



Alpena County George N. Fletcher Public Library

211 N. First Avenue
Alpena, Michigan 49707-2893
Phone: 989-356-6188
Fax: 989-358-0123
www.alpenalibrary.org

Board of Trustees Meeting
Wednesday, February 28, 2024 4:00 pm
Alpena Community College
AGENDA

*Action Needed

1. Call to Order
2. Approval of Agenda
3. Review and Approval of Minutes January 17, 2024 Board Meeting
4. Financial Reports
5. Review and Approval of Bills
6. Director's Report and Leadership Team Report
7. Friends of the Library Report
8. Public Comment
9. Old Business
 - a. Board Bylaws
 - b. Collection Development Policy
 - c. Millage
10. New Business
 - a. Election of Library Board Officers
 - b. Request for use of Stillion Room for a Private Party*
11. Public Comment
12. Adjournment

Next Board Meeting: March 20, 2024

**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, January 17, 2024, at 4:00 pm. by President Joseph Garber.

Present:

Board of Trustees: Joseph Garber, Dustin Budd, Lauren Mantlo, Quintin Meek

Staff: Debra Greenacre, Beth DeCaire, Jessica Luther, Don La Barre

Friends: Brenda Rae

Approval of Agenda: It was moved by Budd with support from Meek to approve the agenda as presented. The motion passed.

Review and Approval of Minutes: It was moved by Mantlo with support from Budd to accept the minutes from the December 20, 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 Budd and supported by Meek that both sets of bills as presented be approved. The motion passed.

Director and Leadership Team Report: The written report was reviewed. Greenacre added that she is working on strategic planning and the millage renewal.

Friends of the Library Report: Rae shared that the Friends will be paying the deficit for the purchase of the book bike.

Public Comment:

Major Prezza Morrison of the Salvation Army shared her appreciation to the Friends of the Library for the Blizzard of Books Distribution, she stated 400 children received books.

Mark Hunter, Alpena requested that promotion and marketing of the endowed fund established at the Community Foundation for Northeast Michigan be started. Luther acknowledged the request and will follow up.

Old Business:

- A. **Bylaws:** A draft version of proposed board bylaws was reviewed and revisions were suggested. Greenacre will make the revisions and present them at the February meeting.

New Business:

- A. Collection Development Policy:** A revised policy was presented to the board. It was moved by Meek with support from Budd to authorize Greenacre to request the attorneys with Foster Swift review the policy before approval. The motion passed.
- B. South Riverfront Park:** La Barre presented a draft proposal for utilizing South Riverfront Park as a library greenspace for programs and activities. He shared that he has been coordinating with Kevin Fisher at the City of Alpena to examine options for the physical space and funding possibilities.
- C. Other:** Garber requested that the February 2024 regular board meeting be rescheduled. The consensus was to move the meeting to February 28, 2024, at 4 pm. Luther will locate a venue for the meeting due to library programs being scheduled for that time.

Public Comment:

Traci Collins of Lachine asked how many requests for reconsideration resulted in a change in the location or removal of an item and how many requests had been received. Meek requested that Greenacre and Luther follow up with Collins to answer those questions. Collins also suggested the board renew their bylaws annually.

Mark Hunter of Alpena stated that he thought limiting the number of times a patron can submit a request for reconsideration limits a person's right to petition the government. He also felt that limiting the number of times an item can be reviewed for a challenge would not address differences in reasons for challenging the item.

Adjournment: Garber declared the meeting adjourned at 5:13 pm. The next regular meeting will be Wednesday, February 28, 2024, at 4:00 pm.

Respectfully submitted,

Joseph Garber
President

Jessica Luther
Recording Secretary

Alpena County Library
Profit & Loss Budget Performance
January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
403.000 · Millage	373,390.21	1,098,014.00	-724,623.79	34.0%
566.006 · Director's Salary Reimbursement	0.00	5,000.00	-5,000.00	0.0%
573.000 · Local Comm. Stabilize Share Tax	0.00	70,000.00	-70,000.00	0.0%
574.000 · State Aid	0.00	29,314.00	-29,314.00	0.0%
581.004 · Olive Steele Fund	0.00	700.00	-700.00	0.0%
581.005 · Superiorland Library Co-op	0.00	600.00	-600.00	0.0%
581.006 · Gifts/Grants-Designated	1,727.34	5,000.00	-3,272.66	34.5%
581.007 · Gifts/Grants-Undesignated	15.90	5,000.00	-4,984.10	0.3%
602.000 · Author Income	0.00	15,000.00	-15,000.00	0.0%
607.002 · Photocopy Fees	342.35	4,500.00	-4,157.65	7.6%
607.003 · Out of District Fees	125.00	1,500.00	-1,375.00	8.3%
642.002 · Merchandise Sales	50.00	50.00	0.00	100.0%
658.000 · Book Fines	9.00	100.00	-91.00	9.0%
658.001 · Penal Fines	0.00	100,000.00	-100,000.00	0.0%
658.002 · ILL-MelCat	5.23	250.00	-244.77	2.1%
658.004 · Book/Video Material Replacement	22.40	300.00	-277.60	7.5%
665.000 · Interest on Investments	507.95	1,000.00	-492.05	50.8%
667.000 · Conference Room Rental	48.50	100.00	-51.50	48.5%
674.001 · Library Improvement Fund	7,950.00	10,000.00	-2,050.00	79.5%
674.004 · Friends of the Library	828.99	5,000.00	-4,171.01	16.6%
674.005 · READ for Adults Program	0.00	400.00	-400.00	0.0%
674.007 · Special Collections- Income	0.00	15,000.00	-15,000.00	0.0%
674.200 · Cook Endowment Fund	0.00	5,000.00	-5,000.00	0.0%
676.000 · Miscellaneous	0.00	500.00	-500.00	0.0%
Total Income	385,022.87	1,372,328.00	-987,305.13	28.1%
Gross Profit	385,022.87	1,372,328.00	-987,305.13	28.1%
Expense				
701.000 · Salaries/Per Diem	46,233.40	631,060.00	-584,826.60	7.3%
710.000 · Social Security/Medicare	3,436.16	49,000.00	-45,563.84	7.0%
710.001 · Retirement/MERS	9,835.12	109,000.00	-99,164.88	9.0%
710.002 · Hospitalization	6,645.71	105,040.00	-98,394.29	6.3%
710.003 · "In Lieu of..." Hospitalization	1,000.00	10,500.00	-9,500.00	9.5%
710.005 · Life Insurance	114.56	1,500.00	-1,385.44	7.6%
710.006 · Workers Compensation	0.00	1,100.00	-1,100.00	0.0%
727.000 · Office Supplies	685.69	7,800.00	-7,114.31	8.8%
727.001 · Postage	66.00	1,200.00	-1,134.00	5.5%
728.000 · Special Collections- Expense	0.00	3,000.00	-3,000.00	0.0%
728.001 · Cook Endowment - Expense	0.00	5,000.00	-5,000.00	0.0%
730.000 · Book Collection	1,188.72	40,000.00	-38,811.28	3.0%
731.000 · Databases	0.00	6,000.00	-6,000.00	0.0%
731.001 · E- Media Services	0.00	2,850.00	-2,850.00	0.0%
731.002 · Periodicals	2,996.57	3,500.00	-503.43	85.6%
731.003 · Audio/Visual	385.40	6,000.00	-5,614.60	6.4%
731.004 · Technology Hardware	0.00	3,000.00	-3,000.00	0.0%
731.005 · Technology Software	0.00	3,000.00	-3,000.00	0.0%
732.000 · Equipment	0.00	2,000.00	-2,000.00	0.0%
735.006 · Gifts/Grants Designated	541.66	5,000.00	-4,458.34	10.8%
801.000 · UPRLC/SIRSI fees	4,050.98	33,000.00	-28,949.02	12.3%
801.001 · RIDES	0.00	5,000.00	-5,000.00	0.0%
801.002 · ILL (Interlibrary Loans)	0.00	400.00	-400.00	0.0%
801.003 · Unique Mgmt.	0.00	200.00	-200.00	0.0%
801.101 · County Settlements	0.00	392.00	-392.00	0.0%
802.000 · Professional Services	500.00	4,000.00	-3,500.00	12.5%
802.001 · Audit/Financial Oversight	0.00	6,500.00	-6,500.00	0.0%
803.000 · Authors	5,100.00	15,000.00	-9,900.00	34.0%
805.000 · Training	30.00	3,000.00	-2,970.00	1.0%
816.000 · County Admin Overhead	1,031.25	4,161.00	-3,129.75	24.8%
850.000 · Communications	3,455.04	14,000.00	-10,544.96	24.7%
860.000 · Travel	0.00	2,000.00	-2,000.00	0.0%
920.000 · Utilities	3,331.26	37,000.00	-33,668.74	9.0%
930.000 · Repair/Maintenance-General	556.45	3,500.00	-2,943.55	15.9%
930.001 · Repair/Maintenance-HVAC	0.00	21,000.00	-21,000.00	0.0%

Alpena County Library Profit & Loss Budget Performance January 2024

	Jan 24	Budget	\$ Over Budget	% of Budget
930.002 · Repair/Maintenance-Supplies	438.80	5,500.00	-5,061.20	8.0%
955.000 · Friends of the Library Expenses	1,987.35	5,000.00	-3,012.65	39.7%
956.002 · Programs Expense	0.00	12,000.00	-12,000.00	0.0%
965.000 · READ for Adults	381.98	1,300.00	-918.02	29.4%
969.001 · Copy Machine Expense	951.23	12,000.00	-11,048.77	7.9%
969.002 · Insurance	0.00	7,000.00	-7,000.00	0.0%
969.003 · Kathy Currier Condo Assoc Exp	0.00	1,700.00	-1,700.00	0.0%
969.004 · Public Relations/Print	0.00	1,000.00	-1,000.00	0.0%
991.000 · Debt Service - Principal	0.00	125,000.00	-125,000.00	0.0%
992.000 · Debt Service - Interest	0.00	57,125.00	-57,125.00	0.0%
Total Expense	94,943.33	1,372,328.00	-1,277,384.67	6.9%
Net Ordinary Income	290,079.54	0.00	290,079.54	100.0%
Net Income	290,079.54	0.00	290,079.54	100.0%

Alpena County Library
Balance Sheet
 As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
001.000 · Library cash in bank	1,500.00
004.000 · Petty Cash on hand	200.00
007.000 · Library payroll	1,500.00
016.000 · Cash with County	607,644.16
Total Checking/Savings	610,844.16
Other Current Assets	
019.000 · Taxes receivable	876,147.68
021.000 · Beneficial Interest - CFNEM	180,338.00
084.000 · Due from other fund	158,763.50
Total Other Current Assets	1,215,249.18
Total Current Assets	1,826,093.34
TOTAL ASSETS	1,826,093.34
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
202.001 · Accrued expenses	19,230.63
257.000 · Accrued wages	11,540.00
339.000 · Deferred Revenue - Grants	10,151.00
360.000 · Deferred revenue	1,034,911.79
Total Other Current Liabilities	1,075,833.42
Total Current Liabilities	1,075,833.42
Total Liabilities	1,075,833.42
Equity	
375.000 · Restricted-Special Collections	1,936.00
399.000 · Unrestrict (retained earnings)	458,244.38
Net Income	290,079.54
Total Equity	750,259.92
TOTAL LIABILITIES & EQUITY	1,826,093.34

Fund 721 LIBRARY PENAL FINE FUND

GL Number	Description	Balance
*** Assets ***		
721-000-002.000	SAVINGS	72,440.33
Total Assets		72,440.33
*** Liabilities ***		
721-000-272.000	UNDIST INT INC	71.45
721-000-273.000	UNDISTRIB FINES	72,368.88
Total Liabilities		72,440.33
*** Fund Balance ***		
Total Fund Balance		0.00
Beginning Fund Balance - 2023		0.00
Net of Revenues VS Expenditures - 2023		0.00
*2023 End FB/2024 Beg FB		0.00
Net of Revenues VS Expenditures - Current Year		0.00
Ending Fund Balance		0.00
Total Liabilities And Fund Balance		72,440.33

* Year Not Closed

Bal 01/31/2023
= \$52,965.02

Alpena County Library Fund

Fund Statement

October 01, 2023 through December 31, 2023

Fund Balance

Beginning Balance	\$186,101.83
Revenue	
Contributions	\$50.00
Interfund Transfers-Spendable	\$3,190.00
Investment Gains/Losses	\$15,571.39
TOTAL REVENUE	\$18,811.39
Expenses	
Administrative Fees	\$812.29
TOTAL EXPENSES	\$812.29
Assets	
Assets-Investments	\$204,100.93
TOTAL ASSETS	\$204,100.93
Grants Payable	\$0.00
Total Spendable Assets	\$204,100.93

Any amount may be requested from the "Spendable Balance" at any time during the year.
 A request must be submitted in writing to the Community Foundation for Northeast Michigan.
 Email requests are acceptable. Requests for distributions need to include basic details about the purpose of the request along with the appropriate signatures and/or supporting documentation (board minutes, etc.).

If you have any questions, please contact our office.



Excellence. Accountability. Impact.™

PO Box 495 ▶ 100 N Ripley, Ste F ▶ Alpena

www.cfnem.org

T: 989.354.6881 ▶ Toll-Free: 877.354.6881 ▶ Fax: 989.356.3319

For good. For ever.™

Alpena County George N. Fletcher Library Fund

Fund Statement

October 01, 2023 through December 31, 2023

Fund Balance

Beginning Balance	\$6,433.53
 Revenue	
Investment Gains/Losses	\$538.90
TOTAL REVENUE	\$538.90
 Expenses	
Administrative Fees	\$19.75
TOTAL EXPENSES	\$19.75
 Assets	
Assets-Investments	\$6,952.68
TOTAL ASSETS	\$6,952.68
Grants Payable	\$0.00
Spendable Balance	\$0.00
Total Assets	\$6,952.68

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Alpena County Library Vendor Balance Detail

As of February 21, 2024

	Date	Num	Split	Amount
Alpena Community College	02/13/2024	437737	850.000 · Communications	500.00
Alpena Power Company	02/13/2024	01/08/24-02/07/24	920.000 · Utilities	1,169.58
Alpena Power Company #2	02/13/2024	01/08/24-02/07/24	920.000 · Utilities	676.04
Amazon Capital Services	02/13/2024	116Q-9L7G-3YYG	-SPLIT-	2,543.64
Auto-Owners Insurance	02/20/2024	#009727566 (Add'l)	710.006 · Workers Compensation	43.00
Blue Care Network of Michigan	02/13/2024	240370093224	710.002 · Hospitalization	7,878.33
Cengage Learning Inc./Gale	02/13/2024	83618107	730.000 · Book Collection	165.52
Central Michigan University	02/13/2024	P65739-1	728.001 · Cook Endowment - Expens	500.00
DTE Energy #1	02/13/2024	01/09/24-02/07/24	920.000 · Utilities	1,323.03
DTE Energy #6	02/13/2024	01/09/24-02/07/24	920.000 · Utilities	269.84
Forsyth Township Public Library	02/13/2024	#37700000448615	801.002 · ILL (Interlibrary Loans)	20.00
Foster, Swift, Collins & Smith, P.C.	02/20/2024	877956	802.000 · Professional Services	49.00
Frontier	02/13/2024	01/20/24	850.000 · Communications	270.00
Gaylord Brothers, Inc.	02/13/2024	2849617	728.000 · Special Collections- Expen	520.38
GFL Environmental	02/13/2024	0064526873	930.000 · Repair/Maintenance-Gener	64.11
Harbor House Subscriptions	02/20/2024	161859-R1	731.002 · Periodicals	38.00
Hartford	02/13/2024	136462251981	710.005 · Life Insurance	114.56
Ingram Library Services	02/13/2024	79702580-80227550	730.000 · Book Collection	1,634.93
MERS Mich. Employ. Retire. Serv.	02/13/2024	001511776-1 01/2024	710.001 · Retirement/MERS	8,282.60
MicroMarketing LLC	02/13/2024	944099	731.003 · Audio/Visual	170.83
	02/13/2024	945050	731.003 · Audio/Visual	24.00
	02/20/2024	510693	731.003 · Audio/Visual	39.94
Munising School Public Library	02/13/2024	36000000433662	801.002 · ILL (Interlibrary Loans)	20.99
New Readers Press	02/13/2024	23137	965.000 · READ for Adults	100.15

1:40 PM
02/21/24

Alpena County Library
Vendor Balance Detail
As of February 21, 2024

	<u>Date</u>	<u>Num</u>	<u>Split</u>	<u>Amount</u>
Nicolet National Bank - MC	02/13/2024	01/31/2024	-SPLIT-	3,855.42
Petty Cash/Christina Markowski	02/13/2024	2523-2530	-SPLIT-	116.85
Superiorland Library Cooperative	02/13/2024	4312	731.001 · E- Media Services	2,850.00
T-Mobile	02/13/2024	12/21/23-01/20/24	850.000 · Communications	332.66
TelNet Worldwide	02/20/2024	46114	850.000 · Communications	248.57
U.S. Bank Equipment Finance	02/13/2024	522251602	969.001 · Copy Machine Expense	951.23
Unique Management Services, Inc.	02/13/2024	6122218	801.003 · Unique Mgmt.	19.70
UNITED STATES LIABILITY INSURANCE C	02/13/2024	PO 1001013 PO	969.002 · Insurance	749.60
TOTAL				<u><u>\$ 35,542.50</u></u>

Corporate Account Name: ALPENA COUNTY LIBRARY
Account Name: ALPENA COUNTY LIBRARY

Corporate Number: 169921
Account Ending In: 4130

Corporate Account Summary

Previous Account Balance	\$1,723.20	Statement Closing Date	01/31/2024
Payments and Credits	\$1,723.20	Days This Period	31
Purchases and Debits	\$3,855.42	Credit Limit	\$10,000.00
Cash Advances	\$0.00	Available Credit	\$6,144.00
Fees	\$0.00	Cash Limit	\$3,000.00
Finance Charges	\$0.00	Available Cash	\$3,000.00
New Ending Balance	\$3,855.42		
Total Amount of Disputes		Payment Due Date	02/26/2024
\$0.00		Payment Amount Due	\$116.00

Questions? View your account information online at www.nicoletbank.com or call our Customer Service Center toll free at 1-877-864-6525 or 1-800-369-0226.

Send Billing Inquiries and Correspondence to:
P.O. Box 2087, Omaha, NE 68103-2087

Mail Payments to: P. O. Box 1300, Green Bay, WI 54305.

Important Information

THANK YOU FOR CHOOSING NICOLET NATIONAL BANK FOR YOUR CREDIT CARD NEEDS.

RECEIVED
Acct.# 2-9-24

727.001 - 183.55
732.000 - 1,100.00
802.000 - 14.08
850.000 - 10.00
930.002 - 102.91
955.000 - 2389.88
969.004 - 55.00

Total: 3855.42

Nicolet National Bank
P.O. Box 1300
Green Bay WI 54305-1300



Account Ending In 4130
Payment Due Date 02/26/2024
New Balance \$3,855.42
Minimum Payment Due \$116.00

Make Check Payable To: \$ 3,855.42

ALPENA COUNTY LIBRARY
211 N FIRST AVE
ALPENA MI 49707-2809

00007219
0112

Nicolet National Bank
P.O. Box 1300
Green Bay WI 54305-1300



Account Name: ALPENA COUNTY LIBRARY

Account Number Ending In: 4130

Corporate Account Activity

ALPENA COUNTY LIBRARY Card Ending In 4130				
Post Date	Tran Date	Reference Number	Transaction Description	\$Amount
01/17	01/17	8559281D100XST95V	PAYMENT MAIL THANK YOU GREEN BAY WI	
Total Activity				1,723.20-
Total Fees This Period				1,723.20-
01/31	01/31		Interest Charge on Purchases	0.00
01/31	01/31		Interest Charge on Cash Advances	0.00
Total Interest This Period				0.00

Cardholder Account Activity

DEBRA GREENACRE Card Ending In 4148				
Post Date	Tran Date	Reference Number	Transaction Description	Total Amount \$Amount
01/01	01/01	7541823QH5HFF76GX	EIG*CONSTANTCONTACT.CO WALTHAM MA	
01/04	01/04	7541823QL5HRDN56K	ALRO STEEL CORP JACKSON MI	749.004 - 55.00
01/04	01/04	0230537QM00HFQK9A	USPS PO 2502100156 ALPENA MI	455.000 - 572.24
01/05	01/05	5270715QN09FF36RK	HOMEDEPOT.COM 800-430-3376 GA	727.001 - 66.00
01/11	01/11	0230537QV5SAXMGDG	USPS.COM POSTAL STORE 800-7826724 MO	935.000 - 693.00
01/11	01/11	0230537QW00HS2Y4G	TRACTOR-SUPPLY-CO #063 ALPENA MI	727.001 - 107.70
01/12	01/12	5550036QXN0J8RE23	AIRGAS LLC - NORTH N01 ALPENA MI	930.002 - 37.09
01/12	01/12	5270715QX09FPBVFS	THE HOME DEPOT #2760 ALPENA MI	955.00 = 75.45
01/16	01/16	5541734D07VKG2P6K	HUTSON OF MI ALPENA ALPENA MI	930.002 - 65.82
01/18	01/18	8517748D5LGVVH33R	LEGRAND SYRACUSE NY	930.000 - 2,100.00
01/18	01/18	8271116D2000B883Q	HUMBLEFAX RIDGEWOOD NJ	955.000 - 49.19
01/22	01/22	8211755D600013TP2	WWW.TAX1099.COM FAYETTEVILLE AR	850.000 - 10.00
01/22	01/22	8211755D600013XHG	WWW.TAX1099.COM FAYETTEVILLE AR	802.000 - 3.52
01/22	01/22	8211755D600013ZYB	WWW.TAX1099.COM FAYETTEVILLE AR	802.000 - 3.52
01/22	01/22	8211755D6000141XH	WWW.TAX1099.COM FAYETTEVILLE AR	802.000 - 3.52
01/23	01/23	0230537D800GS7W2G	USPS PO 2502100156 ALPENA MI	802.000 - 3.52
				727.001 - 9.85

Finance Charges

Type of Balance	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charge
Purchases	13.40% (v)	\$0.00	\$0.00
Cash Advance	28.40% (v)	\$0.00	\$0.00
Balance Transfer	13.40% (v)	\$0.00	\$0.00
(v) = variable rate			\$0.00



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Director's Report January 10-February 20

Administrative

Signed checks and all paperwork for bills, payroll, deposits
Worked on some job descriptions
Working on Strategic Plan-progress has been slow but we should have a draft for the Board in March
Revisions to the Bylaws
Reached out to Anny Seurnyck, Library Attorney regarding the Collection Development Policy-made revisions following her recommendations
Continue to review policies
Answered calls and helped patrons with what they needed-helped at service desk
Emailed staff for monthly meeting ideas and drafted a list
Board Reports
Many day-to-day conversations and interactions with staff regarding everything library

Meetings

January 11-Attended Chamber lunch event with Beth and Jessica
January 11-Leadership Team
January 24-Collection Development Team
January 29-Met with Tina and Lisa from Pied Piper-Library is providing opportunities for their students to learn job skills (straightening shelves, dusting, cleaning computers and toys)
January 31-Facilities Committee
February 7-Friends of the Library
February 7-Anne Seurnyck, Attorney (Phone Call)
February 8-Strategic Plan Committee
February 8-Leadership Team
February 14-Staff Meeting
February 14-Reconsideration Committee-Book challenge
February 15-Youth Services Team-Planning Summer Reading Program



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Alpena, Michigan 49707-2893
Phone: 989-356-6188
Fax: 989-358-0123
www.alpenalibrary.org

Personnel

Meetings with staff regarding their goals for 2024

Deborah Strobel retired after 31 years at the Library

Programs and Services

We have begun planning for the Summer Reading Program

Check out our newsletter for monthly events

Leadership Team Report-February 28, 2024

Jessica, Assistant Director

Goal setting meetings with Debra and Leadership Team

Completed and submitted State Aid Report

Submitted request to the Library of Michigan for Michigan Notable Books Author Tour

Launched ticket sales for the Shelby Van Pelt event being held in June

Beth, Business Manager

Payroll and Bills-everything Financial

Met with Auto-Owners Insurance Auditor for Annual Premium Audit

Prepared and Issued W-2s for staff

Don, Special Collections Department

Started planning programs for 2024

Helped Matt with laptop bar and selected the stools

Held several meetings with community organizations for Alpena Garden Project

Autumn, Youth Services

Planning programs for the next couple of months and the Summer Reading Program

Worked with Tina, Brad, and Jona on Take Your Child to the Library Day

Did webinars on library law and storytimes

Nancy, Technology

Established dates for computer classes and created marketing materials

Organized and inventoried equipment closets and working on a building wide technology inventory

Installed new monitors for the OPACs and transit computer

Tina, Public Services

Met with Amber from Huron Pines for May 11th Gardening Fest

Worked with Deborah to make her transition to retirement smooth and taking over reports that she had been doing

Weeding the Fiction section

Meg, Technical Processing

Ordered, Processed/Cataloged all new materials

Ordered supplies

Matt, Facilities

Built laptop bar

Secured the rail on the bridge as it wasn't installed very well

Selected a new snowblower for the Library to purchase

MONTHLY CIRCULATION REPORT		
TO: Alpena County Library Board		
FROM: Director - Alpena County Library		
January 2024		
Monthly Circulation:	2023	2024
Materials Lent	5495	5195
Hotspots		6
E-media Materials	1146	1195
E-Magazines	110	385
Kanopy	534	391
Total Monthly Circulations:	7285	7172
Number of Days Open	24	23
Inventory Totals:	2023	2024
Books	55495	54778
Temporary Titles (Magazines)	1786	1706
A/V (CD/BKCD/Toys)	1798	1476
Videos & DVD	2821	3030
Internet, Microform, E-book, Misc., Unknown	2931	2872
Total	64831	63862
Library Cards:	2023	2024
Total # of Library Card Holders	8634	8951
Interlibrary Loans/SIRSI Holds:	2023	2024
# of ILL Requests made (OCLC/MelCat)	180	143
# of ILL Requests filled by ACL	148	107
SIRSI Holds made by Alpena Users(loaned)	708	625
SIRSI Requests filled from ACL (borrowed)	598	451
Internet Usage:	2022	2024
Public Computers Usage	962	659
Wifi Usage		1998
Year to Date	962	2657
In-House Information Services:	2023	2024
# of Information Transactions (+ LiveChat)	8	155
Special Collections Transactions	82	65
Year to Date	90	220
Additions	Additions	Additions
Books (Books,Paperbacks & LP)	247	180
A/V (BKCD/Music CD/Toys)	0	

Objects	0	
DVD's	7	4
Magazines	55	47
TOTALS	309	231

Large Conference Room Uses:	Programs	Attendance
General	1	50
Ages 0-5	7	85
Ages 6-11	3	22
Ages 12-18	11	1
Adult	1	41
Public Uses	8	110
TOTALS	31	309

Small Conference Room Uses:	Programs	Attendance
General	9	20
Ages 0-5	1	30
Ages 6-11		
Ages 12-18		
Adult		
Public Uses	12	25
Technical (individual) Help	15	14
Total	28	69

Outreach Programming	2	7
New Cards Issued		69

Special collections use		70
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Social Media Stats

Facebook

Post Reach: 85,307 (# of people who saw a post at least once)

Post Engagements: 2,400 (# of Likes, Comments, and Shares)

Total Page Likes: 33

Total Page Follows: 3,878

Instagram

Total Posts: 29

Total Stories: 2

Accounts Reached: 449 (# of people who saw a post at least once)

Content Interactions: 190 (# of Likes, Comments, and Shares)

Page Followers: 1,225

Patron Area	# Checkouts
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Alpena-City	2558	
Alpena-Twn	1298	
Grean-Twn	67	
Long-Rapid	176	
MapleRidge	175	
Ossineke	202	
Other	187	
Sanborn	120	
Wellington	15	
Wilson	136	



<https://gldl.overdrive.com/>

<https://gldl.overdrive.com/>

Partner Libraries

- Download Destination
- Lakeland Digital Library
- Metro Net Library Consortium
- Mideastern Michigan Library Cooperative
- Midwest Collaborative for Library Services
- Suburban Library Cooperative
- Up North Digital Collection
- White Pine Library Cooperative
- Woodlands Downloadable Library

Libby Help

<https://help.libbyapp.com/en-us/index.htm>

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Libby Help

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READ Board Report
February 6, 2024

To: Debra Greenacre and the
Board of Alpena County George N. Fletcher Public Library
From: READ Adult Literacy Program
Leslie Kirchoff and Pat Garant

Tutors

Active tutors: 12
Inactive tutors: 14

Students:

Currently receiving services: 12
Tutoring Hours: December 2023: 69.25

Book Circulation:

Returned: 5
Checked Out: 2

- Attended the ProLiteracy webinar: "Why is the Clock Watching Me? Helping Students Reduce Test-Taking Anxiety". Physical, emotional, and behavioral symptoms of test anxiety were topics of discussion. Strategies and practices which build mental and physical fortitude were presented as well as test taking strategies which help to reduce anxiety and improve test scores.
- Met with Linda Thompson, a member of Rogers City's Friends of the Library. Rogers City's Friends are in the first stages of creating a tutoring program for elementary students. We were able to share with Linda information about how the READ Program is organized and its operation.
- A READ tutor meeting was held in January at the library. The meeting provided an opportunity for READ tutors to meet each other and share ideas and insights. As part of the professional development component of the meeting, tutors viewed the TEDTalk by Rachel Wu, "How We Can Learn as Adults". An informal book exchange was also offered.

BYLAWS

ALPENA COUNTY GEORGE N. FLETCHER PUBLIC LIBRARY

ARTICLE I — ESTABLISHMENT

Section 1 Name. The Alpena County George N. Fletcher Public Library was established by virtue of the provisions of the County Libraries Act, 1917 PA 138 (MCL 397.301 et seq.) (“PA 138”).

Section 2 Annual Review. These Bylaws are rules governing the internal affairs of the Library. The Bylaws will be reviewed **periodically at the discretion of the Library Board**.

ARTICLE II – MEMBERSHIP

Section 1 Board. The library board of the Alpena County George N. Fletcher Public Library shall consist of five (5) trustees appointed by the Alpena County Board of Commissioners pursuant to PA 138, each for a five (5) year term. (“Library Board” or “Board”). Unless otherwise provided in PA 138, a trustee shall hold office until a successor is elected and qualified.

Section 2 Vacancies. If the office of a trustee becomes vacant, the County Board of Commissioners shall appoint a replacement for the remainder of the unexpired term.

Section 3 Individual Authority. Trustees have no authority as individuals, apart from that specified in these Bylaws or applicable law, but rather exercise their authority collectively with Library Board action.

Section 4 Attendance. Appointment to the Library Board is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Library Board activities and represent the patrons of the Library. Attendance at Library Board meetings is critical to fulfilling this responsibility. A trustee who cannot attend a meeting bears the responsibility of notifying the

Chairperson and Director concerning this absence. Any Trustee may be removed after three unexcused absences.

ARTICLE III – POWERS OF THE BOARD OF TRUSTEES

Section 1 Authority. The Library Board may exercise all of the powers granted to it by PA 138, federal law, and other Michigan law. If permitted by law, the Library Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2 Budget. The Library Board shall have the exclusive control of the budget of the Library. The fiscal year of the Library shall be the annual period commencing January 1 and ending December 31. The Library Board shall prepare and make available an annual budget. The adoption of the Budget will take place at the December meeting.

Section 3 Audit. The Library Board shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with Michigan law. The Library Board may authorize an audit of the Library Fund to occur at the same time and along with the audit of the County's funds generally. The Library Board will choose annually between an independent audit or one with the County.

ARTICLE IV—OFFICERS

Section 1 The officers shall be a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer.

Section 2 Officers shall be elected by the Library Board at the regular February board meeting and shall serve a term of one (1) year. An officer shall serve until the appointment of a successor.

Section 3 The Library Board shall fill vacant offices by appointment, except for the office of Chairperson, in which case the Vice-Chairperson shall assume the duties of the office for the

remainder of the unexpired term. A successor Vice-Chairperson shall be appointed to fill the vacancy so created in that office.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1 Chairperson. The Chairperson shall preside at all meetings, appoint committees, authorize calls for any special meetings and generally perform the duties of a presiding officer.

Acts as the Board's chief liaison with the Director.

Section 2 Vice-Chairperson. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. In the case of the resignation, disability or death of the Chairperson, the Vice-Chairperson shall assume the office for the remaining term.

Section 3 Secretary. The Secretary of the Library Board shall ensure that minutes of the Library Board meetings and other library records are kept in accordance with Michigan law. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and of all special meetings, and shall have the custody of the minutes and other records of the Library Board. With the approval of a majority of the Library Board and if permitted by law, the Secretary may delegate any of these responsibilities to the Library Director *or designated staff member*.

Section 4 Treasurer. The Treasurer shall control expenditures from the Library Fund through a system of vouchers presented by authorized personnel. The Treasurer shall work with the County Treasurer to ensure that the Library Fund is being maintained and the moneys received by the Library are deposited into the Library Fund. A record of all moneys received or deposited to the Library Fund, and all disbursements, sales and transfers from the fund shall be kept by the Treasurer, and reported monthly to the Library Board at its regular meeting. In addition, the

Treasurer shall perform such other duties as may be prescribed for him or her by state or federal law and these Bylaws. With the approval of a majority of the Board and if permitted by law, the Treasurer may delegate any of these responsibilities to the Library Director or designated staff member.

ARTICLE VI —MEETINGS

Section 1 Regular Meetings. The regular meeting of the Library Board shall be held each month, the date and time to be set by the Board at its regular meeting in December. Within ten (10) days following the December meeting, a notice shall be posted in a public place at the Library setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. If there is a change in the schedule of regular meetings, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings in accordance with the Open Meetings Act, 1976 PA 267 (“OMA”). Regular board packets, including the agenda, minutes, and other special items, should be delivered to board members no later than five (5) days before the regularly scheduled board meeting.

Section 3 Annual Meeting. The annual meeting, which shall be held for the purpose of the electing Board Officers and shall be held at the time of the regular board meeting in February of each year.

Section 4 Special Meetings. Special meetings may be called at the request of any two (2) trustees or the Chairperson. Notice shall be provided at least eighteen (18) hours in advance as provided for in the OMA.

Section 5 Quorum. A quorum for the transactions of business shall consist of a simple majority of trustees appointed and serving.

Section 7 Agenda. Order of business for regular meetings shall be (unless otherwise approved by the Library Board):

- Call to Order
- Approval of Agenda
- Review and Approval of Minutes
- Financial Reports
- Directors' Report and Leadership Team Report
- Friends of the Library Report
- Public Comment
- Old Business
- New Business
- Public Comment
- Adjournment

Section 8 Board Action. An affirmative vote of a majority of all trustees present shall be necessary to approve any action by the Library Board, unless otherwise provided by law.

Section 9 Roberts Rules. Situations not covered by these Bylaws or the Library Board policies shall be governed by Roberts Rules of Order, latest edition.

ARTICLE VII LIBRARY DIRECTOR

Section 1 Appointment of the Director. The Library Board shall appoint a library director with appropriate professional and personal qualifications who shall be the administrative officer for the Board.

Section 2 Duties. The Library Director shall be responsible to the Board for carrying out its policies; for specifying duties of other employees and recommending persons for appointment; for supervision of staff; for care and maintenance of Library equipment and property; for selection, acquisition and organization of books and other Library materials; for the Library's public relations; and any other duty lawfully delegated by the Board.

The Library Director shall also be responsible for keeping the trustees informed of matters related to the Library or to themselves as trustees; for preparing a preliminary draft of budget and annual reports for Board approval, and for assisting the Board with its decisions on policies, budget and other such matters.

Section 3 Attendance at Board Meetings. The Library Director or the Library Director's representative shall attend all meetings of the Board unless otherwise directed by the Library Board Chairperson.

ARTICLE VIII COMMITTEES

Standing or special committees may be appointed at the discretion of the Board Chairperson with approval of the Board. The committee shall be considered discharged upon completion of its assignment and a final report to the Board. **The following are standing committees of the Board: Personnel Committee and Facilities Committee.**

ARTICLE IX— AMENDMENT

The Bylaws may be amended by a majority vote of trustees present at an official meeting of the Board provided that the discussion of the amendment was included at the previous regular Board meeting.

Collection Development Policy Revisions

Recommendations from Anne Seuryneck, Attorney-Foster Swift Collins & Smith PC

February 28, 2024

1. **Intellectual Freedom** has been removed from title of the policy.
2. **Under Definitions:** collection was changed to Library Materials, and Library of Things was added.
3. **Goals of Materials Selection** was added.
4. **General Principles** were added.
5. **Under Gifts and Donations:** added “disposed of or processed pursuant to the Library’s Gift and Donation policy” and took out “passed on to another institution or library, or to the Friends of the Library. Acknowledgment of gifts for tax records may be provided, but the appraisal of the value of donated items is not made”.
6. **Intellectual Freedom** section has been removed.
7. **Reconsideration of Library Materials Procedures:** kept this section with the following revisions:
 - a. #2-added “The Director reserves the right to waive this meeting and proceed with providing the Requester a Reconsideration of Materials form
 - b. #4-Removed “The Reconsideration Committee will follow the operational guidelines as outlined by the American Library Association”.
 - c. #5-Changed 40 days to 90 days. Added, “If the Library has received a voluminous number of appeals in the Library’s sole discretion, the Library may extend these times. The Library shall provide the requester a good faith estimate of when the Library will be able to process the request”. Also changed 60 days to 90 days
8. **Objection to Material** section that we were going to add in place of the Reconsideration of Library Materials Procedure is not being added.
9. The paragraph just before the Collection Maintenance and Weeding section has been removed.

Collection Development Policy

Purpose

The Alpena County George N. Fletcher Public Library Collection Development Policy provides a framework for the development and growth of library collections in support of the library's mission to "enrich and improve the lives of the Alpena County community through impeccable service and equitable access to opportunities and resources. The Library strives to develop new readers, preserve, protect, and share the history of Alpena and its surrounding region, and provide and program a safe space, in which the community can learn, create, and explore." The Collection Development Policy is designed to support the library's mission statement and serves as a guide for selecting, acquiring, maintaining, and retaining materials by establishing roles, responsibilities, and a process for addressing library user concerns.

Definitions

The term "Library Materials" means books, magazines, DVDs, CDs, library programs, Library of Things, or other synonyms as they may occur in the Policy having the broadest possible meaning. This Statement of Policy applies to all library materials in the collection, including adult, young adult, and juvenile; however, this Policy and the term "Library Materials" does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use.

The term "selection" refers to the decision to add, retain, or withdraw materials in the collection. It does not refer to reader guidance.

The Collection

The Alpena County George N. Fletcher Public Library's collection aims to meet the diverse cultural, informational, educational, and recreational needs of Alpena County residents. To meet this commitment, the Library collects and makes information accessible in a variety of formats that represent a wide range of views, expressions, opinions, and interests.

A balanced collection attempts to represent all sides of issues as far as the availability of materials, space, and budget allow. All public library collections contain materials that some patrons may find objectionable, and in turn, public libraries may omit from the collection materials that some patrons consider important, both for purposes of balancing the collection or in instances when materials do not meet the selection criteria. This applies to materials for any age or audience. It is up to the patron to make decisions regarding the use of specific library materials, and the responsibility of parents, caregivers, and/or guardians to monitor children's use of library materials.

Goals of Materials Selection.

The Library's goals of material selection are as follows:

- To meet the individuals' needs for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.

- To help individuals attain maximum self-development through life-long intellectual and cultural growth.
- To support the democratic process by providing materials for the education and enlightenment of the community.
- To assist individuals in their pursuit of occupational activity and practical affairs.
- To provide diverse recreational experience for individuals and groups.
- To assist institutions of formal education with services that will assist individual study.
- To maintain Michigan and local history collections.

Responsibility for Selection

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults, and adults. Both the public and staff members may recommend materials for consideration. The ultimate responsibility for book selection rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

General Principles.

- Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this Policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.

Selection is not made based on anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious views, or sexual orientation or gender identity of the writer.

- Responsibility for the reading material of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Library respects each individual parent's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection to impose those restrictions.

- Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.

- It is the responsibility of the Library to provide circulating, reference and research materials for the public and students based on the services it is expected to perform.

Selection Criteria

The selection criteria outlined in this section are used for all acquisitions, regardless of format, as a guide for selection decisions. An item is not required to meet all selection criteria to be accepted.

General criteria for selection:

- Present and potential relevance to community needs
- Favorable reviews by critics that ensure serious literary, artistic, political, or scientific value
- Suitability of format to library use
- Availability elsewhere including area libraries and other formats
- Price and availability within the scope of the overall budget
- Relevance to current trends and events
- Relation to the existing collection
- Extent of publicity and current or anticipated demand
- Relation to other resources in the community
- Local, state, or regional historical significance

Content criteria for selection:

- Reputation and/or significance of author, publisher, or producer
- Currency of information or comprehensiveness
- Objectivity and clarity
- Representation of diverse points of view
- Sustained interest or demand
- Usefulness of the information
- Relevance to local history collections
- Local significance of author or subject
- Provides a unique contribution to a field of study

Criteria for electronic formats:

Certain databases and digital collections may change in format or content after they are acquired. When selection involves a remote resource, such as a digital collection or database, it is possible that the content of said resource may not conform to the library's selection criteria at any given time. Professional staff will review the content of such resources on a regular basis to assess their continued value.

The following selection criteria will also be considered for electronic formats:

- Ease of use
- Available to multiple, concurrent users
- Technical quality

- Remote access
- Technical and support requirements
- Vendor data privacy practices
- Not restricted by location
- Digital licensing requirements

Gifts and Donations

Gifts of materials and items donated become the property of the Alpena County George N. Fletcher Public Library and are accepted with the understanding that they are subject to the same selection criteria as purchased materials. Items not selected for the collection may be disposed of our processed pursuant to the Library’s Gift and Donation Policy.

Reconsideration of Library Materials Procedures:

No material will be removed from the Library’s collection until all steps in this process have been completed.

1. A patron (“Requester”) who objects to library material or a program in the collection (“Library Material”) will be sent to the Director.
2. The Director will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester’s and Library’s satisfaction. The Requester will also be offered a packet of information that includes the Library’s mission statement, collection development policy, the Reconsideration of Materials form, and the Library Bill of Rights. The Director reserves the right to waiver this meeting and proceed with providing the Requester a Reconsideration of Material form.
3. If the Requester wishes to carry the request further, the Director will provide the Requester with a Reconsideration of Material form. The Requester is required to complete and submit a Reconsideration of Material form to the Library Director. The Library Board shall be notified when a reconsideration form has been received.
4. The Library Director will form a Reconsideration Committee composed of the Library Director, the Assistant Director, and either the Adult Services Librarian or Youth Services Librarian depending on the genre of the material. The Committee will review the reconsideration form and the material in question to consider whether its inclusion in the collection followed the criteria stated in the selection policy.
5. The Library Director shall make a written response to the Requester within ninety (90) days of the date that the reconsideration form was submitted, informing the patron of the Committee’s decision and the reasons for the decision. If the Library has received a voluminous number of appeals in the Library’s sole discretion, the Library may extend these times. The Library shall provide the requester a good faith estimate of when the Library will be able to process the request. If the concerned patron is not satisfied with the decision of the Committee, a written appeal may be submitted within ten (10) business days after receiving the written response to the Alpena County George N. Fletcher Public Library Board of Trustees. The Library Board will address the appeal within ninety (90) days of receiving it.

Collection Maintenance and Weeding

Professional library staff regularly review items in the collection to ensure that they continue to meet the educational, informational, recreational, cultural, and diverse needs of library patrons. This is achieved by routinely performing diversity audits and reviewing collections for accuracy, currency, diverse representation, and subject area gaps, and adjusting them accordingly to maintain a balanced collection.

It is the responsibility of professional staff to remove materials that are worn, obsolete, unused or underutilized, outdated, or unnecessarily duplicated from the collection, and to assess the need for replacing materials that are damaged, destroyed, or lost. Items are not automatically replaced, but rather, professional staff will determine if it is necessary to replace an item based on overall need, demand, budget, and shelf space.

Policy Revision

This policy may be revised and updated at any time as conditions warrant and will be reviewed at regular intervals as deemed necessary by the Alpena County George N. Fletcher Public Library Board of Trustees.

Library Board Adopted November 16, 2022

Library Board Reviewed and Revised



Alpena County George N. Fletcher Public Library

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Alpena, Michigan 49707-2893
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Fax: 989-356-2765
www.alpenalibrary.org

MEMO

TO: Library Trustees
RE: Millage Ballot Language
FROM: Debra Greenacre, Library Director
Date: February 28, 2024

This was given to the Library Board on September 20, 2023 and at that time the Board choose option 3. Before getting the exact wording for the proposal from Anne Seurnyck, Library Attorney we thought we should have discussion on this one last time.

Recommendation

I recommend Board approval of one of the following options for the Millage Ballot Language.

Executive Summary

The following is communication from Anne Seurnyck with Foster Swift:

In that case, please consider the following because the Library cannot ask for the .75 mill as a full renewal. The Library can only renew the amount last levied, which is .7462 mill. The additional .0038 mill to restore the full .75 mill must be characterized as “new additional” millage. So, the Library has the following options

1. Proposal A is a renewal of .7462 mill and Proposal B is “new millage” of .25 mill. The Library would forgo the Headlee rollback amount of .0038 mill (to restore the full .75 mill) which is approximately \$4,200 per year (40-50,000 over the life of the millage)
2. Proposal A would ask for .75 mill, “of which .7462 is a renewal of the previously authorized millage that expires in 2023 and .0038 mill is new additional millage”. Proposal B will be .25 new millage.
3. Proposal A is a renewal of .7462 mill and Proposal B is “new millage” of .2538 mill. The Library would add the Headlee rollback amount of .0038 mill to the proposal asking for new millage.



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MEMO

TO: Library Trustees
RE: Use of Stillion Room for a Private Party
FROM: Debra Greenacre, Library Director
Date: February 28, 2024

We have received a request for use of the Stillion Room on Saturday August 17th, 2024. This is a surprise party. They would like to bring their own food and serve wine and beer.

According to the Meeting Room Policy, “The Meeting Rooms may not be used for purely social events except as determined by the Library Board of Trustees to benefit the Library or the community as a whole.”

The policy also states, “Alcohol may be served with permission from the Board of Trustees with proper licensing and insurance. A copy of the license and proof of insurance must be provided to the Library Director.”