

Alpena County George N. Fletcher Public Library
Board of Trustees Regular Meeting
Friday, December 20, 2024, at 2 PM
Agenda

1. Call to Order
1. Approval of Agenda
2. Review and Approval of Minutes from October 16, 2024, Meeting
3. Financial Reports
4. Review and Approval of Bills
5. Leadership Team Reports/Retirement
6. Friends of Library Report
7. Public Comment
8. Old Business
 - a. Director Search
9. New Business
 - a. Budget 2025
 - b. Appointing of a Secretary
 - c. Credit Card Resolution
 - d. Basic Access Library Card Policy Proposal
 - e. Special Collections Endowment
 - f. Budget Adjustments
 - g. Consultation Fee
 - h. Staff Inservice Day 2025
 - i. Holiday Closure Proposal
 - j. Trust Donation
 - k. Staff VPS roll over
 - l. Audit Consultation

Closed session for Personnel Matter
10. 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, October 16, 2024, at 4:32 pm by President Joseph Garber.

Present:

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

Staff: Christina Markowski, Carmen Grubaugh

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

Review and Approval of Minutes: It was moved by Mantlo with support from Budd to accept the minutes from the September 18, 2024 meeting. The motion passed.

Financial Reports: The financial reports were reviewed by Markowski.

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

Director and Leadership Team Report: The written report was reviewed. Markowski stated 4 new employees were hired and were undergoing training. She noted 3 alternative sex education books were added to the collection using the Browse Method. She shared that over 200 people attended the Bluey program and that better sound equipment was being acquired so more people could attend the cemetery tour next year due to it selling out in 12 minutes.

Friends of the Library Report: Markowski stated there were no updates at this time.

Public Comment:

Traci Collins, Wilson, thanked Markowski for her proposal outlining the reasons why it would be logical to change the library's operating hours.

Old Business:

A. Director Search: The County Board of Commissioners rescinded their motion to remove the Library Board of Trustees.

It was moved by Budd with support from Mantlo to issue Mortimore a down payment and place the upper range salary for the Library Director position starting at \$90,000 whereas the Library Director search would commence after January 1, 2025.

B. Personnel Matter: This item was moved to *Closed Session to Discuss Interim Director*.

New Business:

A. Update Name on Bank Account Resolution: It was moved by Budd with support from Mantlo to give Markowski signatory permission to sign checks and add her name to the Nicolet bank account. The

motion passed.

B. Changes to Operating Hours: It was moved by Mantlo with support from Meek to change the library's operating hours from 9 am to 7 pm Monday through Friday with the library adjusting its operating hours to match any programs scheduled after 7 pm. Saturday operating hours, Sunday, and holiday closures will remain the same. The library's new operating hours will take effect November 1, 2024.

C. Budget (Health Insurance): Garber noted a 16.54 percent increase if the library kept the same insurance plan and he noted most insurance plans saw a 20 to 25 percent increase this year.

It was moved by Budd with support from Mantlo that the current health insurance plan be renewed unless Markowski finds a better alternative. The motion passed with Meek abstaining.

Budd- Aye
Mantlo- Aye
Garber- Aye
Meek- Abstained

Budd requested the topic of health insurance be added to the June 2025 board meeting agenda. It was moved by Budd with support from Mantlo. The motion passed with Meek abstaining.

Budd- Aye
Mantlo- Aye
Garber- Aye
Meek- Abstained

D. Discuss Budget Workshop Session: There were no comments.

Closed Session for Personnel Matter: Trustees, and Markowski moved into closed session at 5:27 pm to discuss a personnel matter. Garber reopened the meeting at 6:21 pm.

No comments were disclosed to the public.

Adjournment: Garber declared the meeting adjourned at 6:21 pm. The next meeting will be Wednesday, November 20, 2024 at 4:30 pm.

Other: Michelle Cornish resigned as a trustee on the board effective September 30, 2024. The board wishes to acknowledge Cornish for her many years of service.

Respectfully submitted,

Joseph Garber
President

Carmen Grubaugh
Recording Secretary

October Reports

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

	Jan - Oct 24	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
403.000 · Millage	1,096,204.73	1,098,014.00	-1,809.27	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	700.00	600.00	100.00	116.7%
581.006 · Gifts/Grants-Designated	16,051.00	10,000.00	6,051.00	160.5%
581.007 · Gifts/Grants-Undesignated	4,676.84	5,000.00	-323.16	93.5%
602.000 · Author Income	4,944.32	5,000.00	-55.68	98.9%
607.002 · Photocopy Fees	5,863.90	4,500.00	1,363.90	130.3%
607.003 · Out of District Fees	1,310.98	1,500.00	-189.02	87.4%
642.002 · Merchandise Sales	147.00	50.00	97.00	294.0%
658.000 · Book Fines	209.60	100.00	109.60	209.6%
658.001 · Penal Fines	122,141.90	100,000.00	22,141.90	122.1%
658.002 · ILL-MelCat	55.16	250.00	-194.84	22.1%
658.004 · Book/Video Material Replacement	268.87	300.00	-31.13	89.6%
665.000 · Interest on Investments	7,028.72	5,213.00	1,815.72	134.8%
667.000 · Conference Room Rental	565.97	100.00	465.97	566.0%
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	1,377,407.77	1,372,328.00	5,079.77	100.4%
Gross Profit	1,377,407.77	1,372,328.00	5,079.77	100.4%
Expense				
701.000 · Salaries/Per Diem	463,940.23	621,833.00	-157,892.77	74.6%
710.000 · Social Security/Medicare	34,597.60	49,000.00	-14,402.40	70.6%
710.001 · Retirement/MERS	85,612.15	109,000.00	-23,387.85	78.5%
710.002 · Hospitalization	72,487.00	105,040.00	-32,553.00	69.0%
710.003 · "In Lieu of..." Hospitalization	10,225.00	10,500.00	-275.00	97.4%
710.005 · Life Insurance	1,045.36	1,500.00	-454.64	69.7%
710.006 · Workers Compensation	43.00	1,100.00	-1,057.00	3.9%
727.000 · Office Supplies	5,183.05	7,800.00	-2,616.95	66.4%
727.001 · Postage	882.70	1,200.00	-317.30	73.6%
728.000 · Special Collections- Expense	1,645.70	3,000.00	-1,354.30	54.9%
728.001 · Cook Endowment - Expense	500.00	5,000.00	-4,500.00	10.0%
730.000 · Book Collection	25,776.13	40,000.00	-14,223.87	64.4%
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	2,499.91	6,000.00	-3,500.09	41.7%
731.004 · Technology Hardware	2,233.63	3,000.00	-766.37	74.5%
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	15,481.69	10,000.00	5,481.69	154.8%
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)	235.94	400.00	-164.06	59.0%
801.003 · Unique Mgmt.	59.10	200.00	-140.90	29.6%
801.101 · County Settlements	268.23	392.00	-123.77	68.4%
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	4,125.00	4,161.00	-36.00	99.1%
850.000 · Communications	11,330.34	14,000.00	-2,669.66	80.9%
860.000 · Travel	1,933.37	2,000.00	-66.63	96.7%
920.000 · Utilities	30,232.57	37,000.00	-6,767.43	81.7%
930.000 · Repair/Maintenance-General	9,053.39	9,000.00	53.39	100.6%
930.001 · Repair/Maintenance-HVAC	642.96	21,000.00	-20,357.04	3.1%

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

	<u>Jan - Oct 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	16,283.49	15,000.00	1,283.49	108.6%
956.002 · Programs Expense	5,196.09	10,000.00	-4,803.91	52.0%
965.000 · READ for Adults	1,325.64	1,300.00	25.64	102.0%
969.001 · Copy Machine Expense	6,279.11	11,000.00	-4,720.89	57.1%
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>1,069,027.48</u>	<u>1,372,328.00</u>	<u>-303,300.52</u>	<u>77.9%</u>
Net Ordinary Income	<u>308,380.29</u>	<u>0.00</u>	<u>308,380.29</u>	<u>100.0%</u>
Net Income	<u>308,380.29</u>	<u>0.00</u>	<u>308,380.29</u>	<u>100.0%</u>

Alpena County Library
Balance Sheet
As of October 31, 2024

	<u>Oct 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	22,917.47
016.000 · Cash with County	604,527.44
Total Checking/Savings	<u>629,144.91</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>1,940,379.09</u>
TOTAL ASSETS	<u><u>1,940,379.09</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	308,380.29
Total Equity	<u>801,548.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,940,379.09</u></u>

Fund 721 LIBRARY PENAL FINE FUND

GL Number	Description	Balance
*** Assets ***		
721-000-002.000	SAVINGS	41,138.82
Total Assets		41,138.82
*** Liabilities ***		
721-000-272.000	UNDIST INT INC	37.04
721-000-273.000	UNDISTRIB FINES	41,101.78
Total Liabilities		41,138.82
*** 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		41,138.82

Alpena County Library Fund

Fund Statement

October 01, 2023 through September 30, 2024

Fund Balance

Beginning Balance	\$186,101.83
Revenue	
Contributions	\$150.00
Interfund Transfers-Spendable	\$3,190.00
Investment Gains/Losses	\$37,204.52
TOTAL REVENUE	\$40,544.52
Expenses	
Administrative Fees	\$2,959.62
Grants Approved	\$3,190.00
TOTAL EXPENSES	\$6,149.62
Assets	
Assets-Investments	\$220,496.73
TOTAL ASSETS	\$220,496.73
Grants Payable	\$0.00
Total Spendable Assets	\$220,496.73

Any amount may be requested from the "Spendable Balance" at any time during the year.

A request must be submitted in writing to the Community Foundation for Northeast Michigan.

Email requests are acceptable. Requests for distributions need to include basic details about the purpose of the request along with the appropriate signatures and/or supporting documentation (board minutes, etc.).



If you have any questions, please contact our office.

PO Box 495 ▶ 100 N Ripley, Ste F ▶ Alpena

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Alpena County George N. Fletcher Library Fund

Fund Statement

October 01, 2023 through September 30, 2024

Fund Balance

Beginning Balance	\$6,433.53
 Revenue	
Contributions	\$1,000.00
Investment Gains/Losses	\$1,299.07
TOTAL REVENUE	\$2,299.07
 Expenses	
Administrative Fees	\$83.84
TOTAL EXPENSES	\$83.84
 Assets	
Assets-Investments	\$8,648.76
TOTAL ASSETS	\$8,648.76
 Grants Payable	 \$0.00
Spendable Balance	\$0.00
Total Assets	\$8,648.76

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Alpena County Library Vendor Balance Detail

As of November 13, 2024

	Date	Num	Split	Amount
Alpena Power Company	11/13/2024	10/08/24-11/07/24	920.000 · Utilities	1,414.09
Alpena Power Company #2	11/13/2024	10/08/24-11/07/24	920.000 · Utilities	669.40
Alpena Supply Co	11/05/2024	S100648743.001	930.001 · Repair/Maintenance-HVA	504.50
	11/05/2024	S100647652.001	930.000 · Repair/Maintenance-Gen	63.18
Amazon Capital Services	11/13/2024	1TM3-R43Q-3W4H	-SPLIT-	1,621.07
Blue Care Network of Michigan	11/13/2024	243130075504	710.002 · Hospitalization	6,429.13
Christina M. Markowski	11/13/2024	Reimburse Supplies	956.002 · Programs Expense	129.13
Constant Contact, Inc.	11/05/2024	9SLQAHGBB29824	969.004 · Public Relations/Print	55.00
Control Solutions, Inc.	11/05/2024	18269CW	930.001 · Repair/Maintenance-HVA	875.00
Dave Gelwicks	11/05/2024	Michigan Mining Bool	730.000 · Book Collection	50.00
DTE Energy #1	11/13/2024	10/08/24-11/07/24	920.000 · Utilities	478.76
DTE Energy #6	11/13/2024	10/08/24-11/07/24	920.000 · Utilities	86.57
Eagle Supply Co.	11/05/2024	130403	930.000 · Repair/Maintenance-Gen	211.20
Fitzpatrick's Hardware	11/05/2024	5640146	930.000 · Repair/Maintenance-Gen	48.46
	11/05/2024	5640206	930.000 · Repair/Maintenance-Gen	180.00
	11/13/2024	5643850	930.000 · Repair/Maintenance-Gen	70.83
Foster, Swift, Collins & Smith, P.C.	11/05/2024	896879	802.000 · Professional Services	637.00
	11/05/2024	899579	802.000 · Professional Services	171.50
Frontier	11/05/2024	10/20/24	850.000 · Communications	317.70
GFL Environmental	11/13/2024	0067617580	930.000 · Repair/Maintenance-Gen	64.11
Hartford	11/05/2024	136463332404	710.005 · Life Insurance	100.24
InfoUSA Marketing, Inc.	11/05/2024	10004257341	730.000 · Book Collection	357.00
Ingram Library Services	11/05/2024	84011286-84531920	730.000 · Book Collection	3,061.27
Intuit, Inc.	11/05/2024	QuickBooks Payroll	727.000 · Office Supplies	850.00

Alpena County Library
Vendor Balance Detail
As of November 13, 2024

	Date	Num	Split	Amount
Jessica A. Luther	11/05/2024	Constant Contact	969.004 · Public Relations/Print	55.00
	11/05/2024	Constant Contact	969.004 · Public Relations/Print	55.00
Lakeshore Plumbing, Heating & Cooling	11/05/2024	54639	930.001 · Repair/Maintenance-HVA	345.00
MERS Mich. Employ. Retire. Serv.	11/05/2024	00160224-1 10/2024	710.001 · Retirement/MERS	6,202.55
Nancy A. Mousseau	11/05/2024	HumbleFax	850.000 · Communications	20.00
Petty Cash/Jessica Luther	11/05/2024	2541-2545	-SPLIT-	130.87
St. Clair County Library	11/05/2024	10242024	801.002 · ILL (Interlibrary Loans)	24.99
Summit Fire Protection	11/05/2024	2698529	930.000 · Repair/Maintenance-Gen	475.95
	11/05/2024	2724371	930.000 · Repair/Maintenance-Gen	429.00
T-Mobile	11/05/2024	09/21/24-10/20/24	850.000 · Communications	31.15
TelNet Worldwide	11/05/2024	78734	850.000 · Communications	265.97
True North Threads, LLC	11/13/2024	5523	727.000 · Office Supplies	209.00
UPRLC, Inc.	11/05/2024	4866	801.000 · UPRLC/SIRSI fees	233.72
	11/05/2024	4913	801.000 · UPRLC/SIRSI fees	4,010.47
	11/05/2024	4920	727.000 · Office Supplies	98.04
	11/13/2024	4934 - Cybrarian	801.000 · UPRLC/SIRSI fees	100.00
US POSTAL SERVICE	11/05/2024	Postage	727.001 · Postage	123.00
Webtimeclock	11/05/2024	Yearly Subscription	727.000 · Office Supplies	513.60
Xerox Financial Services	11/05/2024	6401003	969.001 · Copy Machine Expense	698.98
TOTAL				\$ 32,467.43

Interim Director/Children's Librarian October 2024

Meetings/Events attended

Leadership meeting

Meetings with staff

Staff meeting

Board meeting

Budget meetings with department heads

Met with Early Connections and Totspot

Book challenge: Making a Baby by Rachel Greener- We are taking the book challenge seriously and following policy by forming a committee that includes youth staff, Assistant Director and Interim Director. We have 90 days to respond to the book challenge with our final results from the committee.

Administrative/Projects

Talked with Nancy about an extra computer in the youth office.

Talked with Matt about flag pole/boiler repairs.

Authorized budget request forms.

Created basic access library card policy.

Created video conferencing library card policy.

Budget adjustments

2025 Budget

Took the book bike to Sunrise co-op. 40

Job training with new hires.

Worked on the November schedule.

Presentation of seed library at garden club.

Payroll

Worked on Browse Method

Added new non-fiction books to collection

Added new playaways

Worked on escape room with Sienna

Kid Librarian

Worked on November Board Agenda

October loot boxes: 29

Storytime (Every Thursday):53

45ers Storytime: 13

Haunted Maze: 150

Tween Shrinky Dinks: 21

Teen Cricut 101: 5

Holiday Closures update 2025

Professional Development

Working on Mel Maven badge.

Webinars

What's coming up next month

Continuing with Browse Method

Working on upcoming youth programs

Budget Adjustments

Budget for 2025

October Assistant Director Report

Meetings/Community Events Attended:

- UPRLC Conference Committee Meeting
- DDA Promotions Committee Meeting
- Sunrise Side Co-op Market meeting
- ALS UPRLC meeting
- Leadership Team meeting
- Staff meeting
- Booklist new releases webinar
- Donor meeting
- PLA grant webinar
- 2025 Goal setting meeting
- United Way Board meeting
- Various drop-ins and impromptu meetings with community members, staff, board members, etc.

Administrative:

- Recording deposits and depositing at the county courthouse
- Reconciliation of Paypal account
- Reconciliation of petty cash
- Reviewed program proposals
- Recording of patron traffic
 - 5,811 visits
- Interviews with job candidates and background checks
- Preparation for work-based learning student placement
- PLA survey
- New hire onboarding, training, and scheduling
- E-rate application
- Assisted with 2024 budget adjustments and 2025 draft operating budget
- Applied for and received air purifiers from MDHHS
- Updated Google Business listing
- Edits and revisions on various documents sent to me for review
- Updated 2025 closures in Workflows
- Monitor the Contact Us email account
- Emails/Phone/Calls

Marketing/Fundraising:

- PSAs and press releases for upcoming programs and projects
- Scrubbed Constant Contact email contact list

Other

- October 24th storytime and various desk shifts
- 2025 Ebsco Renewals
- October program with Troy Graham
- Responded to correspondence regarding programming requests and book requests
- Reviewed suggestions in the suggestion box and sent to appropriate staff members
- Began scheduling 2025 programming
- Placed adult and youth fiction, and nonfiction orders
- Selected DVDs for ordering

Monthly Report - October 2024

Business Manager

Meetings/Webinars

- Leadership Team Meeting
- HR Hot Topics: Maintaining Professionalism and Civility During Election Season
- 2024 Municipal Employees' Retirement System Annual Conference
- Set Up Meeting With Representatives from Equitable for Interested Employees
- Several Individual Meetings With Staff Members Regarding Employee Benefits

Administrative:

- Completed Credit Application and Tax Exempt Form for New Account at Local Hardware Store
- 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
- Completed Biweekly Federal 941 Tax Payments
- Completed Monthly MI 5080 Tax Return and Payment
- Processed Monthly Payroll Liabilities (Aflac, Equitable, BCN)
- Facilitated 457(B) Withdrawal Request
- 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
- Responded to Several Requests for Information Regarding the Budget
- 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
- Assisted Patrons in Youth Department

Projects:

- Processed Onboarding Documents and Created Payroll and Personnel Files for Four New Employees
- Began Open Enrollment Process for Employee Health Insurance

Next Month:

- Complete Open Enrollment Process for Employee Health Insurance

Monthly Report- October 2024

Submitted by: Nancy Mousseau
Department: Technology
Date: 11/4/2024

Summary of Progress

Project Highlights in October:

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. Helped out at the Youth Services desk where we had staff shortage issues. Administrated the Contact Us email account. Created Technology Plan for 2025 to help facilitate the overall 2025 budget. Created a presentation for the staff on Generative AI and presented the presentation at our monthly staff meeting.

Meetings Attended/Held

Impromptu meetings with staff, Staff Meeting, Library Board of Trustees monthly meeting. Met with a gentlemen (desires to remain anonymous) who would like to donate a few 3D printers to the MakerLab. Donation should take place in November.

Issues Discussed & Decisions Made

It was decided to begin tutorial videos with the READ program on November 20th. It was also decided to purchase a multifunction monochrome laser printer for the Technology department, that will be also used by the READ program. Printer will be ordered in November. It was also decided that the computer/monitor from the Youth Services dept will be recycled to the Facility Manager's office. The move will happen sometime in November as time allows. Finally, one of the donated 3D printers will likely be available for circulation through our Library of Things.

Anticipated Tasks/Projects for November

Typical hardware and network maintenance, staff tech support, Tech Help, weekly programming, monthly analytics, computer classes and create a policy for staff use of Generative AI. Work on planning computer classes for the winter quarter. Begin working on Summer Reading Program 2025 details. Process 3D printers donation. Create a policy for 3D printer circulation. Research proper storage for circulating 3D Printer. Research wall shelving for the MakerLab.

Problems that Need Resolution

None that I can think of.

Special Collections Department Monthly Report - October

- Assisted patrons and responded to phone / email research inquiries [note: We had a patron in daily for several weeks from Washington, D.C. doing family research – see letter]
- Processed Collections
- Connected with CMU regarding contract for microfilming of Alpena News (need to request Cook Endowment \$)
- Worked on various projects & research questions
- Ended Log Mark display in cooperation with Besser Museum that had been on display for 2 months in cabinet under Fletcher portrait.
- Assisting Besser Museum in finding and scanning historical pictures for their new exhibit
- Collections Committee mtg at museum
- Helped with a couple program set-ups in conference room
- Working on programming ideas for rest of year & into next year: Tuskegee Airmen documentary w/ Wayne Lusardi; Special Collections Tours during lunchtime; Carl Henry Diaries 1901-1966; more izi.travel self-guided tours (Holy Cross Cemetery, Haunted Alpena, etc)
- Prepping Great Lakes 1913 Storm artwork for display for month of November
- Finished transcribing Carl Henry Diaries (1901-1966) and started upload to database

Collections donated, processed or being processed in October:

- Fletcher – Gilchrist Collection: 15 boxes transferred last year from Besser Museum (1840s to 1950s)
- Alpena Police Department Collection: 9 large Docket Ledgers (1898-1959) **new**
- Mariette Fletcher Potvin Collection: framed house pictures & Alpena map **new**
- Mariette Fletcher Potvin Collection [several boxes]
- Charles Koehler: *Tracking the Historical Indian Trail in Otsego County, Michigan* [book donated by author] **new**
- William Lewis: Presque Isle maritime histories binders **new**
- Nicholson Hill Families photographs (c 1915), etc.: transferred from Besser Museum **new**
- Richard Cook Collection: Hubbard Lake / Ossineke Church Directories, business & high school ephemera **new**
- Florence Black Moutsatson: *Russ and Georgie: Stories of a Family* [Black Family of Spratt, MI] [book donated by author] **new**
- Small Collections processed
- Ruth Cochrane Collection [genealogy]
- Cemetery Walk [development / research / planning]
- AHS Yearbooks – 1962, 1966 **new**
- Local church ephemera **new**

- Hotel Alpena menu (1954) & other business related ephemera: transferred from Museum **new**
- Michigan Mining Scrip [book from author] **new**
- Centala Family History [book] **new**

October 2024 stats:

Patrons: 98

Research emails & calls: 101

Program attendees: Evergreen Cemetery Tour (51)

Total: 245

Topics & sources researched:

Family genealogy / history

City Directories

House histories

Vessel images

Naturalization records

Vital records – birth, marriage, death

Obituaries

Churches

Yearbooks

Vessel cargo

Businesses

Newspaper microfilm

Native American

Land / Plats / Insurance Maps

1903 City of Alpena large wall map

Montmorency history

Online genealogy research / computer use

Alpena historical booklets

Dougal McKenzie – police

Alpena News Collection

Auto accident

Drowning

Schools

PEWABIC shipwreck – vertical file, Alpena News, Labadie Collection

NORDMEER shipwreck - ditto

READ Board Report
November 5, 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: 4

Students:

Currently receiving services: 23
Tutoring Hours: September 2024: 68.0

Book Circulation:

Returned: 4
Checked Out: 12

- Attended CALM (Coalition for Adult Literacy in Michigan) meeting. Topic: *Learner and Tutor Orientation and Retention: Best Practices*. Common issues and solutions were discussed with representatives from various literacy programs in Michigan.
- Met with representatives from Iosco RESA (Regional Educational Service Agency) Adult Education. They wish to collaborate with READ to support ESL learners in the READ Program as well as their Adult Education/ESL program learners. Their ESL adult education program will be housed at ACC. In addition, they attended last year's READ Program tutor training sessions and would like us to share READ training materials in hopes of creating and providing a toolkit for teachers of ESL in the future.
- We have been invited to attend the initial planning meeting of Northern Michigan Welcoming Network Assembly. This network's objectives would be to better identify the new ESL populations, to share resources, best practices and referrals, and to work together to obtain additional resources as needed.
- Attended the ProLiteracy webinar: Incorporating Phonics and Fluency into Any Instructional Material
- READ hosted Dr. Tom *Words and Music* event, offering lunch time piano music, reflections and relaxation for the community at the library.

Monthly Report, Technical Processing. October 2024.

Ordered office supplies & equipment as requested / needed. Coded Amazon bill. Reported copier use to Michigan Office Solutions.

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.

MONTHLY CIRCULATION REPORT		
TO: Alpena County Library Board		
FROM: Director - Alpena County Library		
October 2024		
Monthly Circulation:	2023	2024
Materials Lent	5,508	4,926
Hotspots	11	1
E-media Materials	1,170	1,121
E-Magazines	410	443
Kanopy	234	312
Total Monthly Circulations	7,333	6,803
Number of Days Open	26	27
Inventory Totals:	2023	2024
Books	55,603	52,422
Temporary Titles (Magazines)	1,882	1,338
AV (CD/BKCD/TOYS)	1,463	1,437
Videos & DVD	2,975	2,767
E-book, Internet, Microfilm, Art, Unknown	2,841	2,701
Total	64,764	60,665
Library Cards:	2023	2024
Total # of Library Card Holders	8,747	9,775
Interlibrary Loans/SIRSI Holds:	2023	2024
# of ILL Requests made (OCLC/MelCat)	94	224
# of ILL Requests filled by ACL	183	90
SIRSI Holds made by Alpena Users (lending)	654	468
SIRSI Requests filled from ACL (borrowed)	566	605
Internet Usage:	2023	2024
Public Computers Usage	797	1,078
Wifi Usage		5,325
Year to Date	7,342	46,344
In-House Information Services:	2023	2024
# of Information Transactions	84	219
Special Collections Transactions	80	101

Year to Date	1,566	2,721
Additions	Additions	Additions
Books (Books, Paperbacks & LP)	258	346
A/V (CD/BKCD)		0
Objects	1	3
DVD	67	12
Magazines	58	47
TOTAL	384	408
Large Conference Room Uses:	Programs	Attendance
General	6	475
Ages 0-5	2	49
Ages 6-11	4	15
Ages 12-18	1	10
Adult	5	87
Public Uses	12	195
TOTALS	30	831
Small Conference Room Uses:	Programs	Attendance
General	10	12
Ages 0-5	6	66
Ages 6-11	2	34
Ages 12-18	3	28
Adult	10	20
Public Uses	13	61
Technical (individual) Help	19	24
Total	63	245
Outreach Programming	0	0
Library Visits		5,811
New Cards Issued		70
Special collections in-person use		98
Social Media Stats		
Facebook		
Post Reach: (# of people who saw a post at least once)		9,298
Post Engagements: (# of Likes, Comments, and Shares)		101
Instagram		

Total Posts:		90
Total Stories:		7
Patron Area	# Checkouts	
Alpena-City	2,375	
Alpena-Twn	1,189	
Grean-Twn	88	
Long-Rapid	154	
MapleRidge	94	
Ossineke	215	
Other	191	
Sanborn	103	
Wellington	216	
Wilson		

November Reports

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

	Jan - Nov 24	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
403.000 · Millage	1,096,204.73	1,098,014.00	-1,809.27	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	700.00	600.00	100.00	116.7%
581.006 · Gifts/Grants-Designated	16,051.00	10,000.00	6,051.00	160.5%
581.007 · Gifts/Grants-Undesignated	4,703.14	5,000.00	-296.86	94.1%
602.000 · Author Income	4,944.32	5,000.00	-55.68	98.9%
607.002 · Photocopy Fees	6,180.45	4,500.00	1,680.45	137.3%
607.003 · Out of District Fees	1,385.98	1,500.00	-114.02	92.4%
642.002 · Merchandise Sales	147.00	50.00	97.00	294.0%
658.000 · Book Fines	210.60	100.00	110.60	210.6%
658.001 · Penal Fines	122,141.90	100,000.00	22,141.90	122.1%
658.002 · ILL-MelCat	55.16	250.00	-194.84	22.1%
658.004 · Book/Video Material Replacement	279.12	300.00	-20.88	93.0%
665.000 · Interest on Investments	7,360.53	5,213.00	2,147.53	141.2%
667.000 · Conference Room Rental	565.97	100.00	465.97	566.0%
674.000 · Memorials	250,000.00			
674.001 · Library Improvement Fund	7,975.00	10,000.00	-2,025.00	79.8%
674.004 · Friends of the Library	16,169.82	15,000.00	1,169.82	107.8%
674.005 · READ for Adults Program	612.00	400.00	212.00	153.0%
674.007 · Special Collections- Income	265.00	15,000.00	-14,735.00	1.8%
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	1,630,133.56	1,372,328.00	257,805.56	118.8%
Gross Profit	1,630,133.56	1,372,328.00	257,805.56	118.8%
Expense				
701.000 · Salaries/Per Diem	524,283.03	621,833.00	-97,549.97	84.3%
710.000 · Social Security/Medicare	39,133.88	49,000.00	-9,866.12	79.9%
710.001 · Retirement/MERS	91,814.70	109,000.00	-17,185.30	84.2%
710.002 · Hospitalization	78,916.13	105,040.00	-26,123.87	75.1%
710.003 · "In Lieu of..." Hospitalization	11,100.00	10,500.00	600.00	105.7%
710.005 · Life Insurance	1,145.60	1,500.00	-354.40	76.4%
710.006 · Workers Compensation	43.00	1,100.00	-1,057.00	3.9%
727.000 · Office Supplies	7,272.09	7,800.00	-527.91	93.2%
727.001 · Postage	1,005.70	1,200.00	-194.30	83.8%
728.000 · Special Collections- Expense	1,645.70	3,000.00	-1,354.30	54.9%
728.001 · Cook Endowment - Expense	500.00	5,000.00	-4,500.00	10.0%
730.000 · Book Collection	29,439.68	40,000.00	-10,560.32	73.6%
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	2,711.86	6,000.00	-3,288.14	45.2%
731.004 · Technology Hardware	2,233.63	3,000.00	-766.37	74.5%
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	15,750.88	10,000.00	5,750.88	157.5%
801.000 · UPRLC/SIRS fees	31,247.84	33,000.00	-1,752.16	94.7%
801.001 · RIDES	3,048.70	3,049.00	-0.30	100.0%
801.002 · ILL (Interlibrary Loans)	260.93	400.00	-139.07	65.2%
801.003 · Unique Mgmt.	59.10	200.00	-140.90	29.6%
801.101 · County Settlements	268.23	392.00	-123.77	68.4%
802.000 · Professional Services	5,897.08	5,951.00	-53.92	99.1%
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	835.20	3,000.00	-2,164.80	27.8%
816.000 · County Admin Overhead	4,125.00	4,161.00	-36.00	99.1%
850.000 · Communications	12,235.12	14,000.00	-1,764.88	87.4%
860.000 · Travel	1,667.17	2,000.00	-332.83	83.4%
920.000 · Utilities	32,881.39	37,000.00	-4,118.61	88.9%
930.000 · Repair/Maintenance-General	10,469.86	9,000.00	1,469.86	116.3%

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 Accrual Basis

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

	Jan - Nov 24	Budget	\$ Over Bud...	% of Budget
930.001 · Repair/Maintenance-HVAC	6,037.81	21,000.00	-14,962.19	28.8%
930.002 · Repair/Maintenance-Supplies	0.00	0.00	0.00	0.0%
955.000 · Friends of the Library Expenses	16,283.49	15,000.00	1,283.49	108.6%
956.002 · Programs Expense	5,711.49	10,000.00	-4,288.51	57.1%
965.000 · READ for Adults	1,325.64	1,300.00	25.64	102.0%
969.001 · Copy Machine Expense	6,978.09	11,000.00	-4,021.91	63.4%
969.002 · Insurance	7,033.60	7,000.00	33.60	100.5%
969.003 · Kathy Currier Condo Assoc Exp	1,926.77	1,927.00	-0.23	100.0%
969.004 · Public Relations/Print	312.00	1,000.00	-688.00	31.2%
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	1,170,164.19	1,372,328.00	-202,163.81	85.3%
Net Ordinary Income	459,969.37	0.00	459,969.37	100.0%
Net Income	459,969.37	0.00	459,969.37	100.0%

Alpena County Library
Balance Sheet
As of November 30, 2024

	Nov 30, 24
ASSETS	
Current Assets	
Checking/Savings	
001.000 · Library cash in bank	1,555.00
004.000 · Petty Cash on hand	200.00
007.000 · Library payroll	1,910.00
016.000 · Cash with County	777,478.99
Total Checking/Savings	781,143.99
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	1,311,234.18
Total Current Assets	2,092,378.17
TOTAL ASSETS	2,092,378.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
202.001 · Accrued expenses	18,859.63
231.000 · Payroll Liabilities	
231.003 · AXA	410.00
Total 231.000 · Payroll Liabilities	410.00
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	1,139,240.42
Total Current Liabilities	1,139,240.42
Total Liabilities	1,139,240.42
Equity	
399.000 · Unrestrict (retained earnings)	493,168.38
Net Income	459,969.37
Total Equity	953,137.75
TOTAL LIABILITIES & EQUITY	2,092,378.17

Fund 721 LIBRARY PENAL FINE FUND

GL Number	Description	Balance
*** Assets ***		
721-000-002.000	SAVINGS	50,272.97
Total Assets		50,272.97
*** Liabilities ***		
721-000-272.000	UNDIST INT INC	46.61
721-000-273.000	UNDISTRIB FINES	50,226.36
Total Liabilities		50,272.97
*** 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		50,272.97

C. Fred & Olive L. Steele Memorial Fund II

Fund Statement

October 01, 2023 through September 30, 2024

Fund Balance

Beginning Balance	\$26,098.86
Revenue	
Investment Gains/Losses	\$5,049.79
TOTAL REVENUE	\$5,049.79
Expenses	
Administrative Fees	\$384.03
Grants Approved	\$1,430.00
TOTAL EXPENSES	\$1,814.03
Assets	
Assets-Investments	\$29,334.62
TOTAL ASSETS	\$29,334.62
Grants Payable	\$0.00
Spendable Balance	\$1.78
Total Assets	\$29,334.62

Any amount may be requested from the "Spendable Balance" at any time during the year.

A request must be submitted in writing to the Community Foundation for Northeast Michigan.

Email requests are acceptable. Requests for distributions need to include basic details about the purpose of the request along with the appropriate signatures and/or supporting documentation (board minutes, etc.).

If you have any questions, please contact our office.



PO Box 495 ▶ 100 N Ripley, Ste F ▶ Alpena

T: 989.354.6881 ▶ Toll-Free: 877.354.6881 ▶ Fax: 989.356.3319

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Dee Newport Adult Literacy Fund

Fund Statement

October 01, 2023 through September 30, 2024

Fund Balance

Beginning Balance	\$17,522.85
Revenue	
Investment Gains/Losses	\$3,488.58
TOTAL REVENUE	\$3,488.58
Expenses	
Administrative Fees	\$264.31
Grants Approved	\$450.00
TOTAL EXPENSES	\$714.31
Assets	
Assets-Investments	\$20,297.12
TOTAL ASSETS	\$20,297.12
Grants Payable	\$0.00
Spendable Balance	\$3,856.32
Total Assets	\$20,297.12

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Alpena County Library Fund

Fund Statement

October 01, 2024 through October 31, 2024

Fund Balance

Beginning Balance	\$220,496.73
Revenue	
Investment Gains/Losses	\$-4,280.02
	TOTAL REVENUE
	\$-4,280.02
Expenses	
Administrative Fees	\$666.44
	TOTAL EXPENSES
	\$666.44
Assets	
Assets-Investments	\$215,550.27
	TOTAL ASSETS
	\$215,550.27
Grants Payable	\$0.00
Total Spendable Assets	\$215,550.27

Any amount may be requested from the "Spendable Balance" at any time during the year.

A request must be submitted in writing to the Community Foundation for Northeast Michigan.

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Alpena County George N. Fletcher Library Fund

Fund Statement

October 01, 2024 through October 31, 2024

Fund Balance

Beginning Balance	\$8,648.76
 Revenue	
Investment Gains/Losses	\$-167.88
TOTAL REVENUE	\$-167.88
 Expenses	
Administrative Fees	\$23.48
TOTAL EXPENSES	\$23.48
 Assets	
Assets-Investments.....	\$8,457.40
TOTAL ASSETS	\$8,457.40
Grants Payable	\$0.00
Spendable Balance	\$0.00
Total Assets	\$8,457.40

Any amount may be requested from the "Spendable Balance" at any time during the year.
 A request must be submitted in writing to the Community Foundation for Northeast Michigan.
 Email requests are acceptable. Requests for distributions need to include basic details about the purpose of the request along with the appropriate signatures and/or supporting documentation (board minutes, etc.).

If you have any questions, please contact our office.



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C. Fred & Olive L. Steele Memorial Fund II

Fund Statement

October 01, 2024 through October 31, 2024

Fund Balance

Beginning Balance	\$29,334.62
Revenue	
Investment Gains/Losses	\$-569.42
TOTAL REVENUE	\$-569.42
Expenses	
Administrative Fees	\$93.58
TOTAL EXPENSES	\$93.58
Assets	
Assets-Investments	\$28,671.62
TOTAL ASSETS	\$28,671.62
Grants Payable	\$0.00
Spendable Balance	\$1,381.78
Total Assets	\$28,671.62

Any amount may be requested from the "Spendable Balance" at any time during the year.
 A request must be submitted in writing to the Community Foundation for Northeast Michigan.
 Email requests are acceptable. Requests for distributions need to include basic details about the purpose of the request along with the appropriate signatures and/or supporting documentation (board minutes, etc.).

If you have any questions, please contact our office.



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Dee Newport Adult Literacy Fund

Fund Statement

October 01, 2024 through October 31, 2024

Fund Balance

Beginning Balance	\$20,297.12
 Revenue	
Investment Gains/Losses	\$-393.99
TOTAL REVENUE	\$-393.99
 Expenses	
Administrative Fees	\$64.83
TOTAL EXPENSES	\$64.83
 Assets	
Assets-Investments	\$19,838.30
TOTAL ASSETS	\$19,838.30
Grants Payable	\$0.00
Spendable Balance	\$4,616.32
Total Assets	\$19,838.30

Any amount may be requested from the "Spendable Balance" at any time during the year.

A request must be submitted in writing to the Community Foundation for Northeast Michigan.

Email requests are acceptable. Requests for distributions need to include basic details about the purpose of the request along with the appropriate signatures and/or supporting documentation (board minutes, etc.).

If you have any questions, please contact our office.



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12/09/24

Alpena County Library
Vendor Balance Detail
As of December 9, 2024

	<u>Date</u>	<u>Num</u>	<u>Split</u>	<u>Amount</u>
AFLAC	12/09/2024	December Invoice	969.002 · Insurance	5.95
Amazon Capital Services	12/09/2024	1HWW-KRNT-QXGX	-SPLIT-	1,100.50
Bright Solutions for Dyslexia	12/09/2024	88-109711	965.000 · READ for Adults	594.35
Demco, Inc.	12/09/2024	7574522	727.000 · Office Supplies	165.56
DTE Energy #1	12/09/2024	11/08/24-12/06/24	920.000 · Utilities	905.83
DTE Energy #6	12/09/2024	11/08/24-12/06/24	920.000 · Utilities	261.03
Fitzpatrick's Hardware	12/09/2024	11/30/24 Statement	930.001 · Repair/Maintenance-HVAC	182.62
Frontier	12/09/2024	11/20/24	850.000 · Communications	318.55
Hartford	12/09/2024	136467187654	710.005 · Life Insurance	100.24
Ingram Library Services	12/09/2024	November Statement	730.000 · Book Collection	1,797.07
MERS Mich. Employ. Retire. Serv.	12/09/2024	00161495-1 11/2024	710.001 · Retirement/MERS	8,936.40
T-Mobile	12/09/2024	979300803 --10/21/24	850.000 · Communications	31.15
SUBTOTAL				14,399.25
			Less: Voided Check #11835	55.00
TOTAL				<u>\$ 14,344.25</u>

November Assistant Director Report

Meetings/Community Events Attended:

- UPRLC Conference Committee Meeting
- DDA Promotions Committee Meeting
- Staff meeting
- United Way Board meeting
- Booklist webinars
- Alpena Area Gardens Committee Meeting
- Met with Mitchel Dipzinski regarding future collaborations with the Poetics Lab
- Various drop-ins and impromptu meetings with community members, staff, board members, etc.

Administrative:

- Recording deposits and depositing at the county courthouse
- Reconciliation of Paypal account
- Reconciliation of petty cash
- Reviewed program proposals
- Recording of patron traffic
 - 4,449
- E-rate bid reviews
- Prep for State Aid Report
- 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
- Scrubbed Constant Contact email contact list

Other

- Various desk shifts
- Scheduled 2025 Programs through September
- Set timeline for 2025 goals
- Researched land acknowledgment best practices
- Responded to correspondence regarding programming requests and book requests
- Reviewed suggestions in the suggestion box and sent to appropriate staff members
- Placed adult and youth fiction, and nonfiction orders
- Selected DVDs for ordering

Monthly Report - November 2024

Business Manager

Meetings/Webinars

- Staff Meeting
- Meeting With Equitable Representative Regarding Library's 457 B Plan
- Meeting With Aflac Representative Regarding Change in Employee's Policy
- Began Training Interim Director on Payroll Procedure
- HR Hot Topics: Creating Effective Compensation Structures

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
- Responded to Several Requests for Information Regarding the Budget
- Processed Payroll
- Completed Biweekly Federal 941 Tax Payments
- Completed Monthly MI 5080 Tax Return and Payment
- Processed Monthly Payroll Liabilities (Aflac, Equitable, BCN)
- Reported Wages to MERS/Requested Invoice
- Prepared Director's Salary Reimbursement Form for Library of Michigan
- Reviewed, Coded and Entered Invoices
- Processed Checks, Coordinated Signatures, Requested Money from County and Uploaded Fraud Prevention File to Nicolet Bank
- Proofread and Edited Various Documents Upon Request
- Filed Monthly Invoices and Payroll Reports
- Assisted Patrons in Youth Department

Projects:

- Facilitated Open Enrollment for Employee Health Insurance
- Began Prepping for 2024 W-2 Process by Ordering Required Forms and Calculating Participants' Annual Medical Insurance Premiums

Next Month:

- Year-End Activities, i.e., Quarterly Taxes, UIA Reporting, Calculating Individual Medical Insurance Policy Premiums for 2025 Payroll Deductions, etc.

Monthly Report- November 2024

Submitted by: Nancy Mousseau
Department: Technology
Date: 12/5/2024

Summary of Progress

Project Highlights in November:

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 November. Equipment maintenance in the MakerLab. Administrated the Contact Us email account. Ordered Monochrome laser printer for the Technology department, will install in early December. Met with the READ program and began their training video project. Contacted Omega Electric to get a walkthrough of our building to begin the process of replacing the DVR security system. Had weekly appointments from the community to use the Memory Lab inside the MakerLab. Scheduled computer classes for the winter quarter and created marketing materials. Contacted Merit regarding a DNS issue we were having with our staff network. Problem has been resolved.

Meetings Attended/Held

Impromptu meetings with staff and Staff Meeting. Met again with a gentlemen (desires to remain anonymous) who donated three 3D printers to the MakerLab. Met with the READ program to begin audio recordings for their training videos. Contacted Merit, our internet service provider, regarding DNS resolver issues on our staff network.

Issues Discussed & Decisions Made

It was decided to begin the process of replacing our DVR security system with a more modern system. A meeting with Omega Electric is planned for December 3. Had a follow-up email exchange with Susie MacArthur from Alpena Family Partnership to use the MakerLab next quarter with their students; more formal scheduling will happen in December.

Anticipated Tasks/Projects for December

Typical hardware and network maintenance, staff tech support, Tech Help, weekly programming, monthly analytics, continue working on a policy for staff use of Generative AI. Working on Summer Reading Program 2025 details. Process 3D printers donation. Continue working on a policy for 3D printer circulation. Continue to research proper storage for circulating 3D Printer, as time allows. Research wall shelving for the MakerLab. Finalize schedule with Alpena Family Partnerships and being working on a curriculum. Continue working on READ Program's digital training project. Continue moving forward on DVR security replacement with Omega Electric. Vacation will begin on December 13th.

Problems that Need Resolution

Microsoft will be discontinuing support for Win 10 in Oct 2025. Will need to work on a game plan for replacing workstations in the building that are no longer upgradeable.

November Report Special Collections

- “Pop-up” display of Great Lakes 1913 Storm artwork of Jim Clary throughout library with Alpena News headlines on the storm in the display cabinet + REGINA artifacts on loan from State of MI + past 1913 storm program by Wayne Lusardi on youtube loop by display case (Nancy)
- Assisted patrons and responded to phone / email research inquiries
- Conversion & upload of Carl Henry Diaries (1901-1966) to database and working on metadata
- Processed collections
- Discussing option with patron of having a couple more decades of The Alpena News digitized and put online through CMU newspaper portal.

Sources & topics researched:

Pioneer Settlers of Northeast Michigan
City Sewer pipes – Alpena Power Co. Sanborn Maps
& City old wood mains 1944 map
Alpena Magnetic Springs & Bathhouse
Vessel images
Hockey photo 1985
Obituaries / burials / cemetery books
Genealogy
Children’s sculpture on Library grounds
Home in Krakow Twp., Presque Isle
Huron Handle Co., American Rim Co. – Alpena to
Onaway 1900
Nancy Noodle / Knudle
R.E. Wilson Collection – “sporting” ledger
Alpena Police Department Collection
Library Minutes
AHS Class Reunion
Alpena News microfilm
City Directories
Trelfa Collection
Alpena Vertical File
Marriage licenses
Yearbooks

Collections & items donated, processed or being processed in November:

Local churches ephemera (originals & scans) **new**
Hubbard Lake map with business listing (1981) **new**
Herron Flights newsletter (genealogy)
Gilchrist – Fletcher collection [continued]
Potvin Collection [continued]
Richard Cook Collection [donated more of family collection] **new**
2 books [Medical Myths; You Can Cure Yourself] written by Rogers City doctor – Dr. Arthur L. Foley [Micketti Collection] **new**
Alpena County Railroads map **new**

Programs / Displays:

1913 Great Lakes Storm – artwork, headlines, youtube, artifacts

November stats:

In person = **61**

Emails/Phone calls = **48**

Total = 109

READ Board Report
December 4, 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: 4

Students:

Currently receiving services: 22
Tutoring Hours: October 2024: 96.25

Book Circulation:

Returned: 16
Checked Out: 10

- Began recording the digital version of the READ Program tutor training with the direction and technological assistance of Nancy Mousseau. This digital version will become available on the library website.
- Attended the first meeting of the Northern Michigan Welcoming Network Assembly (name to be changed) hosted by Amy Ketner of "Strangers No Longer". It was the initial meeting of interested, northern Michigan nonprofits with the goal of welcoming the foreign-born to Michigan. These 43 nonprofit groups are located in counties from "the Knuckles North" in the lower peninsula of Michigan. The network's objectives are to better identify the newcomer populations and to share resources and best practices.
- Currently the READ Program is tutoring an ESL couple from Mexico. The mother and father were able to continue their joint tutoring sessions after the birth of their son in May with the infant also present. As the young child has gotten older, the parents have been finding his presence very distracting during lessons. In order to remove this barrier to their learning, we have been able to provide a second tutor for their young child.
- Hosted Words & Music with Dr. Tom. This month's theme was "Music and the Oscars". There were approximately 25-30 people in attendance, with \$128 dollars donated to the READ the Program.

Monthly Report, Technical Processing. November, 2024.

Ordered office supplies & equipment as requested. Coded Amazon bill for purchases.
Reported copier use to Michigan Office Solutions.

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 and media.

Administered conference rooms: answered queries regarding use of same via emails, calls, and visits, by outside parties.

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

Attended Staff meeting & Leadership Team meeting.

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

Monthly Circulation:	2023	2024
Materials Lent	4,673	4,376
Hotspots	9	1
E-media Materials	1102	1,071
E-Magazines	471	457
Kanopy	198	288
Total Monthly Circulations	6,453	6,193
Number of Days Open	22	22

Inventory Totals:	2023	2024
Books	55,613	52,455
Temporary Titles (Magazines)	1,721	1,350
AV (CD/BKCD/TOYS)	1,518	1,448
Videos & DVD	2,939	2,684
E-book, Internet, Microfilm, Art, Unknown	2,985	2,637
Total	64,776	60,574

Library Cards:	2023	2024
Total # of Library Card Holders	8,836	9,831

Interlibrary Loans/SIRSI Holds:	2023	2024
# of ILL Requests made (OCLC/MelCat)	120	152
# of ILL Requests filled by ACL	70	85
SIRSI Holds made by Alpena Users (lending)	581	406
SIRSI Requests filled from ACL (borrowed)	481	445

Internet Usage:	2023	2024
Public Computers Usage	540	871
Wifi Usage		4,047
Year to Date	7,882	51,262

In-House Information Services:	2023	2024
# of Information Transactions	76	145
Special Collections Transcations	47	48
Year to Date	1,689	2,914

Additions	Additions	Additions
Books (Books,Paperbacks & LP)	251	203
A/V (CD/BKCD)		0
Objects	4	12
DVD	26	18
Magazines	57	45
TOTAL	338	278
Large Conference Room Uses:	Programs	Attendance
General	2	25
Ages 0-5	4	12
Ages 6-11	3	23
Ages 12-18	2	5
Adult	1	13
Public Uses	6	83
TOTALS	18	161
Small Conference Room Uses:	Programs	Attendance
General	7	11
Ages 0-5	5	78
Ages 6-11	1	9
Ages 12-18	1	16
Adult	3	6
Public Uses	15	48
Technical (individual) Help	13	22
Total	38	179
Outreach Programming		0
Library Visits		4,449
New Cards Issued		65
Special collections in-person use		61
Social Media Stats		
Facebook		
Post Reach: (# of people who saw a post at least once)		10,000
Post Engagements: (# of Likes, Comments, and Shares)		90
Instagram		
Total Posts:		63
Total Stories:		2
Patron Area	# Checkouts	

Alpena-City	2,077	
Alpena-Twn	1,090	
Greene-Twn	102	
Long-Rapid	104	
MapleRidge	122	
Ossineke	195	
Other	194	
Sanborn	81	
Wellington	1	
Wilson	208	

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 20th day of December 2024 at 2 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 _____.

Alpena County Library is issued a credit card through Nicolet bank to help with purchases where an invoice can not be used. The credit card will have the library's name attached to it and if necessary the Interim Director's name.

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 the regular meeting held on the 20th day of December 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: December 20, 2024

Basic Access Library Card Proposal

Proposal:

A basic access library card is for those who do not have a permanent address when using the library. It allows those in shelters, abuse shelters, and missions to check out limited material until the patron can provide proof of permanent residence.

Those without permanent residence do not support the library through taxes and are not eligible for or able to pay for a library card.

It is fair to have those with proof of permanent residence to have full access with their library card as they pay taxes to the Library or an annual fee of \$25.00. Those who do not have proof of permanent residence can utilize the basic access library card without the fee and abide by the Basic Access Library Card Policy to have access to material without full access as those who pay do.

Basic Access Library Card Policy

1. Residents experiencing homelessness, of shelters, treatment facilities, etc. may register for a Alpena County George N. Fletcher Public Library Basic Access Card. The Basic Access Card allows residents to borrow Library materials. Only two (2) items may be checked out to a Basic Access Card at any given time. In order to register for a Basic Access Card, the patron must be 18 years of age or over or attend Alpena Public Schools.
2. Local facilities have been contacted and given the choice to opt into the program. Residents of these facilities are welcome to register for a Basic Access Card.
3. In order to register, residents must show a valid piece of identification (school ID card, picture ID, or driver's license). Alternatively, facilities may issue informal IDs to their guests that may be used as verification of residence in place of an official ID.
4. The Basic Access Card will be valid for six months. Replacement of a lost Basic Access Card will be \$1.00.
5. The resident is responsible for following all of Alpena County George N. Fletcher Public Libraries policies, equipment, and Library of Things use rules. The Basic Access Card is for the initial cardholder and can not be used by others.
6. Failure to comply with the library's rules and policy may result in revocation of the Basic Access Card.
7. A resident with lost/damaged items may not use their Basic Access Card until the lost/damaged items are taken care of.

16 October 2024

To: Library Board of Directors

From: Marlo Broad, Head of George R. & Edith Angell Cook Special Collections

Re: Cook Endowment

I request the release of Cook Endowment funds for the following:

Newspaper microfilming (2022 backlog) by CMU: \$500
(We will be invoiced for the remained \$2750 in 2025)

Total: \$500

Please note that \$5000 of Cook endowment was budgeted for this year (2024) thinking that the microfilming of the 2022 newspaper would be completed this year.

Inservice Day Closure

We have not had an inservice day since January 31, 2022, over two years.

I request to close for staff inservice day on Friday, January 31, 2025 for first aid, emergency, and self defense training. We have not had first aid/cpr/AED training since before the pandemic.

Additions in Holiday Closures Proposal

Proposal:

Close the library on the Saturday between Good Friday and Easter. This closure will allow all the employees who celebrate the opportunity to participate in the full weekend of this holiday. Most libraries in the state are closed Saturday and our library visits are low. Easter is an important holiday for millions of individuals, and the Saturday between Good Friday and Easter is part of the overall holiday for those individuals. With a closure on Saturday, employees observe all three days of the holiday. This will be an unpaid day off for staff.

Juneteenth is a federally recognized and State holiday. As a government institution, the library's closure will coincide with the closing of businesses and government offices on this day. I sent out a question through our library email server asking what other libraries do on this holiday. Most library's reported back that they are closed on Juneteenth. T.A. Cutler Memorial Library stated that they are open but observe,

"Ours is a rather old-school calendar. We're also open on MLK, Jr. Day, Election Day, and Veterans Day (and Columbus/Indigenous Peoples Day, which is federal not state). However, we are closed on Good Friday and the Saturday before Easter, the Saturdays before Memorial Day and Labor Day, and the Saturday after Thanksgiving."

A few libraries close for in-service and training. My findings: 24 of the 40 libraries who responded reported they closed for Juneteenth, whereas 13 responded they remained open. Some libraries didn't indicate either way. I also sent out a survey request to how many paid holidays libraries have and what library class they are. I have included a spreadsheet of my findings.

My request is to take Juneteenth and turn it into a staff in-service day.