

Alpena County George N. Fletcher Public Library
Board of Trustees Regular Meeting
Wednesday, October 16, 2024, at 4:30 PM
Agenda

1. Call to Order
2. Approval of Agenda
3. Review and Approval of Minutes from September 18, 2024, Meeting
4. Financial Reports
5. Review and Approval of Bills
6. Leadership Team Reports
7. Friends of Library Report
8. Public Comment
9. Old Business
 - a. Director Search
 - b. Personal Matter
10. New Business
 - a. Update Name on Bank Account Resolution
 - b. Changes to Operating Hours Review
 - c. Budget (Health Insurance)
 - d. Discuss Budget workshop session
11. Closed Session to discuss Interim Director
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 Wednesday, September 18, 2024, at 4:31 p.m. by President Joseph Garber.

Present:

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

Excused: Michelle Cornish

Staff: Jessica Luther, Christina Markowski

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

Review and Approval of Minutes: It was moved by Mantlo with support from Meek to accept the minutes from the August 21, 2024 meeting. The motion passed.

Financial Reports: The financial reports were reviewed by Luther.

Review and Approval of Bills: It was moved by Budd and supported by Mantlo that the bills as presented be approved. The motion passed.

Director and Leadership Team Report: The written report was reviewed. Luther stated Autumn Tencate resigned as Children's Librarian and Markowski completed switching the Folklore and Mythology section in the children's area over to the browse method. Luther noted Christina Markowski, Nancy Mousseau, and herself would be attending a conference next week.

Friends of the Library Report: Luther relayed the Friends wanted better signage and were considering evening hours for the bookstore as sales were doing well.

Public Comment:

Judi Stillion, Alpena, thanked the board of trustees and the library staff for standing up for a diverse, multicultural collection. She expressed concerns about finding a Library Director and some of the negative consequences that would impact the library if a qualified Library Director is not found.

Mark Hunter, Alpena, noted the FOIA policy might confuse people regarding how fees were determined and charged. He requested the library provide an explanation of the circumstances in which fees would be applied.

Old Business:

A. Director Search: The Personnel Committee requested proposals from four search firms and received proposals from three. After reviewing the three proposals, the Personnel Committee recommended accepting Brian Mortimore's proposal of \$17,550. It was moved by Meek and supported by Mantlo to accept the recommendation. The motion passed.

B. Interim Director: This item was postponed. See *New Business: (B.) Closed Session for Personnel*

Matter.

C. FOIA Policy Review: The written policy drafted by the library's attorney from Foster/Swift was reviewed. To clarify confusion about how the FOIA policy charged fees, Budd stated that individuals requesting FOIA documents would be required to pay a deposit not exceeding half of the total costs owed and these individuals would receive an itemization of the total costs owed. It was moved by Mantlo and supported by Meek to accept the FOIA policy without changes.

New Business:

A. Bond Repayment Resolution: It was moved by Budd with support from Meek to authorize a payment of \$27,625 to the Alpena County Building Authority. The motion passed. A signed copy of the full resolution is attached.

B. Closed Session for Personnel Matter: Trustees, Luther, and Markowski moved into closed session at 5:08 pm to discuss a personnel matter. Garber reopened the meeting at 6:01 pm.

Luther stepped down as Interim Director and assumed the position of Assistant Director while Markowski accepted the position of Interim Director. The additional duty stipends outlined in the August 21, 2024 regular meeting pertaining to the Interim Director position and the Assistant Director position will remain the same. It was moved by Garber and supported by Budd.

Other: There were no additional comments.

Adjournment: It was moved by Meek with support from Budd to adjourn the meeting. Garber declared the meeting adjourned at 6:03 p.m. The next meeting will be Wednesday, October 16, 2024 at 4:30 p.m.

Respectfully submitted,

Michelle Cornish

Secretary

Carmen Grubaugh

Recording Secretary

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

	Jan - Sep 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	3,691.62	5,000.00	-1,308.38	73.8%
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	17,974.36	10,000.00	7,974.36	179.7%
581.007 · Gifts/Grants-Undesignated	1,838.07	5,000.00	-3,161.93	36.8%
602.000 · Author Income	4,944.32	5,000.00	-55.68	98.9%
607.002 · Photocopy Fees	4,938.26	4,500.00	438.26	109.7%
607.003 · Out of District Fees	1,067.28	1,500.00	-432.72	71.2%
642.002 · Merchandise Sales	130.00	50.00	80.00	260.0%
658.000 · Book Fines	202.10	100.00	102.10	202.1%
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	247.87	300.00	-52.13	82.6%
665.000 · Interest on Investments	6,508.23	5,213.00	1,295.23	124.8%
667.000 · Conference Room Rental	515.97	100.00	415.97	516.0%
674.001 · Library Improvement Fund	7,975.00	10,000.00	-2,025.00	79.8%
674.004 · Friends of the Library	14,454.94	15,000.00	-545.06	96.4%
674.005 · READ for Adults Program	612.00	400.00	212.00	153.0%
674.007 · Special Collections- Income	15.00	15,000.00	-14,985.00	0.1%
674.200 · Cook Endowment Fund	0.00	5,000.00	-5,000.00	0.0%
676.000 · Miscellaneous	201.64	500.00	-298.36	40.3%
Total Income	1,374,586.59	1,372,328.00	2,258.59	100.2%
Gross Profit	1,374,586.59	1,372,328.00	2,258.59	100.2%
Expense				
701.000 · Salaries/Per Diem	425,698.30	621,833.00	-196,134.70	68.5%
710.000 · Social Security/Medicare	31,746.88	49,000.00	-17,253.12	64.8%
710.001 · Retirement/MERS	79,052.16	109,000.00	-29,947.84	72.5%
710.002 · Hospitalization	66,326.27	105,040.00	-38,713.73	63.1%
710.003 · "In Lieu of..." Hospitalization	9,350.00	10,500.00	-1,150.00	89.0%
710.005 · Life Insurance	952.28	1,500.00	-547.72	63.5%
710.006 · Workers Compensation	43.00	1,100.00	-1,057.00	3.9%
727.000 · Office Supplies	4,802.97	7,800.00	-2,997.03	61.6%
727.001 · Postage	882.70	1,200.00	-317.30	73.6%
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	20,939.27	40,000.00	-19,060.73	52.3%
731.000 · Databases	3,754.17	6,000.00	-2,245.83	62.6%
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	2,066.83	6,000.00	-3,933.17	34.4%
731.004 · Technology Hardware	2,153.66	3,000.00	-846.34	71.8%
731.005 · Technology Software	2,973.25	3,000.00	-26.75	99.1%
732.000 · Equipment	1,521.97	2,000.00	-478.03	76.1%
735.006 · Gifts/Grants Designated	14,751.76	10,000.00	4,751.76	147.5%
801.000 · UPRLC/SIRSI fees	26,903.65	33,000.00	-6,096.35	81.5%
801.001 · RIDES	3,048.70	3,049.00	-0.30	100.0%
801.002 · ILL (Interlibrary Loans)	220.99	400.00	-179.01	55.2%
801.003 · Unique Mgmt.	59.10	200.00	-140.90	29.6%
801.101 · County Settlements	223.52	392.00	-168.48	57.0%
802.000 · Professional Services	5,088.58	5,951.00	-862.42	85.5%
802.001 · Audit/Financial Oversight	5,775.00	6,500.00	-725.00	88.8%
803.000 · Authors	12,062.64	12,000.00	62.64	100.5%
805.000 · Training	435.00	3,000.00	-2,565.00	14.5%
816.000 · County Admin Overhead	3,093.75	4,161.00	-1,067.25	74.4%
850.000 · Communications	10,430.35	14,000.00	-3,569.65	74.5%
860.000 · Travel	0.00	2,000.00	-2,000.00	0.0%
920.000 · Utilities	27,291.78	37,000.00	-9,708.22	73.8%
930.000 · Repair/Maintenance-General	7,888.38	9,000.00	-1,111.62	87.6%
930.001 · Repair/Maintenance-HVAC	642.96	21,000.00	-20,357.04	3.1%

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10/08/24

Accrual Basis

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

	<u>Jan - Sep 24</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
930.002 · Repair/Maintenance-Supplies	0.00	0.00	0.00	0.0%
955.000 · Friends of the Library Expenses	15,830.34	15,000.00	830.34	105.5%
956.002 · Programs Expense	4,243.01	10,000.00	-5,756.99	42.4%
965.000 · READ for Adults	1,325.64	1,300.00	25.64	102.0%
969.001 · Copy Machine Expense	5,580.13	11,000.00	-5,419.87	50.7%
969.002 · Insurance	7,740.60	7,000.00	740.60	110.6%
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	57,125.00	57,125.00	0.00	100.0%
Total Expense	<u>997,445.02</u>	<u>1,372,328.00</u>	<u>-374,882.98</u>	<u>72.7%</u>
Net Ordinary Income	<u>377,141.57</u>	<u>0.00</u>	<u>377,141.57</u>	<u>100.0%</u>
Net Income	<u>377,141.57</u>	<u>0.00</u>	<u>377,141.57</u>	<u>100.0%</u>

Alpena County Library
Balance Sheet
As of September 30, 2024

	<u>Sep 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
001.000 · Library cash in bank	1,750.00
004.000 · Petty Cash on hand	200.00
007.000 · Library payroll	1,500.00
016.000 · Cash with County	694,456.19
Total Checking/Savings	<u>697,906.19</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>2,009,140.37</u>
TOTAL ASSETS	<u><u>2,009,140.37</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	377,141.57
Total Equity	<u>870,309.95</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,009,140.37</u></u>

Fund 721 LIBRARY PENAL FINE FUND

GL Number	Description	Balance
*** Assets ***		
721-000-002.000	SAVINGS	30,085.64
Total Assets		30,085.64
*** Liabilities ***		
721-000-272.000	UNDIST INT INC	27.86
721-000-273.000	UNDISTRIB FINES	30,057.78
Total Liabilities		30,085.64
*** 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		30,085.64

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Alpena County Library Vendor Balance Detail

As of October 8, 2024

	Date	Num	Split	Amount
Allegra	10/03/2024	162593	727.000 · Office Supplies	160.62
	10/03/2024	162594	727.000 · Office Supplies	193.48
Amazon Capital Services	10/08/2024	16GR-4PL9-36CK	-SPLIT-	1,839.65
Amway Grand Plaza	10/03/2024	MERS Conference	860.000 · Travel	400.20
Book Farm, LLC	10/03/2024	14821	730.000 · Book Collection	29.99
Christina M. Markowski	10/03/2024	UPRLC Conference	860.000 · Travel	324.28
City of Alpena #4210	10/08/2024	06/11/24-09/10/24	920.000 · Utilities	271.70
City of Alpena #5673	10/08/2024	06/11/24-09/10/24	920.000 · Utilities	66.04
Eagle Supply Co.	10/03/2024	130147	930.000 · Repair/Maintenance-General	490.50
Frontier	10/03/2024	09/20/24	850.000 · Communications	317.70
Go Giant Robot Productions	10/03/2024	Replace Lost Check	735.006 · Gifts/Grants Designated	250.00
Great Lakes Elevator	10/03/2024	11298	930.000 · Repair/Maintenance-General	472.50
Hartford	10/03/2024	136468296898	710.005 · Life Insurance	93.08
Ingram Library Services	10/03/2024	83517003-83986238	730.000 · Book Collection	4,806.87
Jessica A. Luther	10/03/2024	UPRLC Conference	860.000 · Travel	465.86
MERS Mich. Employ. Retire. Serv.	10/03/2024	00159338-1	710.001 · Retirement/MERS	6,559.99
MicroMarketing LLC	10/08/2024	960687	731.003 · Audio/Visual	38.24
	10/08/2024	960578	731.003 · Audio/Visual	25.45
	10/08/2024	960103	731.003 · Audio/Visual	27.19
	10/08/2024	959177	731.003 · Audio/Visual	246.11
Munising School Public Library	10/03/2024	36000000364727	801.002 · ILL (Interlibrary Loans)	14.95
Nancy A. Mousseau	10/03/2024	UPRLC Conference	860.000 · Travel	392.77
Sherwin Williams	10/03/2024	2208-5	930.000 · Repair/Maintenance-General	78.18
Superiorland Library Cooperative	10/08/2024	4572	955.000 · Friends of the Library Expenses	514.08
T-Mobile	10/03/2024	979300803 -08/21/24	850.000 · Communications	82.29
Xerox Financial Services	10/03/2024	6285808	969.001 · Copy Machine Expense	698.98
TOTAL				\$ 18,860.70

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
09/17	09/17	8559281LM00XV6NVT	PAYMENT MAIL THANK YOU GREEN BAY WI	2,963.26-
Total Activity				2,963.26-
Total Fees This Period				0.00
09/30	09/30		Interest Charge on Purchases	0.00
09/30	09/30		Interest Charge on Cash Advances	0.00
Total Interest This Period				0.00

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

2024 Total Year-to-Date	
Total fees charged in 2024	\$0.00
Total interest charged in 2024	\$0.00

Interim Director/Children's Librarian September 2024

Meetings/Events attended

Youth dept. Meeting

In person/ phone meetings with various Board members

Email and phone correspondence with Early Connections and Tots program

Meetings with staff

Staff meeting

Board meeting

Administrative Work

*Hired a Library Assistant, Youth Assistant, and 2 Pages (Done in October)

*Added alternative sex educational books to the collection to provide reference choices for patrons.

*Moved Brad back to the Youth Department.

*Directed weeding of JE picture books.

*Directed shifting of JE picture books.

*Moved new JE picture books off top of shelves to the beginning of the first shelf.

*Created September tween loot boxes (created google sign up form and purchased material for program)- **16 participants**

*Four weekly storytimes (Thursday mornings; prepared book, dance movement/finger poem, created craft, and gathered material for craft with a demo. Pat from READ ran last one of the month)- **51 participants**

*Farmer's Market Storytime (prepared story and craft)- **27 participants**

*Farmer's Market Kids day(prepared two different crafts and handed out books donated by Farmer's Market)- **450 participants**

*Lego Club (James ran one of the two)- **12 participants**

*Pokemon Club (James runs program)-**23 participants**

*Working with Browse Method to recatalog juvenile non-fiction books

*Working on merging JENF and J NF.

*Worked on October's youth schedule.

*Storytime with the 45ers Hockey team- **5 participants**

*Sent out October programming information to Sienna for PR material.

*Sent out PR material to the appropriate PR team.

*Purchased and organized material for upcoming programs.

*Took over Autumn's upcoming programs and organized.

*Went to UPRLC conference.

*Added to MERS account.

*Added to the time clock as administrator.

*Answered staff questions as needed.

*Coordinated with a company for personalized library canopy.

*Coordinated with Autumn craft table crafts/sensory bins throughout the month.
(Created crafts and gathered material for crafts.

Professional Development

Working on Mel Maven badge.

Booklist- upcoming youth reads
Webinars

What's coming up next month

New hire training
Continuing with Browse Method
Book bike training.
Working on upcoming youth programs

September Assistant Director Report

Meetings/Community Events Attended:

- Library Board of Trustees Meeting
- Friends of the Library Meeting
- UPRLC Conference Committee Meeting
- DDA Promotions Committee Meeting
- Sunrise Side Co-op Market meeting
- Meetings with Doug Pugh
- Superiorland Directors Meeting
- Great Michigan Read Final Selection Committee Meeting
- Great Lakes Regional Team Networking session
- Staff meeting
- UPRLC Conference and Annual 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 and depositing at county courthouse
- Reconciliation of Paypal account
- Reconciliation of credit card statement
- Reconciliation of petty cash
- Reviewed program proposals
- Recording of patron traffic
 - 4,457 visits
- Responded to FOIA requests
- Prep for and follow-up from Board of Trustees meeting
- FOIA policy update
- Updated documentation for signatory permissions
- Posting of job vacancies and review of resumes.
- 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

Other

- Poet Laureate Events, 9/14, 9/15
- Coordinated with AMA-ESD for work-based learning placements
- Scheduled October program with Troy Graham
- Attended State Aid refresher training
- Attended informational session on Indoor Air Quality Ventilation program
- Responded to correspondence regarding programming requests and book requests
- Reviewed suggestions in the suggestion box and sent to appropriate staff members
- UPRLC Conference Committee tasks
- Placed adult and youth fiction, and nonfiction orders
- Selected DVDs for ordering
- Researched programs for 2025

Monthly Report – September 2024

Business Manager

Meetings/Webinars

- Staff Meeting
- Several Individual Meetings With Staff Members Regarding Employee Benefits
- HR Hot Topics: Understanding the Earned Sick Time Act
- Library of Michigan: Paid Leave and Minimum Wage Changes

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
- Made Wage Adjustments and Processed Payroll (X3)
- Completed Biweekly Federal 941 Tax Payments and Quarterly Return
- Completed Monthly MI 5080 Tax Return and Payment
- Filed Quarterly Tax Report with Unemployment Insurance Agency
- Processed Monthly Payroll Liabilities (Aflac, Equitable, BCN)
- Facilitated 457(B) Withdrawal Request
- Reported Wages to MERS/Requested Invoice/Quarterly Audit
- Reviewed, Coded and Entered Invoices
- Processed Checks, Coordinated Signatures, Requested Money from County and Uploaded Fraud Prevention File to Nicolet Bank
- Prepared Tax Exempt and W-9 Forms Upon Request
- Proofread and Edited Various Documents Upon Request
- Filed Monthly Invoices and Payroll Reports
- Updated Well-Being Bulletin Board

Projects:

- Sorted and prepared several cases of documents for destruction

Next Month:

- Prepare for Upcoming Open Enrollment for Employee Health Insurance
- Municipal Employees' Retirement System Conference

Monthly Report- September 2024

Submitted by: Nancy Mousseau
Department: Technology
Date: 10/4/2024

Summary of Progress

Project Highlights in September:

Normal routine maintenance and firmware updates on equipment and website, update Event Calendar on website, Tech Help, staff tech support, and Open MakerLab/Tinker Tuesday. Create network analytics for September. Equipment maintenance in the MakerLab. Attended UPRLC Annual Meeting in Escanaba. Computer classes have begun for the fall quarter of 2024. Helped out at the Youth Services desk where we had staff shortage issues. Took the week of September 16th off due to accident with foot. Met with Susie MacArthur from Alpena Family Partnership to discuss the possibility of them bringing their students over regularly to learn and utilize the MakerLab in their curriculum this school year.

Meetings Attended/Held

Impromptu meetings with staff, Staff Meeting, Library Board of Trustees monthly meeting. Met with Susie MacArthur from the Alpena Family Partnership.

Issues Discussed & Decisions Made

Discussed creating tutorial videos with the READ Program for their tutors to use throughout the year as a reference tool. It was decided to look at beginning this project in October.

Anticipated Tasks/Projects for October

Typical hardware and network maintenance, staff tech support, Tech Help, weekly programming, monthly analytics, computer classes and create a presentation on Generative AI for the staff to present at staff meeting in October. Develop svg files for 3D map project for the Glowforge to offer as a community workshop in the MakerLab.

Problems that Need Resolution

None that I can think of.

Monthly Report, Technical Processing. September 2024.

Ordered office supplies, equipment, and programming materials as requested / needed. Coded Amazon bill.

Recorded purchases as they were received, with signed purchase request forms if applicable. Received & recorded new books and media, confirmed receipt to Business Manager. Cataloged & dressed books.

Administered conference rooms; answered emails, calls, and visits, answering queries regarding use by outside parties.

Purchased library postage as needed, took packages to the post office.

Attended Staff meeting, Leadership Team meeting.

READ Board Report
October 3, 2024

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

Tutors

Active tutors: 19
Inactive tutors: 6

Students:

Currently receiving services: 20
Tutoring Hours: August 2024: 68.25

Book Circulation:

Returned: 8
Checked Out: 5

- The READ Program hosted *Words and Music with "Dr. Tom"*. This is a monthly noon hour music event. Our audience was treated to 'country jazz' music. All donations were directed to library programming.
- Attended the ProLiteracy webinar *Developing Vocabulary: Effective Strategies for Adult English Learners*
- A READ Program ESL learner has gained enough language skills and confidence to be able to apply for her cosmetology licensing. Also, a reciprocal learning opportunity has resulted from a READ ESL learner who has agreed to teach Spanish to an interested READ Program tutor.
- Current READ learners: 7 Basic Literacy, 1 GED, 12 ESL – from the countries of China, Mexico, Korea, Brazil, and Pakistan.

MONTHLY CIRCULATION REPORT

TO: Alpena County Library Board

FROM: Director - Alpena County Library

September 2024

Monthly Circulation:	2023	2024
Materials Lent	5,162	4,730
Hotspots	14	2
E-media Materials	1095	1,076
E-Magazines	247	390
Kanopy	220	308
Total Monthly Circulations	6,738	6,506
Number of Days Open	25	24

Inventory Totals:	2023	2024
Books	55,690	52,252
Temporary Titles (Magazines)	1,824	1,363
AV (CD/BKCD/TOYS)	1,489	1,435
Videos & DVD	2,913	2,862
E-book, Internet, Microfilm, Art, Unknown	2,985	2,551
Total	64,901	60,463

Library Cards:	2023	2024
Total # of Library Card Holders	9,352	9,728

Interlibrary Loans/SIRSI Holds:	2023	2024
# of ILL Requests made (OCLC/MelCat)	292	197
# of ILL Requests filled by ACL	98	92
SIRSI Holds made by Alpena Users (lending)	620	512
SIRSI Requests filled from ACL (borrowed)	621	515

Internet Usage:	2023	2024
Public Computers Usage	515	926
Wifi Usage		4,886
Year to Date	34,644	39,941

In-House Information Services:	2023	2024
# of Information Transactions	22	245
Special Collections Transactions	77	60
Year to Date	2,195	2,401

Additions	Additions	Additions
Books (Books,Paperbacks & LP)	306	224
A/V (CD/BKCD)		0
Objects	3	2
DVD	43	12
Magazines	53	47
TOTAL	405	285

Large Conference Room Uses:	Programs	Attendance
General	1	12
Ages 0-5	5	47
Ages 6-11	4	35
Ages 12-18	2	12
Adult	3	24
Public Uses	9	141
TOTALS	24	271

Small Conference Room Uses:	Programs	Attendance
General	6	14
Ages 0-5	5	47
Ages 6-11	1	16
Ages 12-18	3	25
Adult	7	14
Public Uses	6	44
Technical (individual) Help	9	13
Total	37	173

Outreach Programming	4	630
Library Visits		4,457
New Cards Issued		65

Special collections in-person use		101
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Social Media Stats		
Facebook		
Post Reach: (# of people who saw a post at least once)		23,777
Post Engagements: (# of Likes, Comments, and Shares)		205
Instagram		
Total Posts:		110
Total Stories:		11
Patron Area	# Checkouts	
Alpena-City	2,229	
Alpena-Twn	1,220	
Grean-Twn	128	
Long-Rapid	143	
MapleRidge	117	
Ossineke	150	
Other	184	
Sanborn	105	
Wellington	9	
Wilson	236	

211 N. First Ave
Alpena, MI 49707
Phone: 989-356-6188
Fax: 989-356-2765
www.alpenalibrary.org



At the regular meeting of the board of Alpena County George N. Fletcher Public Library held on the 16th day of October 2024 at 4:30 PM Eastern time at 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 _____.

Jessica Luther's name be taken off the Alpena County George N. Fletcher Public Library's Nicolet bank account and Christina Markowski's name be added to the Nicolet bank account.

YES:

NO:

The Resolution was declared adopted.

The undersigned, being the duly qualified Director of 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 at regular meeting held on the 16th day of October 2024, at which a quorum was present and remind 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: October 16, 2024

Good evening Library Board of Trustees,

I would like to present the following proposal in regards to our weekly operating times.

Current times the library is open: M-Th 9AM-8PM, F 9AM-7PM, Sat 9AM-4PM, closed holidays and Sundays.

Proposed times: M-F 9AM-7PM, Sat 9AM-4PM, closed holidays and Sundays.

Reducing the weekly closing time by one hour will help in reducing staff coverage issues, give current staff breathing room to perform their many duties, reduce overhead costs, and increase security at night.

Looking over patron wifi usage data from September 2023 to August 2024, on average 20 patrons are using the library's wifi in the evening. Whereas, on average, 109 patrons used wifi between 1PM- 2PM. If we were to close an hour earlier, our wifi would still be available until 8PM for patrons outside the building.

Looking over patron visits data from September 2023 to August 2024, on average 198 patrons are using the library during the last hour compared to an average of 2488 patrons using the library in the afternoon. For each set of numbers, we used the following formula.

Mean of (Total usage each month / afternoon usage each month from Sept. 2023 to Aug. 2024.)

Mean of (Total usage each month/ last hour usage each month from Sept. 2023 to Aug 2024.)

Each set of data shows a significant drop in library usage from the afternoon to the last hour of closing.

We took this time to compare our operating hours to three surrounding libraries, Alpena County Library main branch in Harrisville, MI, Otsego County Library in Gaylord, MI, and Presque Isle District Library main branch in Rogers City.

Alpena County Library hours: M-Th 9:30AM- 7PM, F 9:30-5:30PM, Saturday 10-3PM, closed Sundays.

Otsego County Library hours: M-W 9AM- 7PM, Th-F 9AM-5PM, Saturday 9AM-1PM, Sunday 1PM-5PM

Presque Isle District Library hours: M & TH 9:30AM- 6PM; T, W, &F, 10AM- 5:30PM; Saturday 10AM-3PM; closed Sundays.

Comparing the hours between Alpena County Library and the surrounding libraries, Alpena County Library is open much later and operating hours are longer than that of Harrisville, Rogers City, and Gaylord.

With a small decrease in operating hours and a closing time of 7PM, M-F, Alpena County Library will still have adequate operating hours for patron visits. Overhead costs such as electricity usage will decrease. Overlap of staff time on the desk will increase, allowing staff increased off desk time will help in creating programs, collection development, and working on other projects that will benefit the community.

I would like to make these changes effective November 1st, 2024.

Thank you,

A handwritten signature in black ink that reads "Tina Markowski". The signature is written in a cursive style with a large, stylized "M" for the last name.

Christina Markowski
Interim Director/Children's Librarian