

Alpena County George N. Fletcher Public Library  
Board of Trustees Monthly Meeting  
Wednesday, January 21, 4:00 pm

AGENDA

1. Call to Order
2. Approval of Agenda
3. Review and Approval of December 17th 2025 Meeting Minutes
4. Financial Reports
5. Approval of Bills
6. Leadership Team Reports
7. Friends of the Library Report
8. Public Comment
9. Old Business
  - a. Strategic Planning Discussion
10. Committee Reports
11. New Business
  - a. Cook Endowment Request
  - b. CDs at Nicolet Bank
  - c. Consultation with Brian Mortimore
  - d. Streamline website
  - e. Meeting Room Policy
  - f. Public Comment Policy update
  - g. Nancy webpage tutorial
  - h. Board Comment
12. Public Comment
13. 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, December 17, 2025, at 4:01 pm by President Dustin Budd.

**Present:**

Board of Trustees: Dustin Budd, Julie Byrnes, Traci Collins, Jennifer Graham, Joe Fulkerson  
Staff: Christina Markowski, Nancy Mousseau, Carmen Grubaugh

**Approval of Agenda:** It was moved by Graham with support from Fulkerson to accept the agenda with the stipulation Employee Handbook be added as item B. under Old Business. The motion passed.

**Review and Approval of November 19, 2025 Meeting Minutes:** It was moved by Graham with support from Fulkerson to accept the minutes from the November 19, 2025 meeting. The motion passed.

**Financial Reports:** The financial reports were reviewed by Markowski.

**Approval of Bills:** It was moved by Collins and supported by Byrnes that the corrected December 1, 2025 and December 15-16, 2025 bills be approved. The motion passed.

**Leadership Team Reports:** Markowski shared that Meg Converse and herself cleared the conference room schedule for most of January 2026 so Omega would be able to replace the lighting and ceiling fans on the third floor. She thanked Marlo Broad for doing a display and Bill Powell for his customer service as well as for doing a puppet show for a classroom visit.

**Friends of the Library Report:** Markowski stated at their last meeting the Friends discussed giving the library staff a bonus of Downtown Dollars and Diane Block planned to revamp the bookstore.

**Public Comment:** Tom Greko, Alpena, thanked the board and Markowski for doing a fine job. He appreciated Markowski's leadership skills and wished those in attendance a Merry Christmas.

**Old Business:**

**A. Strategic Planning 2026-2028:** It was moved by Graham with support from Byrnes for Markowski and Budd to contact Brian Mortimore and get an estimate on how much it would cost for Mortimore's assistance with the development of the Strategic Plan and a Director Evaluation. The motion passed.

**B. Employee Handbook:** Markowski stated all library staff reviewed the Employee Handbook and signed an agreement form. She noted the Employee Handbook would be posted on the library's website.

**Committee Reports:** Fulkerson, on behalf of the Facility Committee, stated Omega was selected to complete the electrical work on the third floor and more time was needed to find a solution to fix the damaged siding on the Currier building.

**New Business:**

**A. 2025 Audit Package:** It was moved by Collins with support from Byrnes to select Option D for the

County Audit.

**Roll Call Vote:**

Budd: Yes

Byrnes: Yes

Collins: Yes

Graham: Yes

Fulkerson: Yes

The motion passed unanimously.

**B. Bequest:** The board decided to leave the bequest in a fund with the County.

**C. Staff In-Service Feb 13, 2026:** It was moved by Collins with support from Fulkerson to close the library on February 13, 2026 for a staff inservice day. The motion passed.

**D. Director Raise:** It was moved by Collins with support from Graham to discuss a Director raise once Markowski completed one full year as Library Director and a Director Evaluation. The motion passed.

**Roll Call Vote:**

Budd: Yes

Byrnes: Yes

Collins: Yes

Graham: Yes

Fulkerson: Yes

The motion passed unanimously.

**E. 2026 Board of Trustees Meeting Time:** It was moved by Graham with support from Collins to retain the third Wednesday of every month at 4:00 pm as the designated time for the regular meeting of the Alpena County Library Board of Trustees. The motion passed.

**F. Board Comment:** Collins thanked Markowski for her transparency in putting the Director raise before the board and she thanked Mousseau for attending the meeting while on vacation.

Graham stated she was approved to serve another term as a member of the board and Budd stated he would request term lengths for all the board members.

**Public Comment:** Diane O'Connor, Alpena, disagreed with some of the board member's comments about the Strategic Plan. She stated emotions such as discussing feelings when working with children or accessing comfort were valid measurement factors. She questioned why the words "demographic" and "accessibility" should be avoided and noted they should be included because these words conveyed inclusivity.

**Adjournment:** It was moved by Fulkerson with support from Byrnes to adjourn the meeting. Budd declared the meeting adjourned at 5:23 pm. The next meeting will be Wednesday, January 21, 2026 at 4:00 pm.

**Respectfully submitted,**

**Traci Collins**

**Secretary**

**Carmen Grubaugh**

**Recording Secretary**

# ALPENA COUNTY LIBRARY

## Budget vs. Actuals: FY\_2025 - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
403.000 Millage	1,166,872.83	1,167,000.00	-127.17	99.99 %
566.006 Director's Salary Reimbursement	5,997.76	5,000.00	997.76	119.96 %
573.000 Local Comm. Stabilize Share Tax	68,290.01	67,000.00	1,290.01	101.93 %
574.000 State Aid	31,405.34	31,405.00	0.34	100.00 %
581.004 Olive Steele Fund	675.00	700.00	-25.00	96.43 %
581.005 Superiorland Library Co-op	600.00	600.00	0.00	100.00 %
581.006 Gifts/Grants-Designated	130,139.69	28,000.00	102,139.69	464.78 %
581.007 Gifts/Grants-Undesignated	1,942.41	5,000.00	-3,057.59	38.85 %
607.002 Photocopy Fees	7,024.01	5,000.00	2,024.01	140.48 %
607.003 Out of District Fees	2,017.64	1,200.00	817.64	168.14 %
642.002 Merchandise Sales	126.70	100.00	26.70	126.70 %
658.000 Book Fines	153.91	100.00	53.91	153.91 %
658.001 Penal Fines	99,565.46	90,000.00	9,565.46	110.63 %
658.002 ILL-MelCat	70.99	100.00	-29.01	70.99 %
658.004 Book/Video Material Replacement	742.53	500.00	242.53	148.51 %
665.000 Interest on Investments	3,711.09	6,500.00	-2,788.91	57.09 %
667.000 Conference Room Rental	393.98	500.00	-106.02	78.80 %
674.001 Library Improvement Fund	4,575.00	6,500.00	-1,925.00	70.38 %
674.004 Friends of the Library	10,851.69	15,000.00	-4,148.31	72.34 %
674.005 READ for Adults Program	185.00	400.00	-215.00	46.25 %
674.007 Special Collections- Income	30,518.93	15,000.00	15,518.93	203.46 %
674.200 Cook Endowment Fund	9,390.00	13,000.00	-3,610.00	72.23 %
676.000 Miscellaneous	408.18	500.00	-91.82	81.64 %
<b>Total Income</b>	<b>\$1,575,658.15</b>	<b>\$1,459,105.00</b>	<b>\$116,553.15</b>	<b>107.99 %</b>
<b>GROSS PROFIT</b>	<b>\$1,575,658.15</b>	<b>\$1,459,105.00</b>	<b>\$116,553.15</b>	<b>107.99 %</b>
<b>Expenses</b>				
701.000 Salaries/Per Diem	581,785.88	611,405.00	-29,619.12	95.16 %
710.000 Social Security/Medicare	41,584.01	40,000.00	1,584.01	103.96 %
710.001 Retirement/MERS	89,116.10	106,500.00	-17,383.90	83.68 %
710.002 Hospitalization	67,630.28	90,000.00	-22,369.72	75.14 %
710.003 "In Lieu of..." Hospitalization	3,500.00	12,250.00	-8,750.00	28.57 %
710.005 Life Insurance	1,202.88	1,500.00	-297.12	80.19 %
710.006 Workers Compensation	1,139.00	1,231.00	-92.00	92.53 %
727.000 Office Supplies	6,567.07	10,000.00	-3,432.93	65.67 %
727.001 Postage	449.32	2,000.00	-1,550.68	22.47 %
728.000 Special Collections- Expense	2,184.48	3,000.00	-815.52	72.82 %
728.001 Cook Endowment - Expense	12,410.53	13,000.00	-589.47	95.47 %
730.000 Book Collection	32,518.55	45,000.00	-12,481.45	72.26 %
731.000 Databases	3,886.29	6,500.00	-2,613.71	59.79 %
731.001 E- Media Services	2,850.00	2,850.00	0.00	100.00 %
731.002 Periodicals	2,794.17	3,500.00	-705.83	79.83 %
731.003 Audio/Visual	2,861.73	6,000.00	-3,138.27	47.70 %

# ALPENA COUNTY LIBRARY

## Budget vs. Actuals: FY\_2025 - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
731.004 Technology Hardware	2,592.06	5,000.00	-2,407.94	51.84 %
731.005 Technology Software	2,134.13	5,000.00	-2,865.87	42.68 %
732.000 Equipment	1,601.55	5,000.00	-3,398.45	32.03 %
735.006 Gifts/Grants Designated	16,291.93	28,000.00	-11,708.07	58.19 %
735.007 Gifts/Grants Undesignated	178.53	5,000.00	-4,821.47	3.57 %
801.000 UPRLC/SIRSI fees	32,254.24	35,000.00	-2,745.76	92.15 %
801.001 RIDES	3,155.28	4,500.00	-1,344.72	70.12 %
801.002 ILL (Interlibrary Loans)	432.65	500.00	-67.35	86.53 %
801.003 Unique Mgmt.	88.65	500.00	-411.35	17.73 %
801.101 County Settlements	483.21	500.00	-16.79	96.64 %
802.000 Professional Services	7,898.55	10,000.00	-2,101.45	78.99 %
802.001 Audit/Financial Oversight	10,245.00	10,245.00	0.00	100.00 %
803.000 Authors		0.00	0.00	
805.000 Training	3,439.10	10,000.00	-6,560.90	34.39 %
816.000 County Admin Overhead	4,478.08	5,000.00	-521.92	89.56 %
850.000 Communications	13,385.81	12,000.00	1,385.81	111.55 %
860.000 Travel	1,101.43	5,000.00	-3,898.57	22.03 %
860.001 Director's Search	19,321.98	19,322.00	-0.02	100.00 %
920.000 Utilities	26,682.89	35,000.00	-8,317.11	76.24 %
930.000 Repair/Maintenance-General	62,156.22	68,500.00	-6,343.78	90.74 %
930.001 Repair/Maintenance-HVAC	702.80	2,500.00	-1,797.20	28.11 %
955.000 Friends of the Library Expenses	13,832.90	15,000.00	-1,167.10	92.22 %
956.002 Programs Expense	13,434.60	16,000.00	-2,565.40	83.97 %
965.000 READ for Adults	456.31	2,500.00	-2,043.69	18.25 %
969.001 Copy Machine Expense	8,869.89	8,000.00	869.89	110.87 %
969.002 Insurance	9,804.92	15,000.00	-5,195.08	65.37 %
969.003 Kathy Currier Condo Assoc Exp	1,775.02	1,927.00	-151.98	92.11 %
969.004 Public Relations/Print	514.00	1,000.00	-486.00	51.40 %
991.000 Debt Service - Principal	152,625.00	152,625.00	0.00	100.00 %
992.000 Debt Service - Interest	25,750.00	25,750.00	0.00	100.00 %
<b>Total Expenses</b>	<b>\$1,288,167.02</b>	<b>\$1,459,105.00</b>	<b>\$ -170,937.98</b>	<b>88.28 %</b>
NET OPERATING INCOME	<b>\$287,491.13</b>	<b>\$0.00</b>	<b>\$287,491.13</b>	<b>0.00%</b>
NET INCOME	<b>\$287,491.13</b>	<b>\$0.00</b>	<b>\$287,491.13</b>	<b>0.00%</b>

Fund 721 LIBRARY PENAL FINE FUND

GL Number	Description	Balance
*** Assets ***		
721-000-002.000	SAVINGS	42,897.88
Total Assets		<u>42,897.88</u>
*** Liabilities ***		
721-000-272.000	UNDIST INT INC	39.67
721-000-273.000	UNDISTRIB FINES	42,858.21
Total Liabilities		<u>42,897.88</u>
*** Fund Balance ***		
Total Fund Balance		<u>0.00</u>
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		0.00
Ending Fund Balance		0.00
Total Liabilities And Fund Balance		42,897.88

## Alpena County George N. Fletcher Library Fund

### Fund Statement

October 01, 2025 through December 31, 2025

#### Fund Balance

<b>Beginning Balance</b> .....	<b>\$10,549.75</b>
<b>Revenue</b>	
Contributions .....	\$100,600.00
Investment Gains/Losses .....	\$1,165.19
<b>TOTAL REVENUE</b>	<b>\$101,765.19</b>
<b>Expenses</b>	
Administrative Fees .....	\$26.30
<b>TOTAL EXPENSES</b>	<b>\$26.30</b>
<b>Assets</b>	
Assets-Investments .....	\$112,288.64
<b>TOTAL ASSETS</b>	<b>\$112,288.64</b>
<b>Grants Payable</b> .....	<b>\$0.00</b>
<b>Spendable Balance</b> .....	<b>\$270.00</b>
<b>Total Assets</b> .....	<b>\$112,288.64</b>

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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## Alpena County Library Fund

### Fund Statement

October 01, 2025 through December 31, 2025

#### Fund Balance

<b>Beginning Balance</b> .....	<b>\$238,704.60</b>
<b>Revenue</b>	
Contributions .....	\$100,100.00
Investment Gains/Losses .....	\$5,502.60
<b>TOTAL REVENUE</b>	<b>\$105,602.60</b>
<b>Expenses</b>	
Administrative Fees .....	\$702.58
<b>TOTAL EXPENSES</b>	<b>\$702.58</b>
<b>Assets</b>	
Assets-Investments .....	\$343,604.62
<b>TOTAL ASSETS</b>	<b>\$343,604.62</b>
<b>Grants Payable</b> .....	<b>\$0.00</b>
<b>Total Spendable Assets</b> .....	<b>\$343,604.62</b>

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## C. Fred & Olive L. Steele Memorial Fund II

### Fund Statement

October 01, 2025 through December 31, 2025

#### Fund Balance

<b>Beginning Balance</b> .....	<b>\$30,198.41</b>
<b>Revenue</b>	
Investment Gains/Losses .....	\$548.33
<b>TOTAL REVENUE</b>	<b>\$548.33</b>
<b>Expenses</b>	
Administrative Fees .....	\$93.50
Grants Approved .....	\$1,350.00
<b>TOTAL EXPENSES</b>	<b>\$1,443.50</b>
<b>Assets</b>	
Assets-Investments .....	\$29,303.24
<b>TOTAL ASSETS</b>	<b>\$29,303.24</b>
<b>Grants Payable</b> .....	<b>\$0.00</b>
<b>Spendable Balance</b> .....	<b>\$0.00</b>
<b>Total Assets</b> .....	<b>\$29,303.24</b>

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Vendor Detail  
January 1-14, 2026

TRANSACTION DATE	NUM	NAME	DISTRIBUTION ACCOUNT NUMBER	AMOUNT
001.000 Library cash in bank				
01/05/2026	12276	Alpena Area Chamber of Commerce	802.000	500.00
01/05/2026	12277	American Library Assoc.	802.000	120.00
01/05/2026	12278	Auto-Owners Insurance	969.002	979.00
01/05/2026	12279	City of Alpena #4210	920.000	329.83
01/05/2026	12280	City of Alpena #5673	920.000	129.24
01/05/2026	12281	Crabtree Publishing Company	730.000	234.25
01/05/2026	12282	Fitzpatrick's Hardware	930.000	75.52
01/05/2026	12283	FlutterBee Education Group	730.000	322.98
01/05/2026	12284	Frontier	850.000	408.33
01/05/2026	12285	GFL Environmental	920.000	94.98
01/05/2026	12286	Hartford	710.005	100.24
01/05/2026	12287	Ingram Library Services	730.000	755.80
01/05/2026	12288	Jackie Krawczak, LLC	805.000	650.00
01/05/2026	12289	Midwest Collaborative for Lib. Services	805.000	80.00
01/05/2026	12289	Midwest Collaborative for Lib. Services	805.000	80.00
01/05/2026	12290	T-Mobile	850.000	36.60
01/05/2026	12291	Xerox Financial Services	969.001	782.86
01/12/2026	EFT	MERS Mich. Employ. Retire. Serv.	710.001	7,665.13
01/12/2026	EFT	Delta Dental	969.002	314.86
<b>Total for 001.000 Library cash in bank</b>				<b>\$13,659.62</b>
<b>TOTAL</b>				<b>\$13,659.62</b>

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

**Corporate Number:** 169921  
**Account Ending In:** 4130

### Corporate Account Summary

Previous Account Balance	\$1,785.51	<b>Statement Closing Date</b>	<b>12/31/2025</b>
Payments and Credits	\$1,785.51	Days This Period	31
Purchases and Debits	\$2,170.70	Credit Limit	\$10,000.00
Cash Advances	\$0.00	Available Credit	\$7,829.00
<b>Fees</b>	\$0.00	Cash Limit	\$3,000.00
<b>Finance Charges</b>	\$0.00	Available Cash	\$3,000.00
New Ending Balance	\$2,170.70		
<b>Total Amount of Disputes</b>		<b>Payment Due Date</b>	<b>01/26/2026</b>
	\$0.00	Payment Amount Due	\$66.00

**Questions?** View your account information online at [www.nicoletbank.com](http://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.# \_\_\_\_\_

727.000 - 9.28  
 727.001 - 168.48  
 731.004 - 1058.94  
 735.006 - 166.74  
 805.000 - 160.00  
 850.000 - 65.00

930.000 - 475.28  
 956.002 - 66.98

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



Account Ending In 4130  
**Payment Due Date** 01/26/2026  
**New Balance** \$2,170.70  
**Minimum Payment Due** \$66.00

Make Check Payable To: \$ 2170.70

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

00023391  
 0102

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



559281800011960000000006600000002170701

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
12/18	12/18	F866100B1000PI353	PAYMENT BRANCH THANK YOU GREEN BAY WI	1,785.51-
<b>Total Activity</b>				1,785.51-
<b>Total Fees This Period</b>				0.00
12/31	12/31		Interest Charge on Purchases	0.00
12/31	12/31		Interest Charge on Cash Advances	0.00
<b>Total Interest This Period</b>				0.00

### Cardholder Account Activity

**CHRISTINA MARKOWSKI**  
Card Ending In 9453

**Total Amount \$2,170.70**

Post Date	Tran Date	Reference Number	Transaction Description	\$Amount
12/01	12/01	7541823AF73RHKTD4	CCI*CONSTANT-CONTACT WALTHAM MA	55.00 <i>850.00</i>
12/03	12/03	0543684AJBLKB3D9W	WM SUPERCENTER #2358 ALPENA MI	9.28 <i>727.00</i>
12/08	12/08	8517924APWNGZ828	FRANKS KEY AND LOCK ALPENA MI	12.00 <i>930.00</i>
12/08	12/08	5530876APGRB2XGRT	SHELL OIL10011691010 ALPENA MI	12.00 <i>930.00</i>
12/08	12/08	5548382AP0GJY1MQR	WAL-MART #2358 ALPENA MI	73.22 <i>19.94 950.00</i>
12/08	12/08	0230537AP00MTNVQ6	USPS PO 2502100156 ALPENA MI	90.48 <i>53.28 930.00</i>
12/09	12/09	0230537AR00MLHXND	USPS PO 2502100156 ALPENA MI	78.00 <i>727.00</i>
12/11	12/11	5270715AS09FGB2LP	HOMEDEPOT.COM 800-430-3376 GA	398.00 <i>930.00</i>
12/12	12/12	8230509AVEHMGDZZA	WWW.MCLS.ORG LANSING MI	80.00 <i>805.00</i>
12/12	12/12	8230509AVEHMG8VN	WWW.MCLS.ORG LANSING MI	80.00 <i>805.00</i>
12/15	12/15	8271116AXEHNBN4AW	SHIPT* ORDER BIRMINGHAM AL	47.04 <i>956.00</i>
12/18	12/18	5543286B0615JKFBP	HP *HP.COM STORE PALO ALTO CA	1,058.94 <i>731.00</i>
12/22	12/22	1230202B400YPB4EA	ETSY.COM*MOAISTUDIOS BROOKLYN NY	136.74 <i>735.00</i>
12/23	12/23	5543286B562ZBX22N	IN *TRUE NORTH THREADS OSSINEKE MI	30.00 <i>795.00</i>
12/26	12/26	8211755B8EHMNV4GT	HUMBLEFAX RIDGEWOOD NJ	10.00 <i>818.00</i>

### Finance Charges

Type of Balance	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charge
Purchases	12.15% (v)	\$0.00	\$0.00
Cash Advance	27.15% (v)	\$0.00	\$0.00
Balance Transfer	12.15% (v)	\$0.00	\$0.00

(v) = variable rate

## Director's Report January 2026

### Agenda Items

- Cook endowment: Request to pay the invoice for 6 reels of microfilm of Alpena News for the year 2023 out of the cook endowment fund.
- CDs: Do we wish to simply continue renewing the CDs as is until otherwise stated in a Board meeting? The county has them both for 3 months. Would we like to adjust that?
- Streamline website: I propose to migrate our website over to Streamline, a website platform that will free up some of Nancy's time for bigger projects. Nancy will still update the website as needed, however, the platform will allow for a team of staff who are less tech savvy to edit, add, and adjust their events as needed. Streamline will ensure we are ADA compliant with the newest state's website regulations, offer liability if our website is not compliant, and tech support should we need it. I've locked in a price pending board approval where the startup fees are waived via MLA collaboration and community pro is \$250 a month instead of the \$500 listed. This is a bit more than what we are currently paying at ~140/month.

### Building/Technology:

- Omega is finishing up with the work in the back maintenance area and the conference room.

### Staff

- A deep gratitude to Matt for continually clearing our sidewalks of snow and ice. It's a lot of work and he does a fantastic job.
- A shout out to James who is taking on more outreach programs and getting through recataloging our juvenile non-fiction section. The Friends purchased a new label maker for the youth area and we have high hopes this will eliminate the issue with call number fading.

### Continuing Education/Meetings/Outreach

- Leadership Learning Lab
- Various staff impromptu meetings
- Meeting about memorial statue
- Emailing with various organizations

### Strategic planning:

- We will have our next strategic planning meeting on Thursday, February 5th. I've decided to take a breath and give the committee time to go over the suggestions

from the board throughout January. Even though having a plan to move forward is what we are striving for, I don't want to rush through the process. Thank you to all the board members for your suggestions.

#### Programming & Outreach

- Sesame Street Workshop: 11
- Lego Club: 20
- Miss Sunrise SideStorytime: 10
- Early Connections:
- Pokemon Club: 18
- JingleJamboree: 125

#### Upcoming Programs:

- Hot Cocoa Trivia: Jan 17
- Puppet Storytime: Tue. evenings
- Author Liz Moore: Jan 28
- Murder Mystery: Jan 30
- Get Cozy: Jan 31

## **December Assistant Director Report**

### **Meetings/Community Events Attended:**

- United Way Board meeting
- Alpena DDA Promotions Meeting
- Michigan Walkability Institute Sessions and workgroup meetings
- Strategic Planning Committee
- Community Bridgebuilding monthly meeting
- U of M Project Meetings
- 2026 Summer Reading meeting
- One-on-one meetings with Tina and other staff members
- Various drop-ins and impromptu meetings with community members, staff, board members, etc.

### **Administrative:**

- Recording deposits and depositing at the county courthouse
- Reconciliation of the Square account
- Reconciliation of the Ingram invoice, credit card statement, and the Amazon invoices
- Reviewed program proposals
- Reviewed status reports from Unique Management
- Coded and compiled bills for Carmen and Tina
- Drafting of the January desk schedule
- Dealt with various patron issues
- Compiled board packet
- Invoiced Friends for expenses
- Updated monthly circulation and programming reports
- Drafted donation acknowledgements
- Edits and revisions on various documents sent to me for review
- Monitor the Contact Us email account
- Submit board meeting minutes to the county
- Emails/Phone/Calls

### **Marketing/Fundraising:**

- PSAs and press releases for upcoming programs and projects
- Mailed fundraising appeal letters
- Started grant applications to CFNEM and Digital Pathways
- Communicated closures to local contacts
- Scrubbed Constant Contact email contact list
- Various collection management tasks

**Other**

- Hosted “Tea with Claire” Jane Austen program and birthday celebration
- Scheduled 2026 programs
- Various desk shifts
- Reconciled Classroom Library orders and invoices for AMA-ESD
- Responded to correspondence regarding programming requests and book requests
- Reviewed suggestions in the suggestion box and sent them to the appropriate staff members
- Reviewed book donations for adding to the collection
- Placed adult and youth fiction and nonfiction orders, DVD selections

## Monthly Report- December 2025

### Administrative Assistant

#### Meetings

- Board Meeting
- Staff Meeting

#### Financial

- Calculated Bi-Weekly Hours For Payroll
- Created Payroll Summary Sheets
- BASIC Timekeeping and Payroll
- QuickBooks Online
- Reviewed And Entered Invoices
- Processed Checks, Coordinated Signatures, And Requested Money From County
- Reported and Processed MERS
- Proofread Various Documents
- Filed Monthly Invoices and Payroll Reports
- Balanced First Floor Register Every Week

#### Other

- Desk Shifts
- Created Two Adult Displays
- Created And Posted Signs For Library Closures/Late Openings
- Completed Peabody Requests
- Completed MEL Reports (Institutional Overdues, Paged Too Long, Received Too Long, Returned Too Long, Requested Too Long, In Transit Too Long, PII)
- Completed MEL Requests
- Reviewed Reshelving Transits And Pending For Hold Reports
- Emailed Other Libraries Concerning Damaged, Lost, And/Or Lost In Transit Items
- Filed RIDES Reports
- Completed Meeting Minutes For The Monthly Board Report
- Completed Monthly Programming Inventory For The Board Report
- Completed Newspaper Inventory
- Created Monthly Maintenance Report for Matt
- Completed Monthly Office Supplies Purchase Request Form For The First Floor

READ Board Report  
January, 2026

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: 16  
Inactive tutors: 8

**Students:**

Currently receiving services: 18  
Tutoring Hours: November 2025: 98

**Book Circulation:**

Returned: 12  
Checked Out: 5

- The READ Program will begin in person tutor training this month for any community member interested in participating in a meaningful volunteer opportunity. The free training will consist of 5 different sessions, Introduction to the READ Program, Basic Literacy 1, Basic Literacy 2, ESL, and GED. Each session will run from 4:30-6:30 in the Stillion Conference room.
- Tom Ferguson, aka Dr. Tom, will return to the library with "Dr. Tom's Words & Music" monthly jazz concerts. All tips will once again be donated to the READ Program. His first concert will be January 13 from 1:00-2:00 PM in the Stillion Conference Room.
- The Alpena News has expressed an interest in promoting the amazing opportunities the READ Program offers to community members seeking to become a tutor or to receive free tutoring services.

December 2025

Monthly Report, Technical Processing.

Ordered office supplies & equipment as needed & requested, recorded purchases in Supplies spreadsheet. Forwarded Amazon bill to Tina, Jessica and Carmen. Printed bill & totalled budget lines for Jessica.

Recorded purchases as they were received, with signed purchase request forms as applicable. Received & checked new books and media, confirmed receipt for payment. Ordered audio books, movies, and recorded purchases in the Materials budget.

Cataloged & covered books and media. Catalogued book club kits, and various "library of things" items. Repaired books, and replaced illegible spine labels.

Administered conference rooms: answered queries regarding use via emails, calls, and visits by outside parties. Provided the use numbers for the Board report.

Met with Superiorland cataloguer, Ellen Moore, for cataloguing tips & instruction.

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

## Monthly Report- December 2025

Submitted by: Nancy Mousseau  
Department: Technology  
Date: 1/7/2025

### Summary of Progress

#### Project Highlights in December

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 December. Equipment maintenance in the MakerLab. Administrated the Contact Us email account. Adminstrated the tech for the Zoom meeting for the Library Board of Trustees monthly meeting. Purchased a new computer for the business office. Computer will be installed in January. The Northeast Michigan Fiber Consortia voted during December meeting to have me come on board as a board member. Vacation

#### Meetings Attended/Held

Impromptu meetings with staff, strategic planning meeting, leadership meeting, attended the December meeting of the Library Board of Trustees. Attended December board meeting for the NE Michigan Fiber Consortia.

#### Issues Discussed & Decisions Made

Based on the technical hardware budget, it was decided to purchase a new computer for the business office in December.

#### Anticipated Tasks/Projects for January

Typical hardware and network maintenance, staff tech support, Tech Help, weekly programming, monthly analytics. Attend staff meeting, leadership meeting and strategic planning meeting, and Library Board of Trustees monthly meeting. Prepare and install a new computer in the business office. Schedule computer classes for winter quarter. Research a workshop for the public in the Makerlab for this next quarter. Research ADA compliance for the website. Explore software solutions for the website. Continue to work on READ program's training video with an emphasis on ADA compliance.

#### Problems that Need Resolution

None at this time.

<b>MONTHLY CIRCULATION REPORT</b>		
<b>TO: Alpena County Library Board</b>		
<b>FROM: Director - Alpena County Library</b>		
<b>December 2025</b>		
<b>Monthly Circulation:</b>	<b>2024</b>	<b>2025</b>
Materials Lent	3,873	3,721
Hotspots	1	3
E-media Materials	999	932
E-Magazines	500	559
Kanopy	347	180
Total Monthly Circulations	5,720	7,420
Number of Days Open	23	23
<b>Inventory Totals:</b>	<b>2024</b>	<b>2025</b>
Books	52,576	52,508
Temporary Titles (Magazines)	1,367	1,378
A/V (CD/BKCD/TOYS)	1,451	1,272
Videos & DVD	2,435	2,609
E-book, Internet, Microfilm, Art, Archives, Unknown	2,660	1,761
<b>Total</b>	<b>60,489</b>	<b>59,528</b>
<b>Library Cards:</b>	<b>2024</b>	<b>2025</b>
Total # of Library Card Holders	9,814	8,980
<b>Interlibrary Loans/SIRSI Holds:</b>	<b>2024</b>	<b>2025</b>
# of ILL Requests made (OCLC/MelCat)	117	115
# of ILL Requests filled by ACL	78	86
SIRSI Holds made by Alpena Users (lending)	410	321
SIRSI Requests filled from ACL (borrowed)	445	491
<b>Internet Usage:</b>	<b>2024</b>	<b>2025</b>
Public Computers Usage	791	651
Wifi Usage	3,367	3,322
Year to Date	<b>55,420</b>	<b>58,468</b>
<b>In-House Information Services:</b>	<b>2024</b>	<b>2025</b>
# of Information Transactions	133	171
Special Collections Transactions	56	45
Year to Date	<b>3,103</b>	<b>2,589</b>

<b>Additions</b>	<b>Additions</b>	<b>Additions</b>
Books (Books, Paperbacks & LP)	208	163
A/V (CD/BKCD)	0	0
Objects	3	3
DVD	3	11
Magazines	32	48
<b>TOTAL</b>	<b>246</b>	<b>225</b>
<b>Large Conference Room Uses:</b>		
	<b>Programs</b>	<b>Attendance</b>
General	2	15
Ages 0-5	7	83
Ages 6-11	2	18
Ages 12-18	1	5
Adult	3	16
Public Uses	3	38
<b>TOTALS</b>	<b>18</b>	<b>175</b>
<b>Small Conference Room Uses:</b>		
	<b>Programs</b>	<b>Attendance</b>
General	4	8
Ages 0-5	7	26
Ages 6-11	3	16
Ages 12-18	1	13
Adult	5	10
Public Uses	0	0
Technical (individual) Help	7	15
<b>TOTALS</b>	<b>27</b>	<b>88</b>
<b>Outreach Programming</b>	<b>2</b>	<b>177</b>
<b>Library Visits</b>		<b>3,587</b>
<b>New Cards Issued</b>		<b>42</b>
<b>Special collections in-person use</b>		<b>59</b>
<b>Social Media Stats</b>		
<b>Facebook</b>		
Post Reach: (# of people who saw a post at least once)		64.1K
Post Engagements: (# of Likes, Comments, and Shares)		601
<b>Instagram</b>		
<b>Total Posts:</b>	<b>28</b>	
<b>Total Stories:</b>	<b>2</b>	

<b>Patron Area</b>	<b># Checkouts</b>
Alpena-City	1,906
Alpena-Twn	928
Green-Twn	47
Long-Rapid	88
MapleRidge	94
Ossineke	168
Other	154
Sanborn	59
Wellington	0
Wilson	121



## Streamline has joined CivicPlus!



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Feature Overview ▾

 Government Website Content Management System	✓	✓	✓
 Time-Saving Tools	✓	✓	✓
 Unlimited Support and Continuing Education	✓	✓	✓
 Regulatory Compliance	✓	✓	✓
 ADA Compliance	✓	✓	✓
 Community Engagement Suite		✓	✓
 Premium Design Service and Plugins			✓
 Advanced Cybersecurity			✓
 Dedicated Content and Support Services			✓
 Secure Intranet Portal			✓
 Flagship Design Service and Handcrafted Components			✓
 Insurance and Uptime Guarantee			✓

## MEETING ROOM POLICY:

The Library is a community resource providing access to information and a facility where ideas are exchanged. To encourage this, meeting rooms are maintained in the library for both library and community use.

Alpena County Library facilities are intended for library business needs. When they are not needed for library use, meeting rooms are available for use by individuals and groups subject to this policy, related administrative procedures, and other ACL policies. Use of the meeting rooms is subject to the following guidelines:

Library programs and meetings have first priority for meeting room use and are exempt from any restrictions.

A group may be required to reschedule a meeting if it is in the library's best interest. The library will do its utmost not to interfere with scheduled meetings and adequate advance notice will be given.

*Organizations/Individuals that are located within the legal ~~and~~ contractual area of the Alpena County Public Library may reserve the library meeting rooms with refundable \$20 deposit, as long as the person booking the room and is in attendance during the meeting, holds an Alpena County Public Library Card in good standing and none of the below fee criteria applies.*

*However, a deposit of \$20 is required. The deposit will be returned to the user unless the user fails to notify the library of cancellation within 24 hours and/or does not show for the reservation. The Director can waive the refund forfeit in emergency situations.*

### *Fee Criteria:*

*If at least one of these statements is true, then the below fee will be assessed for reserving a room:*

- 1. I do not have an Alpena County Public Library card.*
- 2. There is a cost for participants to attend the meeting, including hourly rates, retainers, tuition, donations, or dues.*
- 3. Products or services will be sold or marketed at the meeting.*
- 4. The fee for renting the space for all non-residents is \$50.*

~~The fee for renting the space is \$50.~~

Meeting spaces are not available for strictly social events except as determined by the Library Board of Trustees to benefit the library or the community as a whole.

Meeting spaces are available during normal operating hours. Requests for activities outside of normal operating hours must be approved by the Library Director.

Meetings will always have at least one adult present who is responsible for the participant's conduct. An adult is a person 21 years of age or older.

The library director reserves final authority to approve or deny applications for use of the meeting rooms. The director or his/her designee may grant exceptions to the rules.

Groups using any space in the library or on library grounds must abide by the library's non-discrimination policy and meet Americans with Disabilities Act requirements.

Solicitation of library users inside the library or on library grounds is prohibited.

Presentations by a candidate or official ballot question committee, both as defined in the Michigan Campaign Finance Act, MCL 169.201 et seq, or any non-partisan organization regarding candidates or ballot questions are allowed.

All publicity for non-library-sponsored meetings must clearly indicate the name of the sponsoring agency and include the following language: *The convictions and attitudes of the groups that use the library meeting rooms do not necessarily reflect those of the Library Board of Trustees.* The activity shall not be publicized in such a way as to imply Library sponsorship or Library identification with the group without the approval of the Board of Trustees. (Publicity must NOT give out the library's phone number).

The library reserves the right to make available the name and phone number of the person or group making a reservation to anyone inquiring about the event.

Groups requesting meeting facilities for a series of meetings must submit, in writing, a list of specific dates and times. The library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms. If a reoccurring reservation is not used two times consecutively, all remaining reservations may be canceled. There is a maximum of 4 uses per year per person. **If a reservation needs to be canceled, the user will notify the conference room coordinator or Director at least 24 hours prior to the event. If the user does not, they risk forfeiting their deposit.**

Equipment such as coffee pots, projectors, sound equipment, and video players are available for use at no charge ~~and must be requested at the time of reservation.~~ **Labels and staff will direct the user to the location of equipment but it is up to the user to set up and take down prior to their program.** It is the responsibility of the user to determine any technology compatibility issues or needs.

Open flames and incense are prohibited throughout the library except for cooking fuel.

The use of controlled substances is prohibited. Alcohol may be served with permission from the board of trustees with proper licensing. A copy of ~~that~~ license must be provided to the library director.

An admission fee may not be charged to attendees of events in library meeting rooms unless approved by the Library Director.

Groups that do not leave reserved rooms by the Library closing or in time for the next scheduled use of the room will be charged an overuse fee. Groups that fail to leave any room in a clean, undamaged condition or fail to leave the rooms in their original condition, or fail to clean the kitchen, may forfeit the right to use the library meeting rooms and will **lose their deposit. be charged a cleaning service fee.** **A fee of a \$50/hour rate will apply for any group who stays later than 15 minutes past their agreed upon end time.** ~~Staying beyond closing must be approved in advance by the administration or a \$100/hour fee will be charged.~~

Reservations are secured upon receipt of a completed agreement and payment of rental fees. ACL reserves the right to waive fees for community organizations whose mission is consistent with the mission of the library.

For purposes of the First Amendment, Public Libraries are considered a "Limited Public Forum."

The library neither endorses nor necessarily agrees with the views expressed by any group using the meeting rooms, but does endorse the right of those groups to express their views as long as they abide by the policies and rules governing the use of the Library.

The Library reserves the right to restrict use by those who do not abide by these conditions.

## **Public Comment Policy- Alpena County George N. Fletcher Public Library**

The purpose of public comment is to provide an opportunity for input by the community to the Board during a regular Board of Trustee meeting. If a community member has questions or needs to discuss an issue, then this is not the time to do so. Instead, use the contact us page at [www.alpenalibrary.org](http://www.alpenalibrary.org) to direct questions/issues.

To permit fair and orderly public expression, the Board shall provide a period for public participation at public meetings and publish rules to govern such participation. The presiding officer of each meeting shall administer the rules of conduct, as stated:

1. Public participation shall be permitted at a time as determined by the presiding officer. Members of the public will be asked to sign in as attendees at the meeting.
2. Anyone with concerns related to the operation of the County Library or to matters within the authority of the Board may participate in the public comment portion of the meeting.
3. Participants will be recognized by the presiding officer and must announce their name, county/township of residency, and group affiliation (when appropriate).
4. Each statement made by a participant is limited to 3 minutes duration per person. Time can not be exchanged between participants.
5. The Board encourages polite and civil discourse and discourages disruptive behavior such as booing, hissing, clapping while a participant is speaking.
6. A participant shall not speak more than once on the same topic unless all others wishing to speak on that topic have been heard.
7. Participants shall direct all comments to the Board's presiding officer, not to staff or other participants.
8. Public comments should not be frivolous, repetitive, or abusive. **This includes non verbal communication such as inappropriate hand gestures.**
9. Participants may hand out copies of their public comment to the board members.

The presiding officer may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

The presiding officer may ask an individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting.

The presiding officer may call for a recess or an adjournment to another time when a lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such actions.