



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, January 17, 2024 4:00 pm AGENDA

*Action Needed

1. Call to Order
2. Approval of Agenda
3. Review and Approval of Minutes December 20, 2023 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
10. New Business
 - a. Collection Development Policy*
 - b. South Riverfront Park Presentation-Don LaBarre
11. Public Comment
12. Adjournment

Next Board Meeting: February 21, 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, 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: Rac 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

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

	Jan - Dec 23	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
403.000 · Millage	1,026,075.14	1,026,075.00	0.14	100.0%
523.001 · LSTA	0.00	0.00	0.00	0.0%
566.003 · MI Humanities Council	0.00	0.00	0.00	0.0%
566.006 · Director's Salary Reimbursement	3,640.67	3,625.00	15.67	100.4%
572.000 · USF - Universal Service Fund	0.00	0.00	0.00	0.0%
573.000 · Local Comm. Stabilize Share Tax	74,728.21	74,728.00	0.21	100.0%
574.000 · State Aid	29,313.76	29,313.00	0.76	100.0%
581.003 · Community Found. of NE MI	4,535.00	5,600.00	-1,065.00	81.0%
581.004 · Olive Steele Fund	1,458.00	740.00	718.00	197.0%
581.005 · Superiorland Library Co-op	1,100.00	1,100.00	0.00	100.0%
581.006 · Gifts/Grants-Designated	62,270.29	62,000.00	270.29	100.4%
602.000 · Author Income	11,622.87	11,620.00	2.87	100.0%
607.002 · Photocopy Fees	5,634.86	5,000.00	634.86	112.7%
607.003 · Out of District Fees	1,678.45	2,000.00	-321.55	83.9%
626.000 · Services Rendered	15,712.90	15,713.00	-0.10	100.0%
642.000 · Robert Haltiner Book Sale	24.50	100.00	-75.50	24.5%
642.002 · Merchandise Sales	357.61	100.00	257.61	357.6%
658.000 · Book Fines	251.56	200.00	51.56	125.8%
658.001 · Penal Fines	97,780.14	97,780.00	0.14	100.0%
658.002 · ILL-MelCat	2,482.80	300.00	2,182.80	827.6%
658.004 · Book/Video Material Replacement	456.85	300.00	156.85	152.3%
665.000 · Interest on Investments	3,345.29	1,800.00	1,545.29	185.8%
667.000 · Conference Room Rental	250.51	50.00	200.51	501.0%
674.000 · Memorials	951.18	1,500.00	-548.82	63.4%
674.001 · Library Improvement Fund	9,761.30	12,884.00	-3,122.70	75.8%
674.004 · Friends of the Library	7,567.05	9,000.00	-1,432.95	84.1%
674.005 · READ for Adults Program	773.00	450.00	323.00	171.8%
674.006 · Programs	172.16	1,500.00	-1,327.84	11.5%
674.007 · Special Collections- Income	15,399.57	16,000.00	-600.43	96.2%
674.008 · Capital Improvements	0.00	250.00	-250.00	0.0%
674.009 · Gifts at Register	229.54	310.00	-80.46	74.0%
674.200 · Cook Endowment Fund	5,009.07	5,000.00	9.07	100.2%
676.000 · Miscellaneous	316.13	500.00	-183.87	63.2%
Total Income	1,382,898.41	1,385,538.00	-2,639.59	99.8%
Gross Profit	1,382,898.41	1,385,538.00	-2,639.59	99.8%
Expense				
701.000 · Salaries/Per Diem	590,350.61	618,000.00	-27,649.39	95.5%
710.000 · Social Security/Medicare	44,731.71	50,050.00	-5,318.29	89.4%
710.001 · Retirement/MERS	84,523.92	90,711.00	-6,187.08	93.2%
710.002 · Hospitalization	79,668.77	78,695.00	973.77	101.2%
710.003 · "In Lieu of..." Hospitalization	13,650.00	13,300.00	350.00	102.6%
710.005 · Life Insurance	1,381.88	1,600.00	-218.12	86.4%
710.006 · Workers Compensation	1,336.00	1,200.00	136.00	111.3%
725.007 · Director's Moving Expenses	3,500.00	3,500.00	0.00	100.0%
727.000 · Office Supplies	7,965.30	8,500.00	-534.70	93.7%
727.001 · Postage	985.37	1,200.00	-214.63	82.1%
728.000 · Special Collections- Expense	2,608.87	3,000.00	-391.13	87.0%
728.001 · Cook Endowment - Expense	4,946.00	5,000.00	-54.00	98.9%
730.000 · Book Collection	36,257.67	38,000.00	-1,742.33	95.4%
731.000 · Databases	3,771.68	5,500.00	-1,728.32	68.6%
731.001 · E- Media Services	2,750.00	2,750.00	0.00	100.0%
731.002 · Periodicals	4,271.44	4,272.00	-0.56	100.0%
731.003 · Audio/Visual	2,431.26	6,000.00	-3,568.74	40.5%
731.004 · Technology Hardware	2,838.59	3,500.00	-661.41	81.1%
732.000 · Equipment	3,448.53	3,500.00	-51.47	98.5%
735.000 · First Federal Legacy Foundation	4,972.09	5,000.00	-27.91	99.4%
735.001 · LSTA Expenses	0.00	0.00	0.00	0.0%
735.003 · MI Humanities Council Expenses	1,576.68	2,000.00	-423.32	78.8%
735.006 · Gifts/Grants Designated	5,727.89	14,323.00	-8,595.11	40.0%
801.000 · UPRLC/SIRSI fees	32,942.54	32,000.00	942.54	102.9%
801.001 · RIDES	4,566.55	4,567.00	-0.45	100.0%

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

	Jan - Dec 23	Budget	\$ Over Bud...	% of Budget
801.002 · ILL (Interlibrary Loans)	210.89	400.00	-189.11	52.7%
801.003 · Unique Mgmt.	136.05	480.00	-343.95	28.3%
801.101 · County Settlements	523.51	500.00	23.51	104.7%
802.000 · Professional Services	3,208.50	3,500.00	-291.50	91.7%
802.001 · Audit/Financial Oversight	3,300.00	5,500.00	-2,200.00	60.0%
803.000 · Authors	16,314.62	16,315.00	-0.38	100.0%
805.000 · Training	445.25	1,650.00	-1,204.75	27.0%
806.000 · Contractual Services	15,712.90	15,713.00	-0.10	100.0%
816.000 · County Admin Overhead	2,621.00	2,700.00	-79.00	97.1%
850.000 · Communications	17,716.47	17,700.00	16.47	100.1%
860.000 · Travel	364.17	1,000.00	-635.83	36.4%
860.001 · Director's Search	21,488.09	21,489.00	-0.91	100.0%
920.000 · Utilities	38,398.64	37,000.00	1,398.64	103.8%
930.000 · Repair/Maintenance-General	35,411.27	39,500.00	-4,088.73	89.6%
955.000 · Friends of the Library Expenses	7,426.50	9,000.00	-1,573.50	82.5%
956.002 · Programs Expense	8,356.78	10,000.00	-1,643.22	83.6%
957.000 · Comm Found of NE MI Expenses	4,349.84	5,600.00	-1,250.16	77.7%
965.000 · READ for Adults	605.38	1,000.00	-394.62	60.5%
969.001 · Copy Machine Expense	11,117.46	12,000.00	-882.54	92.6%
969.002 · Insurance	5,166.42	5,900.00	-733.58	87.6%
969.003 · Kathy Currier Condo Assoc Exp	1,622.83	1,623.00	-0.17	100.0%
991.000 · Debt Service - Principal	120,000.00	120,000.00	0.00	100.0%
992.000 · Debt Service - Interest	60,800.00	60,800.00	0.00	100.0%
Total Expense	1,316,499.92	1,385,538.00	-69,038.08	95.0%
Net Ordinary Income	66,398.49	0.00	66,398.49	100.0%
Net Income	66,398.49	0.00	66,398.49	100.0%

Alpena County Library
Balance Sheet
 As of December 31, 2023

	Dec 31, 23
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	317,564.62
Total Checking/Savings	320,764.62
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	1,536,013.80
TOTAL ASSETS	1,536,013.80
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)	391,845.89
Net Income	66,398.49
Total Equity	460,180.38
TOTAL LIABILITIES & EQUITY	1,536,013.80

Fund 721 LIBRARY PENAL FINE FUND

GL Number	Description	Balance
*** Assets ***		
721-000-002.000	SAVINGS	58,752.66
Total Assets		58,752.66
*** Liabilities ***		
721-000-272.000	UNDIST INT INC	54.28
721-000-273.000	UNDISTRIB FINES	58,698.38
Total Liabilities		58,752.66
*** Fund Balance ***		
Total Fund Balance		0.00
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		0.00
Ending Fund Balance		0.00
Total Liabilities And Fund Balance		58,752.66

2:47 PM
01/09/24

Alpena County Library Vendor Balance Detail

As of January 9, 2024

	Date	Num	Split	Amount
Alpena Area Chamber of Commerce	01/09/2024	Membership 2024	802.000 · Professional Services	500.00
	01/09/2024	Good Mid-Day Alpena	805.000 · Training	30.00
Amazon Capital Services	01/09/2024	1QKQ-MFPQ-4HGM	-SPLIT-	699.69
Authors Unbound	01/09/2024	4543 - Van Pelt	803.000 · Authors	5,100.00
City of Alpena #4210	01/09/2024	09/11/23-12/11/23	920.000 · Utilities	176.66
City of Alpena #5673	01/09/2024	09/11/23-12/11/23	920.000 · Utilities	64.66
Demco, Inc.	01/09/2024	7417760	727.000 · Office Supplies	398.97
Eagle Supply Co.	01/09/2024	127807	930.002 · Repair/Maintenance-Supplies	438.80
EBSCO	01/09/2024	1715335	731.002 · Periodicals	2,996.57
Frontier	01/09/2024	12/20/23	850.000 · Communications	270.00
Great Lakes Elevator	01/09/2024	9942	930.000 · Repair/Maintenance-General	472.50
Hartford	01/09/2024	136465964080	710.005 · Life Insurance	114.56
Ingram Library Services	01/09/2024	79479742-79605924	730.000 · Book Collection	1,162.33
Merit Network, Inc.	01/09/2024	97284	850.000 · Communications	2,473.20
MERS Mich. Employ. Retire. Serv.	01/09/2024	00150730-1 12/2023	-SPLIT-	9,835.12
Nicolet National Bank - MC	01/09/2024	12/31/2023	-SPLIT-	1,723.20
T-Mobile	01/09/2024	11/21/23-12/20/23	850.000 · Communications	374.49
ULINE	01/09/2024	172750719	955.000 · Friends of the Library Expense	1,135.81
UPRLC, Inc.	01/09/2024	4626	801.000 · UPRLC/SIRSI fees	4,050.98
TOTAL				\$ 32,017.54

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

Corporate Number: 169921
Account Ending In: 4130

Corporate Account Summary

Previous Account Balance	\$2,292.78	Statement Closing Date	12/31/2023
Payments and Credits	\$2,292.78	Days This Period	31
Purchases and Debits	\$1,723.20	Credit Limit	\$10,000.00
Cash Advances	\$0.00	Available Credit	\$8,276.00
Fees	\$0.00	Cash Limit	\$3,000.00
Finance Charges	\$0.00	Available Cash	\$3,000.00
New Ending Balance	\$1,723.20		
Total Amount of Disputes		Payment Due Date	01/26/2024
	\$0.00	Payment Amount Due	\$52.00

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.

727.001 - 66.00
735.006 - 541.56
850.00 - 55.00
955.00 - 828.49
965.00 - 231.55 1723.20

RECEIVED
Account # 1/9/2024

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



Account Ending In 4130
Payment Due Date 01/26/2024
New Balance \$1,723.20
Minimum Payment Due \$52.00

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

00007346
0110



Make Check Payable To: \$ 1,723.20

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
12/19	12/19	8559281B100XV48PS	PAYMENT MAIL THANK YOU GREEN BAY WI	2,292.78-
Total Activity				2,292.78-
Total Fees This Period				0.00
12/31	12/31		Interest Charge on Purchases	0.00
12/31	12/31		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
12/01	11/30	8271116AE000EZ0XV	WWW.INTERCAMBIO.ORG BOULDER CO		
12/01	12/01	7541823AF5FDEWQXP	EIG*CONSTANTCONTACT.CO WALTHAM MA	765.00 -	231.55
12/05	12/05	0230537AL00L1J6YX	USPS PO 2502100156 ALPENA MI	850.00 -	55.00
12/18	12/18	5544641B160NGVA61	YOUNG APPLIANCE COMPAN ALPENA MI	727.00 -	66.00
12/20	12/20	5543286B25SFM1ZKQ	WALMART.COM 800-966-6546 AR	955.00 -	828.99
				735.00 -	541.66
				Total Amount	\$1,723.20

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			

2023 Total Year-to-Date

Total fees charged in 2023	\$0.00
Total interest charged in 2023	\$0.00



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Director's Report December 14-January 9

Administrative

Signed checks and all paperwork for bills, payroll, deposits

Reviewed more policies and planning to get many policies revised in 2024

Answered multiple calls and helped patrons with what they needed

Agenda for staff meeting

Board Reports

Millage webinar

Signed up for Millage Series webinars that the Library of Michigan is hosting every

Monday in March

We are having all staff set goals for the first 3 months of 2024

Received notice of another book challenge coming-reached out to Clare at the Library of Michigan and Dillon at Superiorland Library Cooperative for guidance

Many day-to-day conversations and interactions with staff regarding everything library

Meetings

December 18-Met with Lauren

December 19-City Staff regarding Riverside Park

January 3-Friends of the Library

Personnel

Meetings with staff

Programs and Services

We added new Launchpads for checkout in the Children's Room-stop by the Children's

Desk to see what they are

Check out our newsletter for monthly events

Leadership Team Report-January 17, 2024

Jessica, Assistant Director

Attended Trustee candidate interviews

Attended League of Women Voters dinner

Researched new scheduling and timeclock software

Submitted a successful \$1,000 funding request to the First Federal Legacy Foundation for the Library of Things

Beth, Business Manager

Payroll and Bills-everything Financial

Researched tax law updates and ordered necessary forms

Annual wage compilation audit-MERS

Social Security Administration E-File Webinar

Don, Special Collections Department

Meetings with community partners and the City of Alpena for potential garden in the park

Helped Alpena Girl Scouts to create a history exhibit for Besser Museum

Autumn, Youth Services

Hosted Wilson Elementary first grade visit

Spoke at NEMSCA program about library services available to families

Attended the League of Women Voters dinner with Jessica

Planned some fun events for January

Nancy, Technology

Makerlab was busy through November and early December

Tina, Public Services

Held a puzzle swap that patrons really enjoyed

An adult craft table is being added to the main floor-crafts will be available for patrons to do

Working with Jessica, Meg, Debra and Leslie to expand our Library of Things

Meg, Technical Processing

Ordered, Processed/Cataloged all new materials

Filled in at the service desk

Matt, Facilities

Built a small counter for staff in processing room

Books (Books, Paperbacks & LP)	102	247
A/V (BKCD/Music CD/Toys)	0	0
Objects		0
DVD's	6	7
Magazines	80	55
TOTALS	188	309

Large Conference Room Uses:	Programs	Attendance
Family		
Adult programs	4	82
Teen programs	5	27
Juvenile programs	7	202
Public Uses	3	120
TOTALS	19	431

Small Conference Room Uses:	Programs	Attendance
Family		
Adult programs	2	13
Teen programs	1	9
Juvenile programs	1	7
Public Uses	0	0
Technical (individual) Help	15	17
Total	19	46

New Cards Issued	112
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Special collections use	76
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Social Media Stats

Facebook

Post Reach: 22,304 (# of people who saw a post at least once)

Post Engagements: 4,390 (# of Likes, Comments, and Shares)

Total Page Likes: 2,316

Total Page Follows: 3,463

Instagram

Total Posts: 30

Total Stories: 23

Accounts Reached: 1105 (# of people who saw a post at least once)

Content Interactions: 167 (# of Likes, Comments, and Shares)

Page Followers: 1,138

READ Board Report
January 4, 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: 15

Students:

Currently receiving services: 12
Tutoring Hours: November 2023: 54.25

Book Circulation:

Returned: 4
Checked Out: 3

- Attended The EnGen Experience webinar - *How to start and grow an English language learning program*, through ProLiteracy.
- Viewed *Niche Academy's Adult Learning in the Library* webinar. Jessica Curtis, adult reference librarian at the Westerville Public Library in Ohio. Covered the basics of adult learning theory and demonstrated how it can be used to improve library programs, classes, and services to the public. I
- Began the LINCS (Literacy Information and Communication System, a national leadership initiative of the U.S. Department of Education, Office of Career, Technical, and Adult Education (OCTAE) to expand evidence-based practice in the field of adult education.)course: **Universal Design for Learning: It All Starts with a Goal**
- Attended the HSCC meeting. Listened to presentation from Christine Kihn, Center of Charity, which will become a warming shelter for the homeless in Alpena.

Collection Development and Intellectual Freedom Policy

Purpose

The Alpena County George N. Fletcher Public Library Collection Development and Intellectual Freedom 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 and Intellectual Freedom 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 "collection" means books, magazines, DVDs, CDs, library programs, 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.

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.

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 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.

Intellectual Freedom

As part of its value statements, the Alpena County George N. Fletcher Public Library ensures freedom of information for all. The selection of library materials is made on the patron's right to read, listen, or view, free from censorship by others. The Library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which they do not approve, they may not restrict the freedom of others.

Materials available in the Library present a diverse point of view, enabling patrons to make the informed choices necessary in a democracy. The Library selects a wide variety of materials that satisfy the diverse interests of the community. The Library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all items in the collection will appeal to everyone.

Responsibility for materials selected and read by children and adolescents rests with the youth's parents or legal guardians. The Library does not stand in loco parentis. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Genre and shelf labels on materials exist to indicate various collections but will not be used for

the purpose of restricting access or endorsing content. No materials are sequestered except to protect them from damage or theft.

The Library recognizes that a collection of diverse materials may result in some complaints or requests for reconsideration. The following procedures have been developed to ensure that complaints are handled in an attentive and consistent manner. The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

Reconsideration of Library Materials Procedures: **Remove this section**

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.
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. The Reconsideration Committee will follow the operational guidelines as outlined by the American Library Association.
5. The Library Director shall make a written response to the Requester within forty (40) 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 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 sixty (60) days of receiving it.

Objection to Material **Add this section**

1. In all instances, the library defends the principles of the Freedom to Read Act and the use of library materials. No materials are judged on the basis of the author's race,

- nationality, or political, social, or religious beliefs. Materials are judged as entire works, not on isolated passages or sections.
2. The patron's choice of library materials for personal use is an individual matter. While a person may reject materials for themselves or their children, they cannot exercise censorship to restrict materials access to any others. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians.
 3. A resident who objects to an item in the library's collection should first discuss the reasons with the head of the department in which the item is housed for an explanation of the library's criteria for selection.
 4. Residents may request reconsideration of an item by fully completing the Request for Reconsideration of Library Material form.
 - a. For any item to be reconsidered, it must be fully read, watched, or listened to by the resident completing the reconsideration form.
 - b. Individual residents may submit no more than three Request for Reconsideration forms per year.
 - c. All completed Request for Reconsideration Forms are a matter of public record.
 - d. If an item has previously been through the reconsideration process and still remains in the library's collection, it is not eligible for another review.
 - e. Upon receiving the fully completed form, the Library Director will review the request with the Reconsideration Committee who will do a complete literature review.
 - f. The Reconsideration Committee will be made up of the Library Director, the Assistant Director and either the Head of Youth Services or the Head of Public Services depending on the genre of the material, and one member of the Library Board.
 - g. Complete literature review will include reading, listening, or watching the complete item in question, reading professional reviews from different sources (if available), considering the item in light of the Collection Development Policy, and considering the location of the item.
 - h. The Reconsideration Committee will draft a response which the Library Director will send to the resident within 45 days of receipt of the original form. The response will be sent via certified mail, receipt requested.
 5. After receiving the response from the Reconsideration Committee, the resident may appeal that decision.
 - a. An appeal must be made in writing and be received by the director within 14 days of mailing the original Reconsideration decision.
 - b. The appeal will be added to a Library Board meeting agenda within 60 days of receipt of the appeal. The Library Board will conduct a complete literature review, as described above, as well as review the Reconsideration Committee decision rationale
 6. The challenge will be reported through the American Library Association's Censorship Reporting form.
 7. The resident will be notified of the outcome of the Library Board.
 8. The decision of the Library Board is final.

The Alpena County George N. Fletcher Public Library provides an impartial environment in which individuals can encounter ideas and information spanning the spectrum of knowledge and opinions. This includes materials that are considered controversial and may offend some users, but it is not in itself a reason to exclude materials from the collection. The American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements support intellectual freedom and are adopted policies of the Alpena County Public Library Board. In addition, the American Library Association's Intellectual Freedom and Censorship Q & A, the Interpretations of the Library Bill of Rights, and the First Amendment to the U.S. Constitution provide additional guidance on this subject.

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.

Adopted November 16, 2022

Reconsideration of Library Material

(This form must be fully completed by a resident of the Alpena County George N. Fletcher Public Library Service area and returned to the Library Director for the item to be reconsidered.)

Requested by: _____ Date: _____

Address: _____ Zip: _____

Phone: _____ Email: _____

Library Card #: _____

Representing: Self _____ or Organization _____ Name of Organization: _____

Title of Item: _____

Author/Composer/Director: _____

Format of Item:: (Book, CD, DVD, Game, other): _____

How was the work brought to your attention? _____

Have you read/viewed/listened to the entire work? Yes _____ No _____

Have you read any professional reviews of this work? Yes _____ No _____

What concerns you about this work? (Please be specific and cite pages) _____

What do you feel might be the result of reading, viewing, or listening to this work? _____

What do you believe is the theme or intent of this work? _____

What are your recommendations for the work? _____

Signature: _____ Date: _____