



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, May 15, 2024 4:00 pm AGENDA

***Action Needed**

1. Call to Order
2. Approval of Agenda
3. Review and Approval of Minutes April 17, 2024 Board Meeting and Minutes April 15, 2024 Special 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. Material Reconsideration Request Appeal*
 - b. Collection Development Policy Discussion
 - c. Millage Committee Update
10. New Business
 - a. Presentation on Library MakerLab-Nancy, Technology Specialist
11. Board Comments
12. Adjournment

Next Board Meeting: June 19, 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, April 17, 2024, at 4:01 pm. by President Joseph Garber.

Present:

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

Staff: Debra Greenacre, Jessica Luther, Beth DeCaire

Friends: Diane Guigar Pilgrim

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

Review and Approval of Minutes: It was moved by Budd with support from Cornish to accept the minutes from the March 20, 2024, regular meeting and April 3, 2024, special 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 Mantlo and supported by Budd that both sets of bills as presented be approved. The motion passed.

Director and Leadership Team Report: The written report was reviewed. Greenacre explained that there have been thefts of the battery packs operating the automatic soap dispensers in the public restrooms. Luther gave an overview of upcoming programs.

Friends of the Library Report: Guigar Pilgrim reported that the Friends of the Library Board will be electing officers at their May 1, 2024, meeting and working on fundraising ideas. She shared that they are hoping to open a year-round used bookstore in June.

Public Comment:

Dorothy Boyk, Maple Ridge, stated that the American Library Association elected a Marxist as their President and ALA leadership is encouraging the grooming of young children. She suggested that the professional library staff be terminated and replaced with minimum wage workers. She added that she will not vote to fund the library.

Mark Hunter, Alpena, shared that he is disappointed with the Board of Trustees' Bylaws. He stated that he looked into the placement of the title *All Boys Aren't Blue* at other libraries in the state and found that some had it in the adult section and others in the YA section. He asked what the selection process was for joining the library's Teen Advisory Board and mentioned that when he was a board member, he had asked that members of the group present at a board meeting.

Shaelyn Lampinen, ACC student, stated that books like *All Boys Aren't Blue* are important for teens experiencing difficult life situations. She asked if the book would have been an issue if the characters had been heterosexual.

Julie Byrnes, Alpena, read from *All Boys Aren't Blue* and stated that a book like this would not help someone experiencing incestual assault. She stated that publishers should not be determining what audience books are appropriate for and that librarians are not needed for a library if that is the case.

Abigail Platt, ACC student, stated that YA literature fills a necessary role in reflecting diverse life experiences and a wide range of themes. Ultimately, it is up to the reader to determine their maturity level when reading about these experiences and themes. She added that harmful information and images can be found anywhere but books are a safe place to discover these themes.

Nycki Cuddie, Alpena resident and educator, stated she spends her days with kids in grades 6-12, she emphasized that they have access to the internet and it is the job of a parent to monitor their children, not the library.

Jen Myers, Presque Isle County, requested that regulations be put into place on the placement of books within the collection and the use of a ratings system. She asked how she can submit a question to the board and stated that she had filed appeals for the reconsideration of two books, *It's Perfectly Normal* and *All Boys Aren't Blue*.

Kaitlyn Moffat, Alpena, asked that there be a healthy conversation about what materials are coming in and out of the library and how the community can assess the content. She asked what evidence there was to support the benefits of reading books like *All Boys Aren't Blue* for survivors and stated that in her professional opinion as a mental health care professional, it would likely cause secondary trauma.

Dr. Donald Spaeth stated that he felt that some of the library trustees are uncomfortable with the American Library Association. He added that exposure to sexual content should not happen before puberty so as not to interfere with brain development. He provided Garber with additional petition signatures.

Molly Stepanski, Alpena business owner and Alpena Public School parent, asked the trustees why a small group of people should be allowed to dictate what is available in the library and where. Stepanski shared the verbiage of an online petition requesting that the board follow the guidelines set forth by ALA, the

Michigan Library Association, and the library profession. She stated she had 600 signatures on the petition.

Sarah Waters, Alpena, stated she agreed with Stepanski's statements and delivered a letter to the board.

Nonie Muller, Alpena, shared that she was a retired registered nurse working in mental health care. She stated that mental health issues cannot be solved by reading a book. She added that the members of the community pay for the library and want a say in what the library does. They would like to know what all of the policies and procedures are for the library.

Old Business:

- A. **Millage:** The Board of Trustees held a special meeting on April 15, 2024, to approve new ballot language requesting a renewal of the .7462 mill for ten years. The ballot language will be presented to the Alpena County Commissioners on April 23, 2024.

New Business:

- A. **Community Foundation Funds Request:** A resolution was presented authorizing Greenacre to request \$3,190 from the Community Foundation Fund for the purchase of a book bike. It was moved by Cornish with support from Mantlo to approve the resolution. The motion passed. A signed copy of the resolution is attached to the minutes.
- B. **Unauthorized Agenda Addition:** Budd read from the State of Michigan's Oath of Office for public officials. He stated that he wanted to be clear that there is no requirement for him to pledge an oath to the American Library Association or the Michigan Library Association.
- C. **Presentation Clare Membiela, Library Law Consultant, Library of Michigan:** Membiela presented on the legal and fiduciary responsibilities of the Library Board of Trustees and Library staff in terms of material challenges and the relocation of items. She advised the board to consult with their lawyer before making any decisions regarding the relocation of an item. A memo was provided to the trustees. A copy of the memo is attached.

(Meek arrived at 5:17 pm)

- D. **Material Reconsideration Request Appeal:** The Board of Trustees received an appeal to the January 9, 2024, decision by the Library's Reconsideration Committee to not relocate the book *All Boys Aren't Blue* from the Teen/YA Collection to the Adult Collection. Meek stated that he did not think there was anything within the collection guidelines that indicate the book should be moved. Cornish agreed with Meek and shared that it is the right of a parent to determine what their child can and cannot read. She does not agree with moving the book. Budd stated that he was reviewing the timeline for the material challenge and felt strongly that one of the steps had been missed and needed to be revisited since a one-on-one meeting with the requestor had not been held. Luther replied that a response had been sent to the requestor and no meeting had been requested. Luther requested a closed session be held since there was an implied complaint that library processes were not followed. Budd asked that the requestor be allowed to join the closed session. This was denied. Greenacre requested a closed session. This was denied. Cornish suggested that the board seek legal advice before moving any further on this issue.

Budd moved with support from Meek that Greenacre and two board members meet with the requestor and members of the group they are representing within the next 7-10 days. The motion passed with Mantlo in opposition and Cornish abstaining.

Board Comment:

Garber requested that the Policy Committee meet soon.

Adjournment: It was moved by Meek with support from Cornish to adjourn the meeting. Garber declared the meeting adjourned at 6:37 pm. The next regular meeting will be Wednesday, May 15, 2024, at 4:00 pm.

Respectfully submitted,

Michelle Cornish
Secretary

Jessica Luther
Recording Secretary

**Minutes of a Special Meeting of the
Alpena County George N. Fletcher Public Library
Board of Trustees**

Call to Order: A special meeting of the Alpena County Library Board of Trustees was called to order on Monday, April 15, 2024, at 11:31 am. By President Joseph Garber.

Present:

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

Staff: Debra Greenacre

Excused: Dustin Budd

Approval of Agenda: There were no additions to the agenda.

Old Business:

- A. Millage: Ballot Language and Resolution:** It was moved by Cornish with support from Meek to adopt a resolution to approve the ballot language for the millage request of a renewal of .7462 that expired in 2023. The motion passed.

Other: Garber asked the Board of Trustees if they received letters from ALA, MLA, Superiorland and Dillon Geshel regarding the book appeal. Cornish, Meek and Mantlo have received them. Cornish and Garber can attend the County Commissioners' meeting on Tuesday, April 23, 2024. Discussion took place regarding Clare Membiela's presentation on Wednesday and that Board Members should get questions to Debra prior to the meeting. The Board received a letter from the Girl Scouts thanking the Library for their support of their Silver Award Project that Don LaBarre helped them with.

Adjournment: Garber declared the meeting adjourned at 11:45am. The next regular meeting will be Wednesday, April 17, 2024, at 4pm.

Respectfully submitted:

Michelle Cornish
Secretary

Debra Greenacre
Recording Secretary

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

	Jan - Apr 24	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
403.000 · Millage	1,095,953.96	1,098,014.00	-2,060.04	99.8%
566.006 · Director's Salary Reimbursement	1,208.72	5,000.00	-3,791.28	24.2%
573.000 · Local Comm. Stabilize Share Tax	25,504.98	70,000.00	-44,495.02	36.4%
574.000 · State Aid	14,554.02	29,314.00	-14,759.98	49.6%
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	6,510.11	5,000.00	1,510.11	130.2%
581.007 · Gifts/Grants-Undesignated	90.67	5,000.00	-4,909.33	1.8%
602.000 · Author Income	2,166.54	15,000.00	-12,833.46	14.4%
607.002 · Photocopy Fees	2,119.98	4,500.00	-2,380.02	47.1%
607.003 · Out of District Fees	364.92	1,500.00	-1,135.08	24.3%
642.002 · Merchandise Sales	67.00	50.00	17.00	134.0%
658.000 · Book Fines	171.00	100.00	71.00	171.0%
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	114.18	300.00	-185.82	38.1%
665.000 · Interest on Investments	2,970.97	1,000.00	1,970.97	297.1%
667.000 · Conference Room Rental	270.47	100.00	170.47	270.5%
674.001 · Library Improvement Fund	7,975.00	10,000.00	-2,025.00	79.8%
674.004 · Friends of the Library	5,352.67	5,000.00	352.67	107.1%
674.005 · READ for Adults Program	0.00	400.00	-400.00	0.0%
674.007 · Special Collections- Income	45.00	15,000.00	-14,955.00	0.3%
674.200 · Cook Endowment Fund	0.00	5,000.00	-5,000.00	0.0%
676.000 · Miscellaneous	166.98	500.00	-333.02	33.4%
Total Income	1,165,612.40	1,372,328.00	-206,715.60	84.9%
Gross Profit	1,165,612.40	1,372,328.00	-206,715.60	84.9%
Expense				
701.000 · Salaries/Per Diem	186,406.19	631,060.00	-444,653.81	29.5%
710.000 · Social Security/Medicare	13,851.20	49,000.00	-35,148.80	28.3%
710.001 · Retirement/MERS	34,904.12	109,000.00	-74,095.88	32.0%
710.002 · Hospitalization	30,205.76	105,040.00	-74,834.24	28.8%
710.003 · "In Lieu of..." Hospitalization	4,000.00	10,500.00	-6,500.00	38.1%
710.005 · Life Insurance	436.76	1,500.00	-1,063.24	29.1%
710.006 · Workers Compensation	43.00	1,100.00	-1,057.00	3.9%
727.000 · Office Supplies	2,327.47	7,800.00	-5,472.53	29.8%
727.001 · Postage	381.84	1,200.00	-818.16	31.8%
728.000 · Special Collections- Expense	838.38	3,000.00	-2,161.62	27.9%
728.001 · Cook Endowment - Expense	500.00	5,000.00	-4,500.00	10.0%
730.000 · Book Collection	6,520.55	40,000.00	-33,479.45	16.3%
731.000 · Databases	2,134.74	6,000.00	-3,865.26	35.6%
731.001 · E- Media Services	2,850.00	2,850.00	0.00	100.0%
731.002 · Periodicals	3,336.75	3,500.00	-163.25	95.3%
731.003 · Audio/Visual	1,364.89	6,000.00	-4,635.11	22.7%
731.004 · Technology Hardware	1,109.71	3,000.00	-1,890.29	37.0%
731.005 · Technology Software	674.33	3,000.00	-2,325.67	22.5%
732.000 · Equipment	1,461.99	2,000.00	-538.01	73.1%
735.006 · Gifts/Grants Designated	1,602.23	5,000.00	-3,397.77	32.0%
801.000 · UPRLC/SIRSI fees	8,101.96	33,000.00	-24,898.04	24.6%
801.001 · RIDES	0.00	5,000.00	-5,000.00	0.0%
801.002 · ILL (Interlibrary Loans)	121.99	400.00	-278.01	30.5%
801.003 · Unique Mgmt.	29.55	200.00	-170.45	14.8%
801.101 · County Settlements	88.95	392.00	-303.05	22.7%
802.000 · Professional Services	2,013.58	4,000.00	-1,986.42	50.3%
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	2,062.50	4,161.00	-2,098.50	49.6%
850.000 · Communications	6,377.27	14,000.00	-7,622.73	45.6%
860.000 · Travel	0.00	2,000.00	-2,000.00	0.0%
920.000 · Utilities	13,045.34	37,000.00	-23,954.66	35.3%
930.000 · Repair/Maintenance-General	2,258.29	3,500.00	-1,241.71	64.5%
930.001 · Repair/Maintenance-HVAC	0.00	21,000.00	-21,000.00	0.0%

9:40 AM

05/07/24

Accrual Basis

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

	<u>Jan - Apr 24</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
930.002 · Repair/Maintenance-Supplies	1,541.91	5,500.00	-3,958.09	28.0%
955.000 · Friends of the Library Expenses	6,550.07	5,000.00	1,550.07	131.0%
956.002 · Programs Expense	866.76	12,000.00	-11,133.24	7.2%
965.000 · READ for Adults	488.60	1,300.00	-811.40	37.6%
969.001 · Copy Machine Expense	3,804.92	12,000.00	-8,195.08	31.7%
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	202.00	1,000.00	-798.00	20.2%
991.000 · Debt Service - Principal	125,000.00	125,000.00	0.00	100.0%
992.000 · Debt Service - Interest	29,500.00	57,125.00	-27,625.00	51.6%
Total Expense	<u>502,883.20</u>	<u>1,372,328.00</u>	<u>-869,444.80</u>	<u>36.6%</u>
Net Ordinary Income	<u>662,729.20</u>	<u>0.00</u>	<u>662,729.20</u>	<u>100.0%</u>
Net Income	<u><u>662,729.20</u></u>	<u><u>0.00</u></u>	<u><u>662,729.20</u></u>	<u><u>100.0%</u></u>

Alpena County Library
Balance Sheet
As of April 30, 2024

	Apr 30, 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	26,086.45
016.000 · Cash with County	955,707.37
Total Checking/Savings	983,493.82
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	2,198,743.00
TOTAL ASSETS	2,198,743.00
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	662,729.20
Total Equity	1,122,909.58
TOTAL LIABILITIES & EQUITY	2,198,743.00

Fund 721 LIBRARY PENAL FINE FUND

GL Number	Description	Balance
*** Assets ***		
721-000-002.000	SAVINGS	97,303.43
Total Assets		97,303.43
*** Liabilities ***		
721-000-272.000	UNDIST INT INC	134.30
721-000-273.000	UNDISTRIB FINES	97,169.13
Total Liabilities		97,303.43
*** 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		97,303.43

4:42 PM
05/07/24

Alpena County Library
Vendor Balance Detail
As of May 7, 2024

	<u>Date</u>	<u>Num</u>	<u>Split</u>	<u>Amount</u>
Amazon Capital Services	05/07/2024	11RY-JD37-JH7G	-SPLIT-	806.14
Authors Unbound	05/07/2024	4544	803.000 · Authors	5,100.00
Book Page	05/07/2024	S82574	955.000 · Friends of the Library Expense	414.00
Foster, Swift, Collins & Smith, P.C.	05/07/2024	883055	802.000 · Professional Services	637.00
Frontier	05/07/2024	04/2024	850.000 · Communications	270.05
GFL Environmental	05/07/2024	0065691526	930.000 · Repair/Maintenance-General	64.11
Hartford	05/07/2024	136466511406	710.005 · Life Insurance	107.40
Ingram Library Services	05/07/2024	81243548-81664426	730.000 · Book Collection	1,968.24
John Smolens	05/07/2024	05/02/2024	956.002 · Programs Expense	89.00
MERS Mich. Employ. Retire. Serv.	05/07/2024	00154441-1	710.001 · Retirement/MERS	8,424.28
New Readers Press	05/07/2024	25531	965.000 · READ for Adults	170.39
Nicolet National Bank - MC	05/07/2024	04/30/2024	-SPLIT-	994.34
Sherwin Williams	05/07/2024	1106-7	930.000 · Repair/Maintenance-General	11.98
Superiorland Library Cooperative	05/07/2024	4360	801.000 · UPRLC/SIRSI fees	7,277.01
T-Mobile	05/07/2024	979300803 3/21-4/20	850.000 · Communications	198.95
TOTAL				<u><u>\$ 26,532.89</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	\$984.30	Statement Closing Date	04/30/2024
Payments and Credits	\$984.30	Days This Period	30
Purchases and Debits	\$994.34	Credit Limit	\$10,000.00
Cash Advances	\$0.00	Available Credit	\$9,005.00
Fees	\$0.00	Cash Limit	\$3,000.00
Finance Charges	\$0.00	Available Cash	\$3,000.00
New Ending Balance	\$994.34		
		Payment Due Date	05/26/2024
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.

728.000 - 105.82
731.003 - 75.60
731.005 - 299.50
735.006 - 119.93
756.002 - 4.97
850.000 - \$65.00
930.000 - 165.12

955.000 - 159.00

total 994.34

RECEIVED
Acct.# 5.7.24

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



Account Ending In 4130
Payment Due Date 05/26/2024
New Balance \$994.34
Minimum Payment Due \$30.00

Make Check Payable To:

\$ 994.34

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

00008860
0105

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
04/16	04/16	8559281FV00XSN7GL	PAYMENT MAIL THANK YOU GREEN BAY WI	984.30-
Total Activity				984.30-
Total Fees This Period				0.00
04/30	04/30		Interest Charge on Purchases	0.00
04/30	04/30		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	\$994.34
04/01	04/01	7541823FQ5PDBJGA3	EIG*CONSTANTCONTACT.CO WALTHAM MA	850.010 -	55.00
04/01	04/01	5270715FD09FT3ZNV	THE HOME DEPOT #2760 ALPENA MI	930.000 -	71.94
04/01	04/01	8271116FQ000GZ1VP	REMOTEPG 818-275-5909 CALABASAS CA	731.005 -	299.50
04/08	04/08	5550036FK2E6YN1LY	WALMART.COM WALMART.COM AR	731.003 -	75.60
04/11	04/11	5543286FP5VYKRSBV	THE HOME DEPOT 2760 ALPENA MI	69.97 - 930 >	228.97
04/15	04/15	5554750FS61AXHHFA	HAGLEY MUSEUM & LIBRAR WILMINGTON DE	159 - 955	20.00
04/17	04/17	7541823FW5RH62MXA	ANC*FOLD3.COM 18006130 LEHI UT	728.010 -	49.95
04/18	04/18	5543286FX5XT8B5KP	WALMART.COM 800-925-6278 AR	756.002 -	4.97
04/18	04/18	8271116FX0008B69L	INTERCAMBIOESLRESOURCE BOULDER CO	735.006 -	119.33
04/18	04/18	8211755FX0004K7B9	HUMBLEFAX RIDGEWOOD NJ	850.000 -	10.00
04/23	04/23	7541823G25RXW9EJ4	WEB*JUSTHOST.COM BURLINGTON MA	725.000 -	35.87
04/26	04/26	5270715G609FY9TW2	THE HOME DEPOT #2760 ALPENA MI	930.000 -	23.21

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

Director's Report April 10-May 8

Administrative

Signed checks and all paperwork for bills, payroll, deposits
Worked with Library Attorney on Millage documents
Emailed Millage Election documents to County Clerk
Worked on proposed edits to the Employee Handbook with input from Beth and Jessica-will present to the Board Personnel Committee
Drafted Special Meeting Minutes
Emailed Community Foundation for funds for the bookbike
Jessica and I met with Special Collections Department to discuss how to move forward after Don's departure
Board Reports
Many day-to-day conversations and interactions with staff regarding everything library

Meetings

April 10-Dillon and Clare regarding Book Appeal
April 15-Special Board Meeting
April 15-Millage Committee Meeting
April 16-Children's Book Salesperson
April 22-Meeting with STAC group, Joe, Lauren and Nancy
April 23-County Commissioners' Meeting
May 1-Friends of the Library Meeting
May 8-All staff meeting
Many individual and team staff meetings



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

Personnel

Don has resigned from Head of Special Collections and Marlo will be taking back over as Head of Special Collections. Carly is moving from Library Assistant (18 hours per week) to Information Services Specialist (34 hours per week). Tina is moving from Circulation Services Manager to Youth Services. We are splitting the Youth Services Department with Tina focusing on children up to age nine and Autumn focusing on tween and teens.

Programs and Services

Check out our newsletter for monthly events
Summer Reading Program begins June 15

Leadership Team Report-May 15, 2024

Jessica, Assistant Director

Completed final report for Great Michigan Read

Interviews with WATZ and Darby Hinkley regarding library programs and services

Submitted funding request to United Way for a second hygiene cabinet-received \$1,000

Beth, Business Manager

Payroll and Bills-everything Financial

Finalized breakroom upgrade options with Well-being Committee Members

Contacted US Bank and Xerox to obtain information on upcoming copy machine lease contract expiration

Don, Special Collections Department

April 1923 Flood program with Besser-25 attendees

NEMGS tour of Special Collection-15 attendees

Pat Labadie and team tour of collections-4 attendees

Autumn, Youth Services

Planning Flower Fest storytime

Hosted All Saints Kindergarten visit-15 students

Animal Experience Program-200 plus in attendance! We hosted 2 goats, 2 rabbits, a miniature mule, several litters of kittens, 2 types of geckos, a corn snake, a parrot, and a bearded dragon.

Nancy, Technology

MakerLab is open 1st Saturday of the month

Help Desk Program for staff is set to launch on May 20

Planning MakerLab activities for the summer

Tina, Public Services

Met with Amber from Huron Pines to go over Garden Celebration May 11

New Library of Things added to the collection-two metal detectors, an additional outdoor movie kit, yard Yahtzee, two DVD players (both currently checked out), a nature adventure backpack, two birding backpacks, giant sorry game and corn hole toss game

Pre-eclipse celebration brought in 133 participants who wanted glasses and some stayed for the activities

Meg, Technical Processing

Ordered, Processed/Cataloged all new materials

Proctored two exams for patrons

Helped cover circulation desk several days and processed transits when needed

Matt, Facilities

Working on new display case for Special Collections and Library exhibits

MONTHLY CIRCULATION REPORT

TO: Alpena County Library Board

FROM: Director - Alpena County Library

April 2024

Monthly Circulation:	2023	2024
Materials Lent	5,432	5,241
Hotspots		7
E-media Materials	1133	965
E-Magazines	88	313
Kanopy	298	252
Total Monthly Circulations	6,951	6,778
Number of Days Open	24	26

Inventory Totals:	2023	2024
Books	56,654	54,013
Temporary Titles (Magazines)	1,865	1691
A/V (CD/BKCD/Toys)	1,773	1439
Videos & DVD	2,855	3081
Internet, Microform, E-book, Unknown	2,777	2401
Total	65,924	62,625

Library Cards:	2023	2024
Total # of Library Card Holders	8,775	9,240

Interlibrary Loans/SIRSI Holds:	2023	2024
# of ILL Requests made (OCLC/MelCat) (borrowed)	174	158
# of ILL Requests filled by ACL (lending)	115	110
SIRSI Holds made by Alpena Users (lending)	609	502
SIRSI Requests filled from ACL (borrowed)	607	549

Internet Usage:	2023	2024
Public Computers Usage	742	791
Wifi Usage		4446
Year to Date	2581	13551

Information Services:	2023	2024
# of Information Transactions	144	307
Special Collections Transactions	72	69
Year to Date	468	1141

Additions- Items created	Additions	Additions
Books (Books,Paperbacks & LP)	364	191
A/V (CD/BKCD)	1	0
Objects	0	11
DVD	32	8
Magazines	58	55

TOTAL	455	265
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Large Conference Room Uses:	Programs	Attendance
General	2	333
Ages 0-5	3	95
Ages 6-11	3	17
Ages 12-18	1	21
Adult	5	96
Public Uses	12	382
TOTALS	26	944

Small Conference Room Uses:	Programs	Attendance
General	10	24
Ages 0-5	5	20
Ages 6-11		
Ages 12-18	3	20
Adult		
Public Uses	17	90
Technical (individual) Help	18	21
Total	43	151

Outreach Programming	1	625
Library Visits		6030
New Cards Issued		102
Special collections in-person use		83

Social Media Stats

Facebook

Post Reach: 47,000 (# of people who saw a post at least once)

Post Engagements: 1500 (# of Likes, Comments, and Shares)

Total Page Follows: 4000

Instagram

Total Posts: 11

Total Stories: 9

Accounts Reached: 497 (# of people who saw a post at least once)

Content Interactions: 214 (# of Likes, Comments, and Shares)

Page Followers: 1,200

Patron Area	# Checkouts
Alpena-City	2497
Alpena-Twn	1379
Grean-Twn	84
Long-Rapid	135
MapleRidge	139

Ossineke	174
Other	168
Sanborn	132
Wellington	11
Wilson	182

READ Board Report
May 8, 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: 17
Inactive tutors: 8

Students:

Currently receiving services: 17
Tutoring Hours: March 2024: 155.75

Book Circulation:

Returned: 13
Checked Out: 18

- The READ Program presented at the monthly library staff meeting. Through our Google slides presentation, we were able to give an overview of the READ Program's mission, and it's valuable service to our community.
- Attended the HSCC (Human Service Coordinating Council) meeting. Along with over 40 other nonprofit organizations in our community, we were able to share information about the READ Program.
- During 2023:
 - 158 READ Program books and/or materials were used by tutors and their learners
 - Tutors reported 1,125 tutoring hours (including preparation time for lessons). The Independent Sector estimates the value of a volunteer hour in 2023 as \$33.49. Therefore, the value of the tutor hours in 2023 equates to \$37,676.
 - Nine new tutors attended new tutor training (5 attended the training in person at the library and 4 participated in ProLiteracy's online tutor training).

Alpena County George N. Fletcher Public Library



Where can you find a lovelier place than Alpena in the Spring? It's fairly bursting out there with trees opening their blooms and newborn leaves to the sun, tulips and crocuses pushing through, robins bobbing in the grass...

As the season changes we thought you may enjoy an update on R.E.A.D. Program activities. You tutors have been busy! We currently offer services to seventeen learners: two for math instruction (GED and high school), five for basic literacy, and ten for ESL (from Mexico, China, Korea, Brazil, Lebanon). Your impact on improving lives is clearly present. Thank you!

After Memorial Day, the R.E.A.D. office will be staffed on Wednesday mornings only (9—noon) and this continues through the summer. We are available other times if you need us, just let us know.

June brings no changes to the library's hours, which are Monday –Thursday 9am-8pm, Friday 9 am-7pm, Saturday 9am-4pm and closed Sunday.

Enjoy these lovely days!

MAY—JUNE 2024

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The library enjoyed its first Words & Music, with 'Dr. Tom' Ferguson and the piano. The songs of Johnny Mercer - including "Moon River," "Accentuate the Positive," and "One for My Baby (and

One More for the Road) - brought smiles and tapping toes to all. This will happen the second Wednesday of every month. Mark May 8th on your calendar for music of performers at Detroit's legendary Flame Show Bar.



READ Adult Literacy Program

211 N. First Ave.
Alpena, MI 49707

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

Thank You

Thank you for your commitment to improve literacy in our community. Your willingness to share your time and your talents is making Alpena a better place to live! READ tutor volunteers contributed approximately 1,125 hours in the last year. The Independent Sector, a leadership forum for charities, values volunteer time in 2023 at \$33.49 per hour. Using those figures, the Alpena READ volunteers contributed more than \$37,676.00 in the past year. Thank you for your contribution to our program.



Teaching Tips

Who doesn't love a good podcast? With an ESL learner, podcasts can be a perfect way to combine language learning with cultural lessons, or provide a listening-focused activity to learn new vocabulary, topics or pronunciation.

6 Ways to Use Podcasts with ESL learners

1. Listening activities—focused listening. Website may provide transcripts to help with planning.
2. Fill-in-the-blank activities - if you have the transcript, print it and delete certain words. Learner listens to fill in the blank.
3. Introducing a new topic - you can listen first to familiarize yourself or to select most relevant segments.
4. Summarizing - Learner listens to podcast then writes a summary
5. Listening for tone and fluency - learners can hear English spoken in a natural way
6. Learning about American Culture - curious ESL learners can expand their knowledge of topics of interest

Try these: **Everybody ESL** <https://everybodyesl.simplecast.com/>

Pronunciation <https://pronunciation.com/podcast-archives>



*Discover. Connect.
Grow.*

MAYORAL PROCLAMATION

MAY IS GARDEN MONTH IN THE CITY OF ALPENA

Monday, May 6, 2024

WHEREAS, the Friends of Alpena Area Gardens was formed in 2023 as a collaborative effort to beautify gardens throughout the City of Alpena; and

WHEREAS, individuals from the Alpena Senior Citizen Center, Huron Pines, Alpena Garden Club, Pied Piper School, the Master Gardener Program, the Alpena Downtown Development Authority, and the City of Alpena have collaborated to bring the group's projects to life and raise awareness of the City's Adopt-A-Garden program; and

WHEREAS, the group's efforts have resulted in an increase in adoptions of the City's gardens by various citizens and community service groups; and

WHEREAS, the group's efforts have also increased partnerships between various public, private, and educational entities to beautify areas within the City with additional flowers and garden spaces;

WHEREAS, the group has organized events each weekend in May to beautify City gardens and raise awareness about ways to get involved with the group's efforts including;

A Sip Cider & Dish Dirt event at Presque Isle Farm Cider on May 4;

The Piped Piper Spring Plant Sale on May 10 and May 11;

Storytime in the Garden with Alpena County George N. Fletcher Public Library on May 11;

An Invasive Species Walk & Talk with Huron Pines along the Great Lakes Maritime Heritage Center with Huron Pines on May 18;

The Downtown Flower Planting & Clean-Up Day on May 25; and

WHEREAS, the Friends of Alpena Area Gardens intends to organize events each May moving forward to encourage the positive benefits of gardening and encourage community involvement to tend to gardens throughout the City;

NOW, THEREFORE, I, Cindy Johnson, by virtue of the authority vested in me as Mayor of the City of Alpena, DO HEREBY PROCLAIM,

MAY AS GARDEN MONTH WITHIN THE CITY OF ALPENA.

Signed, at Alpena, Michigan on this 6th day of May, 2024.

Cindy Johnson, Mayor