

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, March 20, 2024 4:00 pm AGENDA

*Action Needed

1. Call to Order
2. Approval of Agenda
3. Review and Approval of Minutes February 28, 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. Collection Development Policy
 - b. Millage
10. New Business
 - a. Bond Payment*
11. Board Comments
12. Adjournment

Next Board Meeting: April 17, 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, February 28, 2024, at 4:00 pm. by President Joseph Garber.

Present:

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

Staff: Debra Greenacre, Jessica Luther

Friends: Brenda Rae

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

Review and Approval of Minutes: It was moved by Meek with support from Cornish to accept the minutes from the January 17, 2024, 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 Cornish and supported by Budd that the bills as presented be approved. The motion passed.

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

Friends of the Library Report: Rae shared that the Friends contributed \$1,000 towards the purchase of a new snowblower. She added that they are working on establishing a permanent used bookstore at the Library and researching other fundraising opportunities.

Public Comment:

Sara Grochowski, Alpena, former Youth Services Librarian, expressed her concerns that the Board of Trustees would consider moving or banning books within the library collection. She stated that the responsibility of determining what a child is allowed to read lies with that child's parents. She encouraged the board members to review the Trustee Manual provided by the State of Michigan and provided letters from members of the public unable to attend the meeting.

Julie Byrnes, Alpena, stated she is a representative of the group "Save the Alpena Children." She stated she submitted a letter on behalf of the group declaring they were challenging the location of *All Boys Aren't Blue* in the teen room and was not contacted by the director for a meeting to discuss the proposed challenge as stated in the existing policy.

Abigail Platt, Alpena Community College student, expressed the importance of diversity in the books that are provided in the library.

Shaelyn Lampinen, Alpena Community College student, expressed her opposition to banning books within the library and the importance of having the library as a safe space.

Nicole Cuddie, Alpena, stated that equitable access to all information is essential to having a community of critical thinkers. She added that it is the responsibility of the parents and caregivers to determine what is appropriate for their children to have access to.

Seth Golson, Alpena, spoke against banning books and Nazis.

Pat Manning, Alpena, stated that the First Amendment guarantees freedom of religion and freedom of speech.

Doris Feys, League of Women Voters of Northeast Michigan, shared the League's position on public libraries. Public libraries support our First Amendment right to intellectual freedom and expression by playing an important role in facilitating free and open access to information. Individuals should be trusted to make their decisions about what they read and believe. Removing and banning books from public libraries is a slippery slope to government censorship and the erosion of our country's commitment to freedom of expression. Library staff, operating within the standards of the American Library Association, should make professional decisions about selection, organization, preservation, and dissemination of resources, services and technologies without political interference.

Tim Kuehnlein, Alpena, expressed his thanks to the library staff and board for their work as public servants and encouraged them to remember their public duty. He stated the need to be conscious of the slippery slope of censoring library materials.

Michael Kramer, Alpena, expressed his feelings that there is an issue with pornography within the library.

Denise, no last name or residency given, expressed her opinion that the book *All Boys Aren't Blue* is too explicit and should be moved to the adult collection.

Nonie Muller, no residency given, stated that she does not think the library should be exposing youngsters to these types of books, referring to *All Boys Aren't Blue*. Ms. Muller read a brief portion of what she found offensive in the book.

Shawn Sexton, Alpena, co-founder of PFLAG-Alpena, Department Chair of the Alpena County Community College English Department, and former Alpena City Council Member expressed his opposition to banning books and stated that book banning is not about the book itself but about banning

ideas, he advised those not wanting to read books like *All Boys Aren't Blue* to not read it. He stated that books about the lived experiences of people of color and LGBTQIA+ save lives.

Shelby Ryan, Alpena Community College student, stated that banning books is dangerous and having access to books like *All Boys Aren't Blue* could save teens from abuse or help them identify when they are being abused.

Taylor Oliver, Alpena, stated her request that all sexually explicit material be moved to the adult section. Ms. Oliver read a portion of *All Boys Aren't Blue* that she found to be offensive.

Sarah Waters, Alpena, expressed her agreement that censoring library materials is a slippery slope. She states that it is her right as a parent to determine what her children have access to and should not be determined by others.

Kara LeMonds, Alpena, expressed her opposition to censoring books in the library. She stated that books like *Boys Aren't Blue* provide a voice to members of marginalized communities.

Traci Collins, Wilson Township, stated that she did not request that *All Boys Aren't Blue* be banned, she requested that items with certain content not be pushed on children or promoted to children. She would like those books to be moved to the adult section.

Mark Hunter, Alpena, suggested the board look at the effects of these discussions on the library being considered a safe space for all. He referenced the Alphabet Soup LGBTQ+ group that was objected to at the November 2022 board meeting disbanding. He expressed his disappointment with the administration of the library and a lack of transparency regarding these matters. He stated the need to promote what the library is currently doing to keep young people safe and double-checking that governmental guidelines regarding access to the internet are being followed.

David Golson, Alpena, shared his opinion that *All Boys Aren't Blue* as a wonderful book and that the author included a content warning within the opening pages of the book.

Jen Myers, Presque Isle County, shared that she is not asking that a book be banned but that there be some sort of regulations put in place to limit the access to certain types of books.

Duffy Gorski, Alpena, expressed his opinion that library cards be restricted for children to allow them to only check out books with parental permission.

Bridget Hollinshead, Alpena, spoke in support of keeping *All Boys Aren't Blue* in the teen section.

Old Business:

- A. Bylaws:** A revised copy of Board Bylaws was presented to the Board. It was moved by Cornish with support from Meek to adopt the bylaws as presented. The motion passed. A copy of the bylaws is attached to the minutes.
- B. Collection Development Policy:** A revised copy of the policy inclusive of the edits by Foster Swift was presented. Garber requested the trustees review the policy and send any feedback to Greenacre and Luther in advance of the March meeting. Budd expressed concern that the attorney from Foster Swift is working on the current Michigan Freedom to Read Act. He requested that Greenacre and Luther share a copy of the draft legislation with the board if available.
- C. Millage:** Three options for ballot proposal were presented to the board. It was moved by Budd with support from Cornish to adopt Option 3. The motion passed. A copy of the proposal is attached.

New Business:

- A. Election of Officers:** Meek, with support from Budd, presented the following slate of officers for 2024.

President: Joseph Garber

Vice-President: Dustin Budd

Treasurer: Quintin Meek

Secretary: Michelle Cornish

Roll Call Vote:

Budd: Yes

Cornish: Yes

Garber: Yes

Mantlo: Yes

Meek: Yes

The slate of offices for 2024 was approved.

- B. Private Event in the Stillion Room:** It was moved by Budd with support from Meek to allow the requested event to be held in the Stillion Room.
- C. Other:** Meek requested that the board determine how to address the comments and concerns made during the meeting for the March meeting.

Public Comment:

Diane Bauer, Alpena, expressed her appreciation to the board for listening to the public comment. She stated it was very difficult to hear what was being discussed. She requested that the meeting materials be made available to the public.

Michael Kramer, Alpena, wished to clarify that he is not asking for any books to be banned but feels those with objectionable content be moved to the adult collection.

Traci Collins, Wilson Township, requested an update on her request from the January meeting regarding the number of reconsideration requests received and the outcome of the requests.

Dorothy Boyk, no residency given, asked for the book *All Boys aren't Blue* to be moved and would like to know who determines where books are placed within the library.

Other:

Greenacre will coordinate with the Library's IT Specialist to post meeting board meeting materials on the website in advance of all future board meetings.

Greenacre and Luther will contact the Library's attorney to determine what information regarding reconsideration requests can be released within the guidelines of the Library Privacy Act.

Adjournment: Garber declared the meeting adjourned at 5:39 pm. The next regular meeting will be Wednesday, March 20, 2024, at 4:00 pm.

Respectfully submitted,

Michelle Cornish
Secretary

Jessica Luther
Recording Secretary

Alpena County Library
Profit & Loss Budget Performance
January through February 2024

	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
403.000 · Millage	670,129.99	1,098,014.00	-427,884.01	61.0%
566.006 · Director's Salary Reimbursement	0.00	5,000.00	-5,000.00	0.0%
573.000 · Local Comm. Stabilize Share Tax	25,504.98	70,000.00	-44,495.02	36.4%
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	4,050.23	5,000.00	-949.77	81.0%
581.007 · Gifts/Grants-Undesignated	21.81	5,000.00	-4,978.19	0.4%
602.000 · Author Income	1,460.52	15,000.00	-13,539.48	9.7%
607.002 · Photocopy Fees	798.97	4,500.00	-3,701.03	17.8%
607.003 · Out of District Fees	172.48	1,500.00	-1,327.52	11.5%
642.002 · Merchandise Sales	56.00	50.00	6.00	112.0%
658.000 · Book Fines	10.00	100.00	-90.00	10.0%
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	39.51	300.00	-260.49	13.2%
665.000 · Interest on Investments	1,244.86	1,000.00	244.86	124.5%
667.000 · Conference Room Rental	171.97	100.00	71.97	172.0%
674.001 · Library Improvement Fund	7,950.00	10,000.00	-2,050.00	79.5%
674.004 · Friends of the Library	2,124.23	5,000.00	-2,875.77	42.5%
674.005 · READ for Adults Program	0.00	400.00	-400.00	0.0%
674.007 · Special Collections- Income	15.00	15,000.00	-14,985.00	0.1%
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	713,755.78	1,372,328.00	-658,572.22	52.0%
Gross Profit	713,755.78	1,372,328.00	-658,572.22	52.0%
Expense				
701.000 · Salaries/Per Diem	93,589.13	631,060.00	-537,470.87	14.8%
710.000 · Social Security/Medicare	6,958.04	49,000.00	-42,041.96	14.2%
710.001 · Retirement/MERS	18,117.72	109,000.00	-90,882.28	16.6%
710.002 · Hospitalization	14,524.04	105,040.00	-90,515.96	13.8%
710.003 · "In Lieu of..." Hospitalization	2,000.00	10,500.00	-8,500.00	19.0%
710.005 · Life Insurance	229.12	1,500.00	-1,270.88	15.3%
710.006 · Workers Compensation	43.00	1,100.00	-1,057.00	3.9%
727.000 · Office Supplies	1,098.72	7,800.00	-6,701.28	14.1%
727.001 · Postage	273.44	1,200.00	-926.56	22.8%
728.000 · Special Collections- Expense	520.38	3,000.00	-2,479.62	17.3%
728.001 · Cook Endowment - Expense	500.00	5,000.00	-4,500.00	10.0%
730.000 · Book Collection	3,071.14	40,000.00	-36,928.86	7.7%
731.000 · Databases	0.00	6,000.00	-6,000.00	0.0%
731.001 · E- Media Services	2,850.00	2,850.00	0.00	100.0%
731.002 · Periodicals	3,034.57	3,500.00	-465.43	86.7%
731.003 · Audio/Visual	735.20	6,000.00	-5,264.80	12.3%
731.004 · Technology Hardware	784.84	3,000.00	-2,215.16	26.2%
731.005 · Technology Software	0.00	3,000.00	-3,000.00	0.0%
732.000 · Equipment	1,319.00	2,000.00	-681.00	66.0%
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)	40.99	400.00	-359.01	10.2%
801.003 · Unique Mgmt.	19.70	200.00	-180.30	9.9%
801.101 · County Settlements	0.00	392.00	-392.00	0.0%
802.000 · Professional Services	563.08	4,000.00	-3,436.92	14.1%
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	4,761.27	14,000.00	-9,238.73	34.0%
860.000 · Travel	0.00	2,000.00	-2,000.00	0.0%
920.000 · Utilities	6,769.75	37,000.00	-30,230.25	18.3%
930.000 · Repair/Maintenance-General	622.56	3,500.00	-2,877.44	17.8%
930.001 · Repair/Maintenance-HVAC	0.00	21,000.00	-21,000.00	0.0%

Alpena County Library Profit & Loss Budget Performance January through February 2024

	<u>Jan - Feb 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
930.002 · Repair/Maintenance-Supplies	637.06	5,500.00	-4,862.94	11.6%
955.000 · Friends of the Library Expenses	5,269.56	5,000.00	269.56	105.4%
956.002 · Programs Expense	26.58	12,000.00	-11,973.42	0.2%
965.000 · READ for Adults	488.60	1,300.00	-811.40	37.6%
969.001 · Copy Machine Expense	1,902.46	12,000.00	-10,097.54	15.9%
969.002 · Insurance	749.60	7,000.00	-6,250.40	10.7%
969.003 · Kathy Currier Condo Assoc Exp	0.00	1,700.00	-1,700.00	0.0%
969.004 · Public Relations/Print	110.00	1,000.00	-890.00	11.0%
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	<u>182,363.44</u>	<u>1,372,328.00</u>	<u>-1,189,964.56</u>	<u>13.3%</u>
Net Ordinary Income	<u>531,392.34</u>	<u>0.00</u>	<u>531,392.34</u>	<u>100.0%</u>
Net Income	<u><u>531,392.34</u></u>	<u><u>0.00</u></u>	<u><u>531,392.34</u></u>	<u><u>100.0%</u></u>

Alpena County Library
Balance Sheet
 As of February 29, 2024

	Feb 29, 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	848,956.96
Total Checking/Savings	852,156.96
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	2,067,406.14
TOTAL ASSETS	2,067,406.14
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	531,392.34
Total Equity	991,572.72
TOTAL LIABILITIES & EQUITY	2,067,406.14

Fund 721 LIBRARY PENAL FINE FUND

GL Number	Description	Balance
*** Assets ***		
721-000-002.000	SAVINGS	79,338.62
Total Assets		79,338.62
*** Liabilities ***		
721-000-272.000	UNDIST INT INC	89.68
721-000-273.000	UNDISTRIB FINES	79,248.94
Total Liabilities		79,338.62
*** 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		79,338.62

12:41 PM
03/13/24

Alpena County Library Vendor Balance Detail

As of March 13, 2024

	Date	Num	Split	Amount
AASLH	03/12/2024	39109874	728.000 · Special Collections- Expense	118.00
Alpena Power Company	03/12/2024	02/07/24-03/07/24	920.000 · Utilities	1,081.08
Alpena Power Company #2	03/12/2024	02/07/24-03/07/24	920.000 · Utilities	593.55
Alpena Supply Co	03/12/2024	S100587954.001	930.000 · Repair/Maintenance-General	49.14
Amazon Capital Services	03/12/2024	16GC-HGQ6-41MQ	-SPLIT-	1,321.25
Blue Care Network of Michigan	03/12/2024	240680066587	710.002 · Hospitalization	7,878.33
DTE Energy #1	03/12/2024	02/08/24-03/07/24	920.000 · Utilities	1,022.58
DTE Energy #6	03/12/2024	02/08/24-03/07/24	920.000 · Utilities	234.92
Eagle Supply Co.	03/12/2024	128180	930.002 · Repair/Maintenance-Supplies	395.30
Frontier	03/12/2024	02/2024	850.000 · Communications	270.05
GFL Environmental	03/12/2024	0065017665	930.000 · Repair/Maintenance-General	64.11
Hartford	03/12/2024	136467920884	710.005 · Life Insurance	107.40
Ingram Library Services	03/12/2024	80244149-80741458	730.000 · Book Collection	1,865.95
MERS Mich. Employ. Retire. Serv.	03/12/2024	00152595-1	710.001 · Retirement/MERS	8,354.67
Nicolet National Bank - MC	03/12/2024	02/29/2024	-SPLIT-	879.80
OurDigitalWorld	03/12/2024	2023-211	731.000 · Databases	2,134.74
Plastic Fulfillment, Inc.	03/12/2024	8335	727.000 · Office Supplies	305.50
Sherwin Williams	03/12/2024	4009-5	930.002 · Repair/Maintenance-General	46.98
Superiorland Library Cooperative	03/12/2024	4327	674.004 · Friends of the Library	676.51
T-Mobile	03/12/2024	979300803 - 02/20/24	850.000 · Communications	231.45
U.S. Bank Equipment Finance	03/12/2024	524460011	969.001 · Copy Machine Expense	951.23
Unique Management Services, Inc.	03/12/2024	6123299	801.003 · Unique Mgmt.	9.85
UPRLC, Inc.	03/12/2024	4698	802.000 · Professional Services	75.00
	03/12/2024	4721	731.005 · Technology Software	167.84
Woodlands Library Cooperative	03/12/2024	9541	727.000 · Office Supplies	30.00
TOTAL				\$ 28,865.23

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

Corporate Number: 169921
Account Ending In: 4130

Corporate Account Summary

Previous Account Balance	\$3,855.42	Statement Closing Date	02/29/2024
Payments and Credits	\$3,919.01	Days This Period	29
Purchases and Debits	\$943.39	Credit Limit	\$10,000.00
Cash Advances	\$0.00	Available Credit	\$9,120.00
Fees	\$0.00	Cash Limit	\$3,000.00
Finance Charges	\$0.00	Available Cash	\$3,000.00
New Ending Balance	\$879.80		
		Payment Due Date	03/26/2024
Total Amount of Disputes	\$0.00	Payment Amount Due	\$30.00

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.# 3.12-24

727.000 - 347.21
 731.003 - 37.71
 731.005 - 301.50
 858.000 - 65.00
 930.000 - 68.18

 879.80

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



Account Ending In 4130
Payment Due Date 03/26/2024
New Balance \$879.80
Minimum Payment Due \$30.00

Make Check Payable To:

\$ 879.80

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

00007812
 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
02/20	02/20	8559281E300XV3M6M	PAYMENT MAIL THANK YOU GREEN BAY WI	3,855.42-
Total Activity				3,855.42-
Total Fees This Period				0.00
02/29	02/29		Interest Charge on Purchases	0.00
02/29	02/29		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
				Total Amount	\$879.80
02/07	02/07	5526352DPBLHXSZ4E	HARBOR FREIGHT TOOLS29 ALPENA MI CREDIT		63.59-
02/01	02/01	5542950DGMNGNPRRY	THEEVENTSCALPLUGINS 8318547649 MI	731.005 -	99.00
02/01	02/01	7541823DG5KEQQHVV	EIG*CONSTANTCONTACT.CO WALTHAM MA	850.000 -	55.00
02/06	02/06	5526352DNBLHXS4H	HARBOR FREIGHT TOOLS29 ALPENA MI		63.59
02/06	02/06	5270715DN09FLLPP7	THE HOME DEPOT #2760 ALPENA MI	920.002 -	32.17
02/07	02/07	5270715DP09FPGNJL	THE HOME DEPOT #2760 ALPENA MI	930.002 -	36.01
02/10	02/10	5543286DT5ZBDF6TK	DLX FOR SMALLBUSINESS 800-865-1913 MN	727.000 -	347.21
02/13	02/13	5550036DW2DJZHM5P	WALMART.COM WALMART.COM AR	721.003 -	37.91
02/16	02/16	7534533E00MZ7NAXJ	FARONICS TECHNOLOGIES PLEASANTON CA	731.005 -	262.50
02/18	02/18	8271116E1000AH45E	HUMBLEFAX RIDGEWOOD NJ	850.000 -	10.00

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

2024 Total Year-to-Date

Total fees charged in 2024	\$0.00
Total interest charged in 2024	\$0.00



Alpena County George N. Fletcher Public Library

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Director's Report February 21-March 13

Administrative

Signed checks and all paperwork for bills, payroll, deposits
Finalized Board approved edits to the Bylaws
Helped cover circulation desks and process transits
Prepared interview questions and set up interviews
Reached out to the County Clerk and the Equalization Director regarding Millage
Reached out to Dillon and Clare regarding book challenge
Board Reports
Many day-to-day conversations and interactions with staff regarding everything library

Meetings

February 22-Leadership Team
February 23-Strategic Plan Committee
February-Met with Lauren
March 1-Met with Joe and Jessica
March 6-Friends of the Library
March 13-Staff Meeting

Personnel

Interviews with candidates for the Marketing and Programming Coordinator position

Programs and Services

Check out our newsletter for monthly events

Leadership Team Report-March 20, 2024

Jessica, Assistant Director

Posted the Marketing and Programming Coordinator position

Interview with WATZ

Created marketing materials for the library's endowment fund held at CFNEM

Beth, Business Manager

Payroll and Bills-everything Financial

Met with AFLAC representatives

Researched options for QuickBooks as the current version will be unsupported after May 31

Don, Special Collections Department

UMSI students worked on News Project from 2/26-2/29

Did ACC basketball research for ACC anniversary

Scanned William Boulton's photograph album for Marlo to make a physical duplicate

Autumn, Youth Services

Booked two programs for the SRP kickoff and finale

Held a Prom Attire Swap

Created and dropped off book totes for Ella White second grade classes

Nancy, Technology

Ordered and installed four thermal receipt printers

Completed MakerLab budget for 2024

Upgraded and set up two older laptops to be used in the Library of Things for patrons to check out

Tina, Public Services

Added Cricut kit to the Library of Things for patrons to check out

Crafting with Carly starts on March 14 and will be every other Thursday from 12pm-1pm

Created an ongoing puzzle swap shelf for patrons

Meg, Technical Processing

Ordered, Processed/Cataloged all new materials

Helped cover circulation desk several days and processed transits when needed

Searched Webjunction for cataloging courses and made a list of some to pursue

Matt, Facilities

Researched projector screens and found a paint for the wall that would work as a screen-we now have a nice screen on the wall

MONTHLY CIRCULATION REPORT

TO: Alpena County Library Board

FROM: Director - Alpena County Library

February 2024

Monthly Circulation:	2023	2024
Materials Lent	4629	5115
Hotspots		4
E-media Materials	1689	1056
E-Magazines	70	393
Kanopy	429	339
Total Monthly Circulations:	6,817	6,907
Number of Days Open	21	23

Inventory Totals:	2023	2024
Books	55835	54474
Temporary Titles (Magazines)	1844	1727
AV& AV-Equip (CD/BKCD/Toys)	1799	1486
Videos & DVD	2824	3058
Internet, Microform, E-book, Unknown	2859	2399
Total	65,161	63,144

Library Cards:	2023	2024
Total # of Library Card Holders	8,672	8,619

Interlibrary Loans/SIRSI Holds:	2023	2024
# of ILL Requests made (OCLC/MelCat)	140	204
# of ILL Requests filled by ACL	148	97
SIRSI Holds made by Alpena Users (lenc	672	619
SIRSI Requests filled from ACL (borrowe	417	603

Internet Usage:	2023	2024
Public Computer Usage	528	764
Wifi Usage		3996
Year to Date	1,490	7417

In-House Information Services:	2023	2024
# of Information Transactions (+LiveChat	6	184
Special Collections Transactions	61	50
Year to Date	157	454

Additions	Additions	Additions
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Books (Books, Paperbacks & LP)	367	201
A/V (BKCD/Music CD/Toys)	4	9
Objects		3
DVD's	4	32
Magazine	63	57
TOTALS	438	302

Large Conference Room Uses:	Programs	Attendance
General	1	75
Ages 0-5	4	123
Ages 6-11	4	21
Ages 12-18	3	23
Adult	2	31
Public Uses	7	42
TOTALS	21	315

Small Conference Room Uses:	Programs	Attendance
General	8	27
Ages 0-5		
Ages 6-11		
Ages 12-18	1	2
Adult		
Public Uses	11	40
Technical (individual) Help	15	13
Total	27	55

Outreach Programming	1	129
Library Visits		4579
New Cards Issued		98
Special collections use		97

Social Media Stats

Facebook

Post Reach: 32,000 (# of people who saw a post at least once)

Post Engagements: 1,088 (# of Likes, Comments, and Shares)

Total Page Follows: 3,915

Instagram

Total Posts: 27

Total Stories: 3

Accounts Reached: 397 (# of people who saw a post at least once)

Content Interactions: 133 (# of Likes, Comments, and Shares)

Page Followers: 1,236

Patron Area	# Checkouts
Alpena-City	2485
Alpena-Twn	1366
Greene-Twn	65
Long-Rapid	154
MapleRidge	146
Ossineke	180
Other	115
Sanborn	103
Wellington	23
Wilson	140

READ Board Report
March 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: 14
Inactive tutors: 9

Students:

Currently receiving services: 14
Tutoring Hours: January 2024: 72

Book Circulation:

Returned: 4
Checked Out: 10

- We represented Alpena County Library and the READ Program at Project Connect at the Alpena High School on Saturday, February 17th. This was a community support effort by collaborating agencies of the HSCC (Human Services Coordinating Council). We distributed library program information and books. We also networked with various agencies' staff, receiving requests for flyers of the READ Program to distribute.
- Developing "Words & Music" program, with pianist Tom Ferguson, aka Dr. Tom. He will be offering lunchtime music once per month, every second Wednesday.
- The READ Program has been able to offer virtual ESL tutoring to a current READ learner who recently moved to Mt. Pleasant to attend CMU and wished to continue her tutoring. She is meeting weekly with her tutor through Google Meet.

Alpena County George N. Fletcher Public Library



Words and Music

BYO Lunch (and musical appetite) and join **Dr. Tom** for a concert on Wednesday, April 10, noon to 1:00. in the Judith Stillion conference room at the library.

The Songs of Johnny Mercer

He wrote more lyrics in the Great American Songbook than anyone else, collaborating with more than 100 composers. Songs include saloon torch song "One for My Baby (and One More for the Road)", movie songs "Moon River" and "Days of Wine and Roses". Romantic ballads like "Come Rain or Come Shine" and "I Thought About You". Rhythm tunes like "That Old Black Magic". Translations (yes) like "Glow Worm" and "The Summer Wind." Way too many to count! Join Dr. Tom for an entertaining hour. And bring lunch.

The library is planning on offering these noon hour Words and Music with Dr. Tom on the second Wednesday of every month.

This is a Laidback Production: No one will mind if you need to arrive late or leave early—so says Dr. Tom!

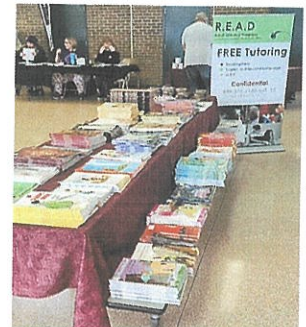
MARCH-APRIL 2024

In this issue:

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Project Connect	1
Low Literacy in the USA	2
Teaching Tip	2

On February 17, **Project Connect**, a recurring event, offered people in need of help access to community resources. Included were health and wellness, education, housing resources and a food distribution.

Attendees also took advantage of free haircuts, health screenings, and many other items. The READ Program joined with more than 20 other non-profit service organizations offering information about our tutoring services and free picture books.



Low Literacy in the USA

READ Adult Literacy Program

211 N. First Ave.
Alpena, MI 49707

989-356-6188 ext. 15
readprogram@alpenalibrary.org

Why does the United States, one of the wealthiest countries in the world, with free public education in every state and school district, have so many adults with low literacy?

These factors have led to low literacy rates:

ESL

- Learning disabilities for immigrants.
- Lack of English language skills for immigrants.
- Immigrants' lack of reading and writing skills in their first language.
- Long waiting lists for adult English language classes for immigrants.

Basic Literacy

- Lack of implementation of reading intervention programs for children in schools.
- Lack of literate adult role models during childhood.
- Family poverty. Limited access to books, educational resources, and enrichment activities. In addition, children who do not have adequate nutrition, a quiet place to read or study, good health care, and whose other basic needs have not been met may lead to low literacy.
- Violence in the community or school. Traumatic experiences, disruptions, anxiety, and fear impedes concentration and hinders engagement in academic activities.
- Leaving school at a young age for personal reasons.
- Moving between schools throughout childhood.
- Lack of resources for diagnosing and remediating learning differences.

Teaching Tips

Simple magazine pictures glued to construction paper can be powerful ESL teaching tools. Consider these possibilities:

People and animal pictures can be used to teach actions, especially high-frequency verbs like *eat, drink, drive, read, study*. They can be used to teach tenses: *walking, walked, walks*. Be sure to have singles and groups so they can practice pronouns: *he/she/they/it* etc.

Vocabulary: furniture, clothing, fruit, vegetables, etc. Limitless categories!

Weather pictures can teach adjectives: *stormy, snowing, cloudy, raining, sunny* or verbs: *raining, snowing, storming*

Comparative pictures: use varied objects to show *big, bigger, biggest*: *Big, small. Light, heavy. New, old, etc.*



Discover. Connect.
Grow.



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

At a regular meeting of the Board of the Alpena County George N. Fletcher Public Library held on the 20th day of March 2024 at 4 PM Eastern time at the Alpena County George N. Fletcher Public Library in Alpena, Michigan there were:

Present:

Absent:

The following preamble and resolution is offered by _____ and seconded by _____.

In order to make a scheduled bond payment due by May 1, 2024, the Library Board of the Alpena County George N. Fletcher Public Library hereby authorizes the Treasurer of Alpena County to transfer \$154,500 from the Library General Fund to the Building Authority of Alpena County.

YES:

NO:

The Resolution was declared adopted.

The undersigned, being the duly qualified Director of the Alpena County George N. Fletcher Public Library, certifies that the foregoing is a true and complete copy of a resolution duly adopted by this Board at a regular meeting held on the 20th day of March 2024, at which a quorum was present and remained throughout and that an original thereof is on file in the records of this Board. I further certify the meeting was conducted, and public notice was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that minutes of such meeting were kept and will be or have been made available as required thereby.

Debra Greenacre, Library Director

DATED: March 20, 2024