00	1,200.00
728.000 · Special Collections- Expense	2,093.00	3,000.00	3,000.00
728.001 · Cook Endowment - Expense	5,064.07	5,000.00	5,000.00
730.000 · Book Collection	31,736.49	38,000.00	40,000.00
731.000 · Databases	4,042.19	5,500.00	6,000.00
731.001 · E- Media Services	2,500.00	2,750.00	2,850.00
731.002 · Periodicals	4,014.22	4,272.00	3,500.00
731.003 · Audio/Visual	1,105.54	6,000.00	6,000.00
731.004 · Technology Hardware	2,498.12	3,500.00	3,000.00
731.005 · Technology Software			3,000.00
732.000 · Equipment	2,450.83	3,500.00	2,000.00
735.000 - First Federal Legacy Foundation		5,000.00	
735.001 · LSTA Expenses	30,684.99	0.00	
735.003 · MI Humanities Council Expenses	2,106.10	2,000.00	
735.006 - Gifts/grants Designated		14,323.00	5,000.00
801.000 · UPRLC/SIRSI fees	31,917.56	32,000.00	33,000.00
801.001 · RIDES	8,368.65	4,567.00	5,000.00
801.002 · ILL (Interlibrary Loans)	313.80	400.00	400.00
801.003 · Unique Mgmt.	322.20	480.00	200.00
801.101 · County Settlements	279.88	500.00	392.00
802.000 · Professional Services	3,948.03	3,500.00	4,000.00
802.001 · Audit/Financial Oversight	3,245.00	5,500.00	6,500.00
803.000 - Authors		16,315.00	15,000.00
805.000 · Training	730.00	1,650.00	3,000.00
806.000 · Contractual Services	16,446.36	15,713.00	
816.000 - County Admin Overhead		2,700.00	4,161.00
850.000 · Communications	10,924.54	17,700.00	14,000.00
860.000 · Travel	1,130.93	1,000.00	2,000.00
860.001 · Director's Search	645.00	21,489.00	
920.000 · Utilities	34,600.98	37,000.00	37,000.00
930.000 · Repair/Maintenance - General	26,103.30	39,500.00	3,500.00
930.001 · Repair/Maintenance - HVAC			21,000.00
930.002 · Repair/Maintenance - Supplies			5,500.00
955.000 · Friends of the Library Expenses	6,901.31	9,000.00	5,000.00
956.000 · Summer Book Club/Carnival Exp	4,227.81		
956.002 · Programs Expense	9,044.00	10,000.00	12,000.00
957.000 - Comm Foundation of NE MI Expenses		5,600.00	
965.000 · READ for Adults	785.76	1,000.00	1,300.00
969.001 · Copy Machine Expense	10,470.99	12,000.00	12,000.00
969.004 · Public Relations/Print	1,174.60	0.00	1,000.00
969.002 · Insurance	5,545.10	5,900.00	7,000.00
969.003 · Kathy Currier Condo Assoc Exp	1,382.49	1,623.00	1,700.00
971.000 · Building Renovation	51,410.15	0.00	
991.000 · Debt Service - Principal	115,000.00	120,000.00	125,000.00
992.000 · Debt Service - Interest	64,325.00	60,800.00	57,125.00
Total Expense	1,399,608.59	1,385,538.00	1,372,328.00