

Alpena County George N. Fletcher Public Library
Board of Trustees Regular Meeting
Wednesday, August 21, 2024, at 5:00 pm
Agenda

1. Call to Order
2. Approval of Agenda
3. Review and Approval of Minutes from July 22, 2024, and August 12, 2024, Meetings
4. Financial Reports
5. Review and Approval of Bills
6. Leadership Team Report
7. Friends of the Library Reports
8. Public Comment
9. Old Business
 - a. Director Search
 - b. Interim Director/Additional Duty Stipends
 - c. Collection Development Policy
 - d. Foster Swift Letter of Engagement
10. New Business
 - a. Equitable Signatories Update
 - b. FOIA policy
 - c. Dee Newport Fund Request
 - d. 2023 Audit Report
11. Other
12. Adjournment

**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 Monday, July 22, 2024, at 5:00 pm. by President Joseph Garber.

Present:

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

Staff: Debra Greenacre, Jessica Luther, Beth DeCaire

Friends: Diane Guigar Pilgrim

Excused: Michelle Cornish, Quintin Meek

Approval of Agenda: Garber added an item to designate new signatory privileges to the agenda.

Review and Approval of Minutes: It was moved by Budd with support from Mantlo to accept the minutes from the June 19, 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 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 added that the book bike and new copy machines had arrived. She thanked those members of the community who have demonstrated their support for the library staff.

Friends of the Library Report: Guigar Pilgrim reported that the bookstore sales are steady but slow. The annual book sale is scheduled for the week of August 5th and they are looking for volunteers.

Public Comment:

Bruce Heath, Sanborn, read from a book about a LGBTQ teen he checked out from the teen section.

Judi Stillion, Alpena, former library director, stated her support for the staff and the board.

Molly Stepanski, Posen, Alpena business owner, spoke against the removal of books, expressing that there are diverse needs within the community. She expressed concern that there are library trustees seeking to undermine the library.

Alison Borowski, Alpena, shared a statement from a friend who was unable to attend in support of the library. She shared that she grew up at the library and access to books helped her overcome a reading comprehension issue and would not have been able to pass AP Literature and Language classes without it.

Doug Pugh, Alpena, affirmed his support of the library, appreciates the services being provided, and regrets the difficulties the library is facing.

Julie Byrnes, Alpena, read selections from *Let's Talk About It: The Teen's Guide To Sex, Relationships, And Being A Human*.

Michael Kramer, Alpena, expressed his disgust that the library is pitting the community against itself.

Jon Fitzpatrick, Alpena, thanked the library board and staff. He expressed that the library was very valuable and has offered good resources for children whose parents may not be comfortable talking about certain topics.

Nonie Muller, Alpena, read from *All Boys Aren't Blue* and stated that children are being groomed by reading books like it.

Paige Allia, Alpena, stated that access to educational materials is essential to preventing sexual violence in our communities.

Diane O'Connor, Alpena, shared that her father, Quentin Lund was the chair of the library board when the library was built and he would have expressed admiration and gratitude to the library staff and board for holding up everyone's First Amendment rights.

MaryAnn Crawford, Alpena, stated that she would hate to see the library close and encourages everyone to vote yes on the millage renewal.

Julie Gandulla, Alpena, addressed those in opposition to the library and said a rational solution is needed. This issue does not justify cutting off library services.

Mark Hunter, Alpena, addressed the question of appointing an interim director, recommending the appointment of Tina Markowski. He stated that Markowski has the necessary degree and would be a good choice as the permanent director. He warned the board that the commissioners will likely try and replace them.

Stacie Anderson, Alpena Township, stated that as a parent it is her choice what her children check out from the library. She added that the community is changing and the library needs to reflect those changes. She thanked the board and staff for their service.

Taylor Oliver, Alpena, shared a story about her daughter almost stumbling upon a book with what she described as graphic content. She stated that if the millage doesn't pass it is the fault of the library staff.

Sara Grochowski, Alpena, stated that moving a book from the children's area to the adult area is what is referred to as soft censorship.

Dion Stepanski, Posen, Alpena business owner, stated that these books demonstrate real human experiences and help counter the pornography heavy culture. He stated that educational books are just that, educational.

Karen Hansen, Alpena, shared that she had sexual education classes in 6th or 7th grade at St. Bernard's school and they listened to sex tapes as part of it.

Diane Bauer, Alpena, stated that she thinks it is weird to put a children's book in the adult section.

William Bushey, Alpena, shared that the library provides resources for everyone and every child should have access to what they need. He stated that he uses the library to study and it would be a shame to shut down the only place people can go to study.

Cindy Johnson, Alpena, expressed her empathy for the staff and board at this time. She extolled the value of the library providing access to lifelong learning, programs, books, and services to everyone regardless of income. She stated that the library is a community hub where connections are made.

Old Business:

- A. Collection Development Policy:** Garber reported that the attorney had only recently sent back the review of the proposed age-appropriate standards and the discussion on that feedback will need to occur when all board members are available. Luther shared the updates to the caregiver and parental resources. She stated that she and the youth services department are working on reorganizing the youth nonfiction based on the "browse" system to make it more navigable.

New Business:

- A. Bond Administration Payment:** A resolution to transfer funds from the Library General Fund to the Building Authority for the bond administrative fee in the amount of \$500 was presented. It was moved by Mantlo with support from Budd to adopt the resolution as presented. The motion passed. A copy of the resolution is attached to the minutes.
- B. General Legal Advice:** Garber requested that the board engage Foster Swift to consult with on legal issues as needed. Budd requested that the cost and scope be presented to the full board.
- C. Director Search:** It was moved by Budd with support from Mantlo to authorize the Library Personnel Committee to begin the process of assembling a search committee and to reach out to Brian Mortimore for his advice as the hiring consultant.

- D. Interim Director:** The Library Personnel committee recommended the appointment of Luther as Interim Director for a period of 30 days to be reassessed at that time. Budd stated he did not support the appointment. It was moved by Garber with support from Mantlo to appoint Luther with a pay increase for her and DeCaire to be determined at a later date. The motion passed with Budd in opposition.
- E. Presentation: Youth Department-** Tina Markowski and Autumn Tencate presented on the Summer Reading Program and upcoming activities.

Board Comment:

Budd expressed his frustration at the length of time spent on the book challenge discussions and feels that the root cause of the issue has not been addressed. He added that he does not support children being exposed to sexually graphic material.

Mantlo shared that the community's concerns have not fallen on deaf ears and feels that reclassifying the youth collection is a good compromise, she added that the job of a library trustee is to uphold the Constitution.

Garber stated that the discussion on the book challenges are not a simple matter and that moving books is not the right solution. He stated that the board has stayed true to the fundamentals of free speech and the Constitution.

Adjournment: It was moved by Budd with support from Mantlo to adjourn the meeting. Garber declared the meeting adjourned at 6:51 pm. The next regular meeting will be Wednesday, August 21, 2024, at 5:00 pm.

Respectfully submitted,

Joseph Garber
President

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 meeting of the Alpena County Library Board of Trustees was called to order on Monday, August 12, 2024, at 5:00 p.m. by President Joseph Garber.

Present:

Board of Trustees: Joseph Garber, Dustin Budd, Michelle Cornish, Lauren Mantlo, Quintin Meek
Staff: Jessica Luther, Beth DeCaire

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

Public Comment:

Sara Grochowski, Alpena resident, thanked the board of trustees for their service and asked the Friends of the Library to fund the necessary equipment to record and post meetings online.

Cindy Johnson, Alpena and Mayor of the City of Alpena, offered congratulations on the library's operating millage passing and noted continued support for the library from many in the community.

Bruce Maxwell, Ossineke resident, stated many in the community support the library and the board of trustees. He expressed the right to read should be protected.

Old Business:

- A. Director Search:** It was moved by Meek with support from Mantlo to obtain quotes from at least two independent consultants with the intent of hiring a consultant to search for the new library director. The motion passed. Cornish questioned if the consultant's contract might guarantee the new library director remain employed at the library for a specified period of time.
- B. Collection Development Policy Update:** Garber requested that the trustees review the policy draft sent by Foster Swift, an age-appropriate guidelines document, and the response document from the attorney for the August 21st regular meeting.

New Business:

- A. Nicolet Credit Card:** Garber recommended canceling a Nicolet credit card in Debra Greenacre's name. It was moved by Cornish and supported by Budd. The motion passed.
- B. Update of Signatory Permissions:** As interim director, Garber proposed Luther be given signatory permission to sign checks. It was moved by Mantlo and supported by Meek. The motion passed.
- C. Additional Duty Stipends:** The personnel committee will meet to discuss the time period of appointment and parameters to adequately compensate the interim director and business manager for assuming additional responsibilities and will present recommendations at the August 21st regular meeting.
- D. Request for Legal Counsel:** There was no motion as the board decided to utilize their own time

to conduct research into funding options to cover legal expenses should the county commissioners pursue removing them as trustees. The funding would come from grants not affiliated with the library or derived from the library's operating budget potentially managed by a third party or kept separate in a general ledger.

Other: Luther asked for the library to close early at 1:00 p.m. on August 30, 2024 for staff development provided by Hope Shores Alliance for no cost. It was moved by Mantlo and supported by Meek. The motion passed. Cornish was pleased the library's operating millage passed and noted the success of the book sale the Friends of the Library held August 7 -10, 2024.

Adjournment: Garber declared the meeting adjourned at 5:45 p.m. The next regular meeting will be Wednesday, August 21, 2024, at 5:00 p.m.

Respectfully submitted,

Michelle Cornish

Secretary

Carmen Grubaugh

Recording Secretary

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

	Jan - Jul 24	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
403.000 · Millage	1,096,204.24	1,098,014.00	-1,809.76	99.8%
566.006 · Director's Salary Reimbursement	2,449.36	5,000.00	-2,550.64	49.0%
573.000 · Local Comm. Stabilize Share Tax	60,787.16	60,787.00	0.16	100.0%
574.000 · State Aid	29,501.42	29,314.00	187.42	100.6%
581.004 · Olive Steele Fund	0.00	700.00	-700.00	0.0%
581.005 · Superiorland Library Co-op	600.00	600.00	0.00	100.0%
581.006 · Gifts/Grants-Designated	15,295.00	10,000.00	5,295.00	153.0%
581.007 · Gifts/Grants-Undesignated	219.32	5,000.00	-4,780.68	4.4%
602.000 · Author Income	4,804.32	5,000.00	-195.68	96.1%
607.002 · Photocopy Fees	3,859.65	4,500.00	-640.35	85.8%
607.003 · Out of District Fees	826.10	1,500.00	-673.90	55.1%
642.002 · Merchandise Sales	128.00	50.00	78.00	256.0%
658.000 · Book Fines	190.00	100.00	90.00	190.0%
658.001 · Penal Fines	122,141.90	100,000.00	22,141.90	122.1%
658.002 · ILL-MelCat	35.21	250.00	-214.79	14.1%
658.004 · Book/Video Material Replacement	187.94	300.00	-112.06	62.6%
665.000 · Interest on Investments	5,216.82	5,213.00	3.82	100.1%
667.000 · Conference Room Rental	465.97	100.00	365.97	466.0%
674.001 · Library Improvement Fund	7,975.00	10,000.00	-2,025.00	79.8%
674.004 · Friends of the Library	12,928.68	15,000.00	-2,071.32	86.2%
674.005 · READ for Adults Program	162.00	400.00	-238.00	40.5%
674.007 · Special Collections- Income	495.00	15,000.00	-14,505.00	3.3%
674.200 · Cook Endowment Fund	0.00	5,000.00	-5,000.00	0.0%
676.000 · Miscellaneous	201.64	500.00	-298.36	40.3%
Total Income	1,364,674.73	1,372,328.00	-7,653.27	99.4%
Gross Profit	1,364,674.73	1,372,328.00	-7,653.27	99.4%
Expense				
701.000 · Salaries/Per Diem	343,690.23	621,833.00	-278,142.77	55.3%
710.000 · Social Security/Medicare	25,597.50	49,000.00	-23,402.50	52.2%
710.001 · Retirement/MERS	63,797.42	109,000.00	-45,202.58	58.5%
710.002 · Hospitalization	54,342.39	105,040.00	-50,697.61	51.7%
710.003 · "In Lieu of..." Hospitalization	7,000.00	10,500.00	-3,500.00	66.7%
710.005 · Life Insurance	751.80	1,500.00	-748.20	50.1%
710.006 · Workers Compensation	43.00	1,100.00	-1,057.00	3.9%
727.000 · Office Supplies	3,378.39	7,800.00	-4,421.61	43.3%
727.001 · Postage	602.59	1,200.00	-597.41	50.2%
728.000 · Special Collections- Expense	1,439.89	3,000.00	-1,560.11	48.0%
728.001 · Cook Endowment - Expense	500.00	5,000.00	-4,500.00	10.0%
730.000 · Book Collection	14,075.28	40,000.00	-25,924.72	35.2%
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	3,501.77	3,500.00	1.77	100.1%
731.003 · Audio/Visual	1,784.67	6,000.00	-4,215.33	29.7%
731.004 · Technology Hardware	1,403.71	3,000.00	-1,596.29	46.8%
731.005 · Technology Software	1,975.44	3,000.00	-1,024.56	65.8%
732.000 · Equipment	1,521.97	2,000.00	-478.03	76.1%
735.006 · Gifts/Grants Designated	8,599.72	10,000.00	-1,400.28	86.0%
801.000 · UPRLC/SIRSI fees	19,429.95	33,000.00	-13,570.05	58.9%
801.001 · RIDES	3,048.70	3,049.00	-0.30	100.0%
801.002 · ILL (Interlibrary Loans)	155.99	400.00	-244.01	39.0%
801.003 · Unique Mgmt.	39.40	200.00	-160.60	19.7%
801.101 · County Settlements	223.52	392.00	-168.48	57.0%
802.000 · Professional Services	4,133.08	5,951.00	-1,817.92	69.5%
802.001 · Audit/Financial Oversight	0.00	6,500.00	-6,500.00	0.0%
803.000 · Authors	12,062.64	12,000.00	62.64	100.5%
805.000 · Training	60.00	3,000.00	-2,940.00	2.0%
816.000 · County Admin Overhead	3,093.75	4,161.00	-1,067.25	74.4%
850.000 · Communications	8,983.54	14,000.00	-5,016.46	64.2%
860.000 · Travel	0.00	2,000.00	-2,000.00	0.0%
920.000 · Utilities	21,101.09	37,000.00	-15,898.91	57.0%
930.000 · Repair/Maintenance-General	5,576.98	9,000.00	-3,423.02	62.0%
930.001 · Repair/Maintenance-HVAC	642.96	21,000.00	-20,357.04	3.1%

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 08/15/24
 Accrual Basis

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

	Jan - Jul 24	Budget	\$ Over Bud...	% of Budget
930.002 · Repair/Maintenance-Supplies	0.00	0.00	0.00	0.0%
955.000 · Friends of the Library Expenses	14,602.46	15,000.00	-397.54	97.3%
956.002 · Programs Expense	2,650.24	10,000.00	-7,349.76	26.5%
965.000 · READ for Adults	1,174.06	1,300.00	-125.94	90.3%
969.001 · Copy Machine Expense	4,756.15	11,000.00	-6,243.85	43.2%
969.002 · Insurance	749.60	7,000.00	-6,250.40	10.7%
969.003 · Kathy Currier Condo Assoc Exp	1,926.77	1,927.00	-0.23	100.0%
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	798,103.39	1,372,328.00	-574,224.61	58.2%
Net Ordinary Income	566,571.34	0.00	566,571.34	100.0%
Net Income	566,571.34	0.00	566,571.34	100.0%

Alpena County Library

Balance Sheet

As of July 31, 2024

	<u>Jul 31, 24</u>
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	884,135.96
Total Checking/Savings	<u>887,335.96</u>
Other Current Assets	
019.000 · Taxes receivable	967,287.68
021.000 · Beneficial Interest - CFNEM	204,101.00
084.000 · Due from other fund	139,845.50
Total Other Current Assets	<u>1,311,234.18</u>
Total Current Assets	<u>2,198,570.14</u>
TOTAL ASSETS	<u><u>2,198,570.14</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
202.001 · Accrued expenses	18,859.63
257.000 · Accrued wages	12,278.00
339.000 · Deferred Revenue - Grants	559.00
360.000 · Deferred revenue	1,107,133.79
Total Other Current Liabilities	<u>1,138,830.42</u>
Total Current Liabilities	<u>1,138,830.42</u>
Total Liabilities	1,138,830.42
Equity	
399.000 · Unrestrict (retained earnings)	493,168.38
Net Income	566,571.34
Total Equity	<u>1,059,739.72</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,198,570.14</u></u>

Fund 721 LIBRARY PENAL FINE FUND

GL Number	Description	Balance
*** Assets ***		
721-000-002.000	SAVINGS	8,629.29
Total Assets		8,629.29
*** Liabilities ***		
721-000-272.000	UNDIST INT INC	18.01
721-000-273.000	UNDISTRIB FINES	8,611.28
Total Liabilities		8,629.29
*** 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		8,629.29

Alpena County Library Vendor Balance Detail

As of August 15, 2024

	Date	Num	Split	Amount
Allegra	08/12/2024	162259	735.006 · Gifts/Grants Designated	566.54
Alpena Glass, Inc.	08/12/2024	397336	735.006 · Gifts/Grants Designated	196.00
Alpena Power Company	08/15/2024	07/08/24-08/08/24	920.000 · Utilities	1,934.34
Alpena Power Company #2	08/15/2024	07/08/24-08/08/24	920.000 · Utilities	951.64
Alpena Supply Co	08/15/2024	S100624594.001	930.001 · Repair/Maintenance-General	73.47
Amazon Capital Services	08/15/2024	1PDR-JWC7-PKLL	-SPLIT-	1,965.66
Blue Care Network of Michigan	08/15/2024	242220055135	710.002 · Hospitalization	5,286.31
Cornerstone University	08/12/2024	292	801.002 · ILL (Interlibrary Loans)	55.00
Demco, Inc.	08/12/2024	42200646	727.000 · Office Supplies	154.86
DTE Energy #1	08/15/2024	07/10/24-08/07/24	920.000 · Utilities	134.66
DTE Energy #6	08/15/2024	07/10/24-08/07/24	920.000 · Utilities	57.05
Eagle Supply Co.	08/12/2024	129232	930.000 · Repair/Maintenance-General	560.50
	08/12/2024	129641	930.000 · Repair/Maintenance-General	612.50
Frontier	08/12/2024	7/20/24	850.000 · Communications	316.95
GFL Environmental	08/12/2024	0066754698	930.000 · Repair/Maintenance-General	64.11
Hartford	08/12/2024	136466296679	710.005 · Life Insurance	100.24
Ingram Library Services	08/12/2024	81439969-8298031(730.000 · Book Collection	3,001.19
Ishpeming Carnegie Public Library	08/12/2024	35600001060009	801.002 · ILL (Interlibrary Loans)	10.00
MERS Mich. Employ. Retire. Serv.	08/12/2024	00157553-1	710.001 · Retirement/MERS	7,818.94
Nicolet National Bank - MC	08/12/2024	07/31/2024	-SPLIT-	575.83
Plastic Fulfillment, Inc.	08/12/2024	8401	727.000 · Office Supplies	567.00
Ron Bevan	08/12/2024	Food Truck SRP	955.000 · Friends of the Library Expenses	250.00

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08/15/24

Alpena County Library
Vendor Balance Detail
As of August 15, 2024

	<u>Date</u>	<u>Num</u>	<u>Split</u>	<u>Amount</u>
Sherwin Williams	08/15/2024	0461-2	735.006 · Gifts/Grants Designated	31.52
Straley, Lamp & Kraenzlein, P.C.	08/12/2024	40736	802.001 · Audit/Financial Oversight	5,775.00
Summit Fire Protection	08/12/2024	2195666	930.000 · Repair/Maintenance-General	788.00
Superiorland Library Cooperative	08/12/2024	4466	801.000 · UPRLC/SIRSI fees	7,473.70
T-Mobile	08/12/2024	6/21/24-7/20/24	850.000 · Communications	48.13
Unique Management Services, Inc.	08/12/2024	6128893	801.003 · Unique Mgmt.	9.85
TOTAL				<u><u>\$ 39,378.99</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	\$2,640.87	Statement Closing Date	07/31/2024
Payments and Credits	\$2,640.87	Days This Period	31
Purchases and Debits	\$575.83	Credit Limit	\$10,000.00
Cash Advances	\$0.00	Available Credit	\$9,374.00
Fees	\$0.00	Cash Limit	\$3,000.00
Finance Charges	\$0.00	Available Cash	\$3,000.00
New Ending Balance	\$575.83		
		Payment Due Date	08/26/2024
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.# 8-7-24

735.006 - \$79.53
 805. - \$255.00
 850.000 - \$65.00
 955.00 - \$93.08
 956.002 - \$83.22

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
07/19	07/19	8559281JT00XSLQY7	PAYMENT MAIL THANK YOU GREEN BAY WI	2,640.87-
Total Activity				2,640.87-
Total Fees This Period				0.00
07/31	07/31		Interest Charge on Purchases	0.00
07/31	07/31		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
07/01	07/01	7541823J75XJB8ZHA	EIG*CONSTANTCONTACT.CO WALTHAM MA	850.00	55.00
07/02	07/02	5550036J80G9AA86S	WALMART.COM WALMART.COM AR	955.00	36.36
07/11	07/11	0543684JJ6LL7YV3Y	WM SUPERCENTER #2358 ALPENA MI	956.00	35.22
07/12	07/12	5550629JJ0T9BP9XV	SANCTUARY SWEETS ALPENA MI	456.00	48.00
07/16	07/16	5545737JN0Q8PKSA7	MERS OF MICHIGAN LANSING MI	805	255.00
07/17	07/17	0531461JREHW6J7K8	JIMMY JOHNS - 947 - EC ALPENA MI	735.00	37.15
07/18	07/18	8211755JR00055FPP	HUMBLEFAX RIDGEWOOD NJ	320.00	10.00
07/23	07/23	0541601JX43A6P537	WAL-MART #2358 ALPENA MI	955.00	27.08
07/23	07/23	0543684JY5SA78WNG	LITTLE CAESARS 1210 00 ALPENA MI	955.00	29.64
07/24	07/24	0531461JZEHW526ZJ	JIMMY JOHNS - 947 - EC ALPENA MI	135.00	42.38
				Total Amount	\$575.83

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

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 21st day of August 2024 at 5:00 p.m. 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 _____.

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests Equitable Advisors to update the Plan Administrators for Alpena County Library's Equivest 457 EDC plan to the following:

Plan Number: 804439

Administrators Names/Titles: Joseph Garber, Board President
Quintin Meek, Board Treasurer

Only one of the above named individuals' signatures is needed to authorize plan changes.

Yes:

No:

The resolution was declared adopted.

The undersigned, being the duly qualified Interim 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 21st day of August 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 thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and amended and that minutes of such meeting were kept and will be or been made available as required thereby.

Dated August 21, 2024

Jessica Luther, Interim Library Director

July Assistant Director Report

Meetings/Community Events Attended:

- Library Board of Trustees Meeting
- Millage discussions
- UPRLC Conference Committee Meeting
- DDA Promotions Committee Meeting
- Kiwanis presentation
- Northeast Michigan Community Mental Health Staff meeting
- United Way Board Meeting
- County Commissioners Meeting
- Meetings with Dillon Geshel and Clare Membiela
- Meeting with EveryLibrary
- Great Michigan Read Committee meeting
- Various drop-ins and impromptu meetings with community members, staff, board members, etc.

Administrative:

- Biweekly processing of time cards and time off requests, reconciliation of time off requests with spreadsheets.
- Recording deposits
- Reconciliation of Paypal account
- Reviewed program proposals
- Research reorganization systems for the youth collection, coordinated with the Youth Department to begin reclassification
- Recording of patron traffic
 - 6,393
- Drafted August Desk Schedule
- Responded to FOIA requests
- Follow-up from Friends of the Library and Board of Trustees meetings
- Edits and revisions on various documents sent to me for review
- Monitor the Contact Us email account
- Emails/Phone/Calls

Marketing/Fundraising:

- PSAs and press releases for upcoming programs and projects
- Ordered We Love Our Library signs
- Drafted millage FAQs and fact documents

Other

- Follow up on AMA-ESD Classroom Libraries project
- Worked on planning joint program with the Poetics Lab to host Michigan Poet Laureate Nandi Comer
- Reviewed suggestions in the suggestion box and sent to appropriate staff members
- UPRLC Conference Committee tasks
- Placed adult and youth fiction, nonfiction, and large print orders
- Selected DVDs for ordering
- Completed final report for the Michigan Notable Book program

Monthly Report – July 2024
Beth DeCaire, Business Manager

Meetings/Events Attended:

- Staff Meeting
- Board Meeting

Administrative:

- Balanced QB with Nicolet Bank Statements
- Balanced QB with County Treasurer's Statement
- Ran Reports for Board Meeting – P&L, Balance Sheet, Payables
- Sent Updated P&L to Department Heads
- Processed Payroll (X2)
- Completed Biweekly Federal 941 Tax Payments and Quarterly Return
- Completed Quarterly UIA Report
- Completed Monthly MI 5080 Tax Return and Payment
- Processed Monthly Payroll Liabilities (Aflac, Equitable, BCN)
- Completed Necessary Paperwork to Cancel Benefits for Departing Employee and Increase Benefits for Promoted Employee
- Reported Wages to MERS/Requested Invoice
- Reviewed, Coded and Entered Invoices
- Processed Checks, Coordinated Signatures, Requested Money from County and Uploaded Fraud Prevention File to Nicolet Bank
- Filed Monthly Invoices and Payroll Reports
- Updated Well-Being Bulletin Board

Projects:

- Continued Responding to Requests for Information from CPA for 2023 Compilation Engagement (Audit)
- Answered Numerous Phone Calls and Emails in Regard to Copy Machine Project – Delivery and Installation of New Equipment, Missing Parts and Pick-up of Old Equipment

Next Month:

- Complete 2023 Library Compilation (Audit) with SLK CPA and Post Adjusting Journal Entries
- Begin 2025 Budget (Preliminary Figures Due to County by August 19)

Monthly Report- July 2024

Submitted by: Nancy Mousseau
Department: Technology
Date: 8/5/2024

Summary of Progress

Project Highlights in July:

Normal routine maintenance and firmware updates on equipment and website, update Event Calendar on website, Tech Help, and Open MakerLab/Tinker Tuesday. Senior Computer class series, moved Sienna upstairs, printed sun catchers for SRP on the Glowforge. I gave several tours of the MakerLab. Opened the MakerLab on July 13, instead of the first Saturday since it was a holiday weekend. Attendance on Saturdays throughout the summer have been terrible so I am going to wait until October to try again. Helped the Friends of the Library in creating and printing their newsletter.

Meetings Attended/Held

Impromptu meetings with staff, Staff Meeting, and Library Board of Trustees monthly meeting.

Issues Discussed & Decisions Made

The Saturday Open MakerLab will resume the first weekend of October.

Anticipated Tasks/Projects for August

Survive the millage renewal vote. Typical maintenance and weekly programming, Fall Computer class planning. Purchasing printer for Youth Services office, work with Omega Electric to replace our DVR.

Problems that Need Resolution

None that I can think of.

Children's Librarian July 2024

Meetings/Events attended

Youth Department meeting

Leadership meeting

Impromptu meetings with different staff

Attended board meeting to present SRP power point

Administrative Work

Answering patron calls and questions about youth programs

Corresponded with Chris at Museum for Museum program

Correspondence with Candlewick publisher for A Bear is a Bear

Contacted APS about Reading Buddies contract

Professional Development

Working on Mel Maven badge.

Webinar Work It Out @ Your Library with the Wombats!

Projects Worked on

Created fall programming document

Sent information about Kid Librarian and Taylor Swift party

Ordered SRP prizes

Ordered blow up microphones and karaoke machine for Taylor Swift party- karaoke machine will be added to library of things afterwards.

Helped monitor readsquared srp website

Worked with Matt to set up story walk

Farmer's market storytime July 20th: attendance 34

Weekly storytime: attendance 39

Hosted beach party: attendance 81

Paws to Read with Melissa Smith attendance: 45

Lego Club attendance: 15

Pokemon Club attendance: 36

Inflatable Planetarium attendance: 62

Besser Museum Planetarium Outreach attendance: 37

Laser Tag attendance: 9

Constellation Party attendance: 25

Weeding sections- finished JNF and JENF with Debra's help

Started Browse Method for J non-fiction section

Came up some weekly crafts

Youth display

What's coming up next month

Kid Librarian

Taylor Swift Party

Hockey team storytime

Reclassifying non-fiction using browse method

Storytime survey for patrons

Working with Sienna on updated Storytime flier template

New story for story walk: WooHoo You're Doing Great! By Sandra Boyton

Updating Storywalk

Youth Services July 2024 Report

Meetings

- Youth Services Meeting with Tina, Jessica, and Debra
- TAB Monthly Meeting
- Board Meeting & Presentation
- Youth Dept. meetings as necessary
- Reading Buddies volunteer meeting
- Youth Dept. check-in with Jessica and Tina
- Meeting with Heather from AMA-ESD about Fall Early Connections
- All Staff Meeting

Administrative

- Contacted APS about Reading Buddies
- Exchanged Early Connections info with co-host Heather from AMA-ESD
- Worked with City Hall to get road closed & insurance for SRP finale
- Made schedule adjustments to August as necessary
- Organized volunteers for SRP finale
- Organized volunteers for Reading Buddies
- Answering calls and emails

Projects

- Summer Reading Program as a whole
- July Teen Loot Box: 20 sign-ups, 16 picked up
- Continued working on READSquared website
- SRP Book Bucks Store orders
- Reading Buddies sessions 1-3: total 20 in attendance
- Farmer's Market Storytime July 6th: 55 in attendance
- August Teen Loot Box form & assembly
- Bingo Night: 65 in attendance
- Family Yoga: 9 in attendance
- Wreck This Journal: 2 in attendance
- Joel Tacey's finale show: 40 in attendance
- SRP finale (store & games): 40 in attendance

Upcoming

- Preparing fall programming
- August Farmer's Market Storytime
- Taylor Swift party
- Reading Buddies August dates

READ Board Report
August 7, 2024

To: Jessica Luther 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: 20
Tutoring Hours: June 2024: 67

Book Circulation:

Returned: 8
Checked Out: 6

- Attended HSCC (Human Services Coordinating Council) meeting: This meeting was held at the Center of Charity on Lockwood Street. Christina Kihn lead us on a tour of the building and facilities. We shared information about library programming and the READ Program.
- "Words and Music" lunchtime concerts will resume on Wednesday, August 14 from 12:00-1:00 PM. This month's concert will showcase jazzed up versions of show tunes. All tips will be donated to support library programming.
- Collaborated with CALM literacy network to assist in locating tutoring services in response to Marquette-Alger RESA (Regional Educational Service Agency) inquiry for virtual literacy tutoring in or near Marquette, MI.

MONTHLY CIRCULATION REPORT**TO: Alpena County Library Board****FROM: Director - Alpena County Library****July 2024**

Monthly Circulation:	2023	2024
Materials Lent	6,540	5,760
Hotspots		1
E-media Materials	1,219	1,101
E-Magazines	134	403
Kanopy	301	226
Total Monthly Circulations	8,194	7,491
Number of Days Open	25	27

Inventory Totals:	2023	2024
Books	56,515	52,749
Temporary Titles (Magazines)	1,733	1,367
AV (CD/BKCD/TOYS)	1,778	1,437
Videos & DVD	2,892	3,096
E-book, Internet, Microfilm, Unknown	2,796	2,500
Total	65,714	61,149

Library Cards:	2023	2024
Total # of Library Card Holders	9,134	9,557

Interlibrary Loans/SIRSI Holds:	2023	2024
# of ILL Requests made (OCLC/MelCat)	146	143
# of ILL Requests filled by ACL	108	96
SIRSI Holds made by Alpena Users (lending)	583	533
SIRSI Requests filled from ACL (borrowed)	576	535

Internet Usage:	2023	2024
Public Computers Usage	898	968
Wifi Usage		4,104
Year to Date	5,227	28,972

In-House Information Services:	2023	2024
# of Information Transactions	169	281
Special Collections Transactions	55	67
Year to Date	1,440	1,733

Additions	Additions	Additions
Books (Books, Paperbacks & LP)	191	244
AV (CD/BKCD)	4	0
Objects		1
DVD	9	12
Magazines	46	38
TOTAL	250	295

Large Conference Room Uses:	Programs	Attendance
General	7	322
Ages 0-5	11	97
Ages 6-11	5	42
Ages 12-18	7	51
Adult	3	25
Public Uses	7	91
TOTALS	40	628

Small Conference Room Uses:	Programs	Attendance
General	11	39
Ages 0-5	0	0
Ages 6-11	4	36
Ages 12-18	1	2
Adult	15	45
Public Uses	5	14
Technical (individual) Help	17	24
Total	42	121

Outreach Programming	3	126
Library Visits		6,393
New Cards Issued		103

Special collections in-person use		127
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Social Media Stats

Facebook

Post Reach: 44,898 (# of people who saw a post at least once)

Post Engagements: 674 (# of Likes, Comments, and Shares)

Total Page Follows: 4,100

Instagram

Total Posts: 115		
Total Stories: 10		
Accounts Reached: (# of people who saw a post at least once)		
Content Interactions: (# of Likes, Comments, and Shares)		
Page Followers:		
Patron Area	# Checkouts	
Alpena-City	2,614	
Alpena-Twn	1,597	
Greene-Twn	162	
Long-Rapid	112	
MapleRidge	72	
Ossineke	224	
Other	279	
Sanborn	110	
Wellington	11	
Wilson	243	

Collection Development Policy

Purpose

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

Definitions

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

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

The Collection

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

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

Goals of Materials Selection.

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

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

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

Responsibility for Selection

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

General Principles.

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

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

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

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

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

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

Selection Criteria

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

General criteria for selection:

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

Content criteria for selection:

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

Criteria for electronic formats:

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

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

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

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

Gifts and Donations

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

Reconsideration of Library Materials Procedures:

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

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

Collection Maintenance and Weeding

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

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

Policy Revision

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

Library Board Adopted November 16, 2022

Library Board Reviewed and Revised

Age Appropriate Guidelines / Ratings System

- A proposed ratings system based on ComicsPlus age appropriate guidelines, definitions from Public Act 33, and current film guidelines for age appropriateness, plus legal definition of age of consent for age bracketing -

Recognizing parental autonomy, this ratings system may be helpful as parents navigate what is appropriate for their children. This system may be applied to any challenged book, and books may be labeled using a color system, stickers, posters in the children's section, etc.

In this ratings system, "sexually explicit material" will be defined as a book, pamphlet, magazine, printed matter reproduced in any manner, sound recording that contains **an explicit and detailed verbal description or narrative account of sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse**; a picture, photograph, drawing, sculpture, motion picture film, video game, or similar **visual representation that depicts nudity, sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse**, or a book, magazine, or pamphlet that contains such a visual representation. This definition comes from Public Act 33.

Rating: 0 - Ages 3-6 (Children)

- Story intensity, action, and violence should be similar to children's television shows, reflecting age-appropriate experiences. Content is appropriate for all ages.
- No swearing, hate, nudity, profanity, references to sexuality or gender ideologies, or sexual activities, no drug or alcohol use.

Rating: 1 - Ages 7-9 (Kids)

- Story intensity, action, and violence should be similar to G-rated movies, while reflecting age-appropriate experiences. Contains nothing in theme, language, nudity, sex, violence or other matters that, in the view of the Board, would offend parents whose younger children view the content.
- Romantic relationships and scenes of affection between partners (hugging, holding hands) are age-appropriate; emphasizing beauty, hypersexualized appearances, sexual behaviors, and stereotyped sexual roles is not age-appropriate. No references to sexual activities. May include nonsexual nudity excluding genitalia.
- Drinking, drugs, smoking, and risky stunts aren't age-appropriate.
- Some snippets of language may go beyond polite conversation but they are common everyday expressions and profanity is not included.
- Depictions of violence are minimal. Mild or infrequent depictions of hate.

Rating: 2 - Ages 10-12 (Tween)

- Story intensity, action, and violence should be similar to PG-rated movies, while reflecting age-appropriate experiences. Some material may not be suitable for children and content should be investigated by parents before they let their younger children view the material. More mature themes may require parental guidance.
- Romantic relationships and scenes of affection between partners (hugging, holding hands) are age-appropriate; emphasizing beauty, hypersexualized appearances, sexual behaviors, and stereotyped sexual roles is not age-appropriate. Inexplicit sexuality or gender ideologies may make an appearance.
- Drinking, drugs, smoking, and risky stunts aren't age-appropriate.
- While some readers in this range can handle mild profanity, particularly in a humorous context, every family has different rules about swearing, so a very conservative approach is required at this level.
- There may be some non-gratuitous depictions of violence or nonsexual nudity, but these elements are not deemed so intense as to require that parents be strongly cautioned beyond the suggestion of parental guidance.

Rating: 3 - Ages 13-15 (Younger Teen)

- Story intensity, action, and violence should be equivalent to a typical PG-13 rated movie, while also reflecting typical teen life experiences. Some material may be inappropriate for children under 13.
- Historical contexts of violence, including violence experienced by particular social groups, are considered age-appropriate. Violence is or hate not generally extreme or persistent (considered moderate).
- Humor may come at the expense of authority, and poop jokes and other potty humor are considered age-appropriate.
- Kissing and dating are age-appropriate. May include some sensual scenes or innuendo. No partial or full sexual nudity or simulated sex. Disrespectful portrayals of characters as sexual objects or as sexual aggressors are not age-appropriate, nor is humor that relies on these themes. Sexually explicit content (explicit and detailed descriptions or depictions of sexual nudity, sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse) is not included. May include mild inexplicit sexual nudity or activities. May include full nonsexual nudity. Discussion of sexuality or gender ideologies may make an appearance.
- May include some drug use.
- Mild to moderate profanity is age-appropriate in small doses, but every family has different rules about swearing, so a relatively conservative approach is observed. May include a single use of one of the harsher sexually-derived words, though only as an expletive.

Rating: 3.5 - Ages 16-17 (Older Teen)

- Content: Story intensity, action, and violence can be equivalent to more intense PG-13 movies like the Fast & Furious, James Bond, and Twilight franchises, while also reflecting a typical teenager's life experiences.

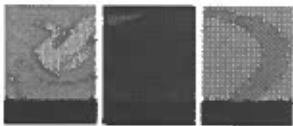
- Violence or hate may be more extreme or frequent, but no explicit, gratuitous, or excessive gore.
- Some sexually suggestive content, but nothing gratuitously portrayed; no sexually explicit content (explicit and detailed descriptions/depictions of sexual nudity, sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse).
- Relevant coming-of-age body, health, and sexual situations are age-appropriate. Humor deriving from sexual innuendo or bodily functions is age-appropriate, but disrespectful portrayals of characters as sexual objects or as sexual aggressors are not, nor is humor that relies on these themes. Pairing sex and violence is not age-appropriate.
- May include discussion of drug abuse.
- Every family has different rules about swearing, so a mildly conservative approach is always preferable; similar to a more intense PG-13 movie. Some moderate to hard language may be included.

Rating: 4 - Ages 18+ (Adult)

- Explorations of mature themes with language and imagery appropriate for audiences 18 and over, similar to an R-rated movie. Some titles may contain explicit gore, or explicit sexual nudity. Explicit sexual situations may appear, including depictions of sexual organs in a state of arousal, references to sexual activities including anal, oral, or vaginal intercourse, fingering, anilingus, or ejaculation.

Rating: 5 - Aberrant Content (Adult)

- Explicit References to Aberrant Sexual Activities such as sexual assault/battery, bestiality, or sadomasochistic abuse



Debra Greenacre <dgreenacre@alpenalibrary.org>

RE: Alpena Library [IMAN-LEGAL.FID988718]

Seurnyck, Anne <ASeurnyck@fosterswift.com>
To: Debra Greenacre <dgreenacre@alpenalibrary.org>
Cc: Jessica Luther <jluther@alpenalibrary.org>

Mon, Jul 15, 2024 at 9:03 PM

I have been asked to review the Age-Appropriate Guidelines/Rating System. I do not recommend that the Library adopt this system. First and foremost, there is no general rules or rating systems for books. So, adopting these rules would require your staff to read each and every word in each and every book. Even if they were possible to do (which it is not), the rules are vague, not clearly defined and at times confusing. Plus, at the same time, they are overbroad and would eliminate age-appropriate books. I have provided some examples below.

1. As a practical matter, you would have to read each word in every book to determine whether a category applies:

- (Ages 3-6). No swearing, hate, nudity, profanity, references to sexuality or gender ideologies, or sexual activities, no drug or alcohol use.
 - Is the Library staff going to re review each book to determine if there is a swear word in the book?
 - Also, these terms are way too vague. What is a reference to sexuality?

2. The definitions are overbroad and would prevent access to a number of books that are age appropriate

- (Ages 10-12) Drinking, drugs, smoking, and risky stunts aren't age-appropriate.
 - There are books geared towards children and YA that address how to cope with alcoholic parents/substance abuse issues.
 - You would have to read all books to decide whether any of these definitions applied. For example, James Bond drinks a lot. What if a main character had an alcohol problem but it was not the focus of the story?
 - Specific Titles to Consider
 - Wishes and Worries (Coping with a Parent Who Drinks too much) – children's book
 - Addictions: A Banquet in the Grave: Finding Hope in the Power of the Gospel.
 - Dying for a Drink: A pastor and a Physician talk about Alcoholism
 - Crazy Lady: "As he tries to come to terms with his mother's death, Vernon finds solace in a growing relationship with the neighborhood outcasts, an alcoholic..." (Grade 5-9) Newberry award winner
 - Alcohol: Junior Drug Awareness – describes the effect of alcohol
 - Not My Problem: A teen girl facing her mother's alcoholism

2. Policy provision that are very difficult to understand. Your staff will have no idea how to enforce them

- There may be some non-gratuitous depictions of violence or nonsexual nudity, but these elements are not deemed so intense as to require that parents be strongly cautioned beyond the suggestion of parental guidance.
 - What is considered “non-gratuitous”?
 - What is meant by “require that parents be strongly cautioned beyond the suggestion of parental guidance.” I read the sentence a few time and do not understand what it means.
- (Age 13-15) Historical contexts of violence, including violence experienced by particular social groups, are considered age-appropriate. Violence is or hate not generally extreme or persistent (considered moderate).
 - This sounds like hate crimes are age appropriate. Is that true? So, graphic pictures of genocide are allowed?
- (Age 13-15) Discussion of sexuality or gender ideologies may make an appearance.
 - Again, this is way too vague.
- (Age 13-15) Mild to moderate profanity is age-appropriate in small doses, but every family has different rules about swearing, so a relatively conservative approach is observed. May include a single use of one of the harsher sexually derived words, though only as an expletive.
 - What is a “harsher sexually derived word.”
 - It can only be used as an expletive – what does that mean? I character can say “F*&% you” But, not say “I f&^%ed up”?

I have a concern about every bullet point in the policy. Happy to discuss in greater detail!

Anne M. Seuryneck

Attorney

Foster Swift Collins & Smith PC

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Grand Rapids, MI 49525

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[Quoted text hidden]

Lansing
313 S. Washington Square
Lansing MI 48933

Detroit
333 W. Fort Street - Suite 1400
Detroit MI 48226

Walter S. Foster
1878-1961
Richard B. Foster
1908-1996
Theodore W. Swift
1928-2000
John L. Collins
1926-2001

Webb A. Smith - *Retired*

Charles A. Janssen
Charles E. Barbieri
Scott L. Mandel
Michael D. Sanders
Brent A. Titus

Brian G. Goodenough
Matt G. Hrebee
Deanna Swisher
Thomas R. Mcogher
Douglas A. Mielock
Scott A. Chernich
Paul J. Millenbach
Dirk H. Beckwith
Brian J. Renaud
Lynwood P. VandenBosch
Lawrence Korolewicz
James B. Doezema
Anne M. Scurynek
Michael D. Homier
Scott H. Hogan
Benjamin J. Price

Michael R. Blum
Jonathan J. David
Andrew C. Vredenburg
Julie I. Fershtman
Todd W. Hoppe
Jennifer B. Van Regenmortel
Thomas R. TerMaat
Frederick D. Dilley
David R. Russell
Joel C. Farrar
Laura J. Genovick
Karl W. Butterer, Jr.
Mindi M. Johnson
Ray H. Littleton, II
Jack L. Van Coevering
Anna K. Gibson

Nicholas M. Oertel
Alicia W. Birach
Adam A. Fadly
Michael J. Liddane
Ryan E. Lamb
Clifford L. Hammond
Matthew S. Fedor
Andrea Badalucco
Stefania Gismondi
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Julie L. Hamlet
Michael C. Zahrt
Mark T. Kocmur
Warren H. Krueger, III
Taylor A. Gast
Rachel G. Olney

Thomas K. Dillon
Robert A. Hamor
Jacquelyn A. Dupler
Dora A. Brantley
Stephen W. Smith
Amanda Afton Martin
Steven J. Tjapkes
Daniel S. Zick
Alexander S. Rusek
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Jennifer L. Montasir
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Anthony M. Dafimonte
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Nicholas J. Stock, II
Keith T. Brown
Mallory E. Reader
Reed K. Powers
Dina D. Kashat

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Reply To: Grand Rapids

Email: AScuryneck@fosterswift.com

August 8, 2023

Debra Greenacre
Library Director
Alpena County George N. Fletcher Public Library
211 N. 1st Avenue
Alpena, MI 49707

Re: 2023 - Engagement Agreement

Dear Ms. Greenacre:

We are pleased that the Alpena County George N. Fletcher Public Library (the "Library") has decided to engage Foster Swift (the "Firm") to assist the Library with any matter assigned to us by the Library. It is customary in the legal profession to initiate a relationship between an attorney and client through an Engagement Letter ("Engagement Letter"). This Engagement Letter will serve as an agreement about the nature and scope of our relationship with the Library.

Our representation of the Library will commence, and we will serve as the Library's attorney, when we are in receipt of a signed copy of this Engagement Letter approved by the Library. This signed Engagement Letter acknowledges the Library's understanding of the details of our representation and confirms the scope of the work.

Our services to the Library will be billed on the basis of hourly rates for the time incurred. Hourly rates differ between attorneys and subject matter, but are generally in the range of \$200 per hour to \$450 per hour. My standard hourly rate is \$450 per hour. However, we are sensitive to governmental budgets and offer our municipal clients a substantial reduction for public work.

The hourly rate for our library services provided to the Library will be capped at \$235 per hour beginning January 1, 2023, meaning that regardless of the attorney working on a particular matter, the Library will never be billed more than \$235 per hour. However, employee benefits services will be capped at \$275

Debra Greenacre

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per hour. If the Library should need other specialty services, we can discuss the rates for that work at that time.

The hourly rate for legal services we provide to the Library will remain in effect until December 31, 2023, after which the Firm may adjust its rate annually, but not by more than 5% unless otherwise agreed to by the Library and the Firm. The Library will also be billed for photocopies and other out-of-pocket expenses by the Firm on the Library's behalf. The costs and attorney fees will be billed monthly. **Our invoices will be sent by e-mail, unless you direct us to send them in some other fashion.** If an invoice is not timely paid, a late charge may be added to any portion not paid within thirty (30) days. The late charge will be computed at the rate of .58% per month (7% annual) starting thirty (30) days after the date of the invoice.

Based on the information you have provided, the Firm believes that its representation of the Library complies with the Michigan Rules of Professional Conduct. However, if we determine that a conflict of interest arises during this engagement, the Firm may take appropriate steps to remedy the conflict, including withdrawal.

Our responsibility in representing the Library is, of course, to do so in a manner that is consistent with the customary professional practices and requirements for handling the Library's legal matters. In turn, we will need the Library's full and timely cooperation. This will likely include providing us with various materials relating to the matters for which the Library is utilizing our services. Further, the Library agrees that our work may be authorized and directed by any individual, officer or agent of the Library, unless the Library advises us to the contrary in writing.

The Firm will pursue the Library's legal matters conscientiously and without delay, but with regard for the Firm's workload and the nature of the legal system. The Firm will keep the Library reasonably informed about the status of this matter and welcomes requests for information.

We intend to establish a mutually rewarding and enduring relationship with the Library as its legal counsel. Nevertheless, the Library is free to terminate our services at any time by written notice to us to that effect.

We may also terminate our services to the Library, by written notice to the Library to that effect, if the Library unreasonably fails to cooperate with us, if our monthly statements are not paid in a timely manner, or if we determine that our continued representation of the Library would violate the rules of professional responsibility applicable to lawyers or would otherwise be impractical.

If the Library terminates our representation, the Firm will return to the Library any original materials in the Firm's files that belong to the Library. The Firm will dispose of its files (including the Firm's work product) related to Library matters as it sees fit.

This engagement letter is intended to govern all of the legal services that we may render to the Library unless and until the Firm and the Library mutually agree in writing to a different arrangement with respect to providing our legal services to the Library.

Debra Greenacre
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Should you have any questions, please do not hesitate to call us. If the Library agrees with the above, please execute this engagement letter at the bottom on behalf of the Library. We look forward to serving Alpena County George N. Fletcher Public Library.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Anne M. Seuryneck

AMS/als

FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH P.C. ATTORNEYS

Debra Greenacre
Page 4

AGREED:

Alpena County George N. Fletcher Public Library

By: Debra Greenacre

Its: Director

Dated: 8/29/2023

Email Address for Invoices:

dgreenacre@alpenalibrary.org

86953:00001:7324950-1

Agenda Item #10.b.

FOIA Policy

August 14, 2024

Anne Seurnyck, Foster Swift, reviewed our existing FOIA policy in the process of assisting my response to a request. She stated that the policy is outdated and not in compliance with current law.

I recommend we utilize Foster Swift's services to update the policy to align with current regulations.

Jessica Luther
Interim Library Director



Alpena County George N. Fletcher Public Library

211 N. First Avenue
Alpena, Michigan 49707-2893
Phone: 989-356-6188
Fax: 989-356-2765
www.alpenalibrary.org

At a regular meeting of the board of the Alpena County George N. Fletcher Public Library held on the 21st day of August 2024 at 5 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 ____.

The Library Board of the Alpena County George N. Fletcher Public Library hereby requests the disbursement of \$450.00 from the Dee Newport Adult Literacy Fund held at the Community Foundation for Northeast Michigan for the purpose of purchasing tutor training materials, membership with ProLiteracy, and student materials for the READ Adult Literacy Program.

YES:

NO:

The Resolution was declared adopted.

The undersigned, being the duly qualified Interim 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 15th day of March 2023, 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 thereof 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 been made available as required thereby.

Interim Library Director

DATED: August 21, 2024