

Alpena County George N. Fletcher Public Library Board of Trustees Monthly Meeting

Wednesday, March 18th, 4:00 pm

AGENDA

1. Call to Order
2. Approval of Agenda
3. Review and Approval of February 25th 2026 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
10. Committee Reports
11. New Business
 - a. Meeting Room Policy (Vote)
 - b. Library Card Policy (Review)
 - c. Reconsideration Procedure (Review)
 - d. 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, February 25, 2026, 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 Collins with support from Byrnes to accept the agenda. The motion passed.

Review and Approval of January 21, 2026 Meeting Minutes: It was moved by Byrnes with support from Graham to accept the minutes from the January 21, 2026 meeting. The motion passed.

Financial Reports: The financial reports were reviewed by Markowski.

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

Leadership Team Reports: Markowski shared that switching over to the new cellular fire alarm system was beneficial and she was no longer receiving error messages or dealing with beeping. She presented the board with maintenance costs that should be considered in the near future including a roof replacement, boiler replacements, and HVAC system replacement on the Currier side of the building.

Budd recommended getting updated quotes and Graham recommended getting a quote of what the price difference would be to replace all the boilers at once versus what it would be to replace each boiler as necessary. Markowski noted Matthew Kinzey's recommendation was to replace each boiler as necessary.

Markowski suggested the non-endowed community fund be used to cover the purchase of the Currier building in its entirety. She provided departmental updates about an APS Reading Intervention collaboration, Librarian IV Certification for two staff members, five new READ tutors, and Special Collections' Fletcher House and Golling guest registry.

Friends of the Library Report: Markowski stated the Friends were looking for new members and that new member application forms were on the Friends bookshelf on the first floor.

Public Comment: There were no public comments.

Old Business:

A. Strategic Planning Discussion: Markowski shared the Strategic Plan was for two years and would be reevaluated after the first year. She worked with Brian Mortimore who suggested breaking the Strategic Plan down into goals with timelines and she presented Goal #1.

(Fulkerson entered at 4:25 pm.)

The board discussed whether or not the word “equitable” should be used in the Strategic Plan’s Mission.

Markowski planned to present Goal #2 at the April 15, 2026 board meeting.

B. Currier Building Quote: It was moved by Graham with support from Byrnes to accept Dave Murphy Builders LLC quote for \$39, 919.46 and to have Markowski discuss with Dr. Robert Currier if his business would cover a portion of the repair costs to fix the siding on the Currier building. The motion passed.

It was moved by Graham with support from Byrnes to authorize Markowski to pay Dave Murphy LLC the deposit and to pay the library’s portion of the repair costs using a Nicolet Certificate of Deposit (CD) once the CD rolled over.

Roll Call Vote:

Budd: Yes
Byrnes: Yes
Collins: Yes
Graham: Yes
Fulkerson: Yes

The motion passed.

Committee Reports: Budd, on behalf of the Personnel Committee, stated they met on February 24, 2026 and discussed updates to the Meeting Room Policy as well as the Library Card Policy.

New Business:

A. Board Officer Appointments: It was moved by Collins with support from Byrnes to maintain the previously designated officer positions. The motion passed unanimously.

President: Dustin Budd
Vice President: Jennifer Graham
Treasurer: Julie Byrnes
Secretary: Traci Collins

Roll Call Vote:

Budd: Yes
Byrnes: Yes
Collins: Yes
Graham: Yes
Fulkerson: Yes

The slate of officers for 2026 was approved.

B. Meeting Room Policy: This item was tabled until the March 18, 2026 meeting to allow time to rewrite revisions to the Meeting Room Policy based on the board’s recommendations.

C. Privacy Policy Update: It was moved by Byrnes with support from Fulkerson to adopt the updated Privacy Policy. The motion passed.

Public Comment: Dianne O'Connor, Alpena, stated "equal" and "equitable" were two distinctly different words. She suggested "just" as a possible substitution, but noted that "equitable" was appropriate and better in its proposed context for the Strategic Plan. O'Connor commented on Budd's neutrality and recommended Markowski be deferred to regarding the usage of "equitable."

Michael Kramer, Alpena, commented that "equitable" was controversial and he suggested the word choice for the Strategic Plan be more neutral. He noted the volume of Budd and Collins speaking voices was good, but recommended increasing the volume on the board's microphones.

Nonie Muller, Alpena, suggested eliminating "equitable" as an adjective in the Strategic Plan and using the simplicity of "access" by itself to describe library staff guiding patrons towards resources or requested information.

Adjournment: It was moved by Fulkerson with support from Graham to adjourn the meeting. Budd declared the meeting adjourned at 5:18 pm. The next meeting will be Wednesday, March 18, 2026 at 4:00 pm.

Respectfully submitted,

Traci Collins

Secretary

Carmen Grubaugh

Recording Secretary

ALPENA COUNTY LIBRARY

Budget vs. Actuals: FY_2026 - FY26 P&L

January - December 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
403.000 Millage	716,336.27	1,211,820.00	-495,483.73	59.11 %
566.006 Director's Salary Reimbursement		5,000.00	-5,000.00	
573.000 Local Comm. Stabilize Share Tax		60,000.00	-60,000.00	
574.000 State Aid		21,420.00	-21,420.00	
581.004 Olive Steele Fund		700.00	-700.00	
581.005 Superiorland Library Co-op		600.00	-600.00	
581.006 Gifts/Grants-Designated	250.00	10,000.00	-9,750.00	2.50 %
581.007 Gifts/Grants-Undesignated	20,130.14	5,000.00	15,130.14	402.60 %
602.000 Author Income		5,000.00	-5,000.00	
607.002 Photocopy Fees	1,319.17	5,000.00	-3,680.83	26.38 %
607.003 Out of District Fees	350.00	1,200.00	-850.00	29.17 %
642.002 Merchandise Sales	116.40	100.00	16.40	116.40 %
658.000 Book Fines	16.00	100.00	-84.00	16.00 %
658.001 Penal Fines		90,000.00	-90,000.00	
658.002 ILL-MelCat		100.00	-100.00	
658.004 Book/Video Material Replacement	4.72	300.00	-295.28	1.57 %
665.000 Interest on Investments	156.68	6,500.00	-6,343.32	2.41 %
667.000 Conference Room Rental	100.00	500.00	-400.00	20.00 %
674.001 Library Improvement Fund	11,207.49	10,000.00	1,207.49	112.07 %
674.004 Friends of the Library	2,672.19	15,000.00	-12,327.81	17.81 %
674.005 READ for Adults Program	263.00	400.00	-137.00	65.75 %
674.200 Cook Endowment Fund	3,020.53	5,000.00	-1,979.47	60.41 %
676.000 Miscellaneous		500.00	-500.00	
Total Income	\$755,942.59	\$1,454,240.00	\$ -698,297.41	51.98 %
GROSS PROFIT	\$755,942.59	\$1,454,240.00	\$ -698,297.41	51.98 %
Expenses				
701.000 Salaries/Per Diem	89,667.20	654,596.00	-564,928.80	13.70 %
710.000 Social Security/Medicare	4,934.07	50,000.00	-45,065.93	9.87 %
710.001 Retirement/MERS	26,843.95	100,000.00	-73,156.05	26.84 %
710.002 Hospitalization	16,625.25	110,000.00	-93,374.75	15.11 %
710.003 "In Lieu of..." Hospitalization		12,250.00	-12,250.00	
710.005 Life Insurance	300.72	1,500.00	-1,199.28	20.05 %
710.006 Workers Compensation		2,000.00	-2,000.00	
727.000 Office Supplies	829.82	10,000.00	-9,170.18	8.30 %
727.001 Postage	351.93	2,000.00	-1,648.07	17.60 %
728.000 Special Collections- Expense	340.00	4,500.00	-4,160.00	7.56 %
728.001 Cook Endowment - Expense		5,000.00	-5,000.00	
730.000 Book Collection	4,226.27	53,000.00	-48,773.73	7.97 %
731.000 Databases	2,209.25	7,000.00	-4,790.75	31.56 %
731.001 E- Media Services	2,850.00	2,850.00	0.00	100.00 %
731.002 Periodicals	57.90	3,500.00	-3,442.10	1.65 %
731.003 Audio/Visual	264.88	6,000.00	-5,735.12	4.41 %

ALPENA COUNTY LIBRARY

Budget vs. Actuals: FY_2026 - FY26 P&L

January - December 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
731.004 Technology Hardware	1,103.52	6,000.00	-4,896.48	18.39 %
731.005 Technology Software		6,000.00	-6,000.00	
732.000 Equipment	479.25	6,000.00	-5,520.75	7.99 %
735.006 Gifts/Grants Designated	208.39	10,000.00	-9,791.61	2.08 %
735.007 Gifts/Grants Undesignated		5,000.00	-5,000.00	
801.000 UPRLC/SIRSI fees	4,085.47	35,000.00	-30,914.53	11.67 %
801.001 RIDES		6,500.00	-6,500.00	
801.002 ILL (Interlibrary Loans)	51.90	500.00	-448.10	10.38 %
801.003 Unique Mgmt.	19.70	500.00	-480.30	3.94 %
801.101 County Settlements		392.00	-392.00	
802.000 Professional Services	2,983.30	10,000.00	-7,016.70	29.83 %
802.001 Audit/Financial Oversight		6,500.00	-6,500.00	
803.000 Authors	6,100.00	5,000.00	1,100.00	122.00 %
805.000 Training	832.00	10,000.00	-9,168.00	8.32 %
816.000 County Admin Overhead	950.00	4,125.00	-3,175.00	23.03 %
850.000 Communications	2,418.33	12,000.00	-9,581.67	20.15 %
860.000 Travel		5,000.00	-5,000.00	
920.000 Utilities	2,502.05	35,000.00	-32,497.95	7.15 %
930.000 Repair/Maintenance-General	4,298.76	30,000.00	-25,701.24	14.33 %
930.001 Repair/Maintenance-HVAC		2,500.00	-2,500.00	
955.000 Friends of the Library Expenses	2,207.34	15,000.00	-12,792.66	14.72 %
956.002 Programs Expense	2,668.44	16,000.00	-13,331.56	16.68 %
965.000 READ for Adults	358.30	2,500.00	-2,141.70	14.33 %
969.001 Copy Machine Expense	2,348.58	8,000.00	-5,651.42	29.36 %
969.002 Insurance	2,211.20	10,000.00	-7,788.80	22.11 %
969.003 Kathy Currier Condo Assoc Exp		1,927.00	-1,927.00	
969.004 Public Relations/Print		1,000.00	-1,000.00	
991.000 Debt Service - Principal		155,775.00	-155,775.00	
992.000 Debt Service - Interest		23,825.00	-23,825.00	
Total Expenses	\$185,327.77	\$1,454,240.00	\$ -1,268,912.23	12.74 %
NET OPERATING INCOME	\$570,614.82	\$0.00	\$570,614.82	0.00%
NET INCOME	\$570,614.82	\$0.00	\$570,614.82	0.00%

Fund 721 LIBRARY PENAL FINE FUND

GL Number	Description	Balance
*** Assets ***		
721-000-002.000	SAVINGS	55,832.95
Total Assets		<u>55,832.95</u>
*** Liabilities ***		
721-000-272.000	UNDIST INT INC	59.13
721-000-273.000	UNDISTRIB FINES	55,773.82
Total Liabilities		<u>55,832.95</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		55,832.95

Vendor Detail

ALPENA COUNTY LIBRARY

March 1-12, 2026

TRANSACTION DATE	NUM	NAME	DISTRIBUTION ACCOUNT NUMBER	AMOUNT
001.000 Library cash in bank				
03/02/2026	12345	Center Point Large Print	730.000	103.08
03/02/2026	12347	Fitzpatrick's Hardware	930.000	37.72
03/02/2026	12346	Complete Piano Service	965.000	335.00
03/02/2026	12348	Frontier	850.000	381.09
03/02/2026	EFT	MERS Mich. Employ. Retire. Serv.	710.001	9,655.02
03/02/2026	12349	Mortimore Consulting, LLC	802.000	1,050.00
03/02/2026	12350	Omega Electric & Sign Company, Inc.	930.000	1,800.00
03/02/2026	12351	OurDigitalWorld	731.000	2,209.25
03/02/2026	12353	UPRLC, Inc.	801.000	75.00
03/02/2026	12352	UNITED STATES LIABILITY INSURANCE CO	969.002	253.20
03/02/2026	12354	Hartford	710.005	100.24
Total for 001.000 Library cash in bank				\$15,999.60
TOTAL				\$15,999.60



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

Corporate Number: 169921
Account Ending In: 4130

Corporate Account Summary

Previous Account Balance	\$1,094.06	Statement Closing Date	02/28/2026
Payments and Credits	\$1,094.06	Days This Period	28
Purchases and Debits	\$2,310.10	Credit Limit	\$10,000.00
Cash Advances	\$0.00	Available Credit	\$7,689.00
Fees	\$0.00	Cash Limit	\$3,000.00
Finance Charges	\$0.00	Available Cash	\$3,000.00
New Ending Balance	\$2,310.10	Payment Due Date	03/26/2026
Total Amount of Disputes	\$0.00	Payment Amount Due	\$70.00

Questions? View your account information online at www.nicoletbank.com or call our Customer Service Center toll free at 1-877-864-6525 or 1-800-369-0226.

Send Billing Inquiries and Correspondence to:
P.O. Box 2087, Omaha, NE 68103-2087

Mail Payments to: P. O. Box 1300, Green Bay, WI 54305.

Important Information

THANK YOU FOR CHOOSING NICOLET NATIONAL BANK FOR YOUR CREDIT CARD NEEDS.

RECEIVED

Acct.# 727.001
731.005
735.006

7800
~~5997~~ 810
247⁸²

805.000 60⁰⁰
850.000 65⁰⁰
930.000 860⁵³
956.002 188.75⁵

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



Account Ending In 4130
Payment Due Date 03/26/2026
New Balance \$2,310.10
Minimum Payment Due \$70.00

Make Check Payable To: \$ 2310.10

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

00065455
0102

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



559281800011960000000007000000002310103

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
02/19	02/19	F866100E3000PI051	PAYMENT BRANCH THANK YOU GREEN BAY WI	1,094.06-
Total Activity				1,094.06-
Total Fees This Period				0.00
02/28	02/28		Interest Charge on Purchases	0.00
02/28	02/28		Interest Charge on Cash Advances	0.00
Total Interest This Period				0.00

Cardholder Account Activity

CHRISTINA MARKOWSKI
Card Ending In 9453

Total Amount \$2,310.10

Post Date	Tran Date	Reference Number	Transaction Description	\$Amount
02/01	02/01	7541823DG7899FGRA	CCI*CONSTANT-CONTACT WALTHAM MA	55.00
02/02	02/02	8230509DHEHNSM011	WWW.MCLS.ORG LANSING MI	60.00
02/06	02/06	5265384DMLT5R0HVS	THEEVENTSCAL*PLUGINS 8318547649 MI	149.00
02/10	02/10	7534533DS1J8VQVL4	FARONICS TECHNOLOGIES PLEASANTON CA	262.50
02/10	02/10	8230509DSEHMLWAHV	WPFORMS-BASIC-2 - BASI WEST PALM BEA FL	49.50
02/11	02/11	0541601DS43A8KPD2	WAL-MART #2358 ALPENA MI	42.96
02/11	02/11	5530876DVJTKV2V48	SHELL OIL10011691010 ALPENA MI	23.08
02/11	02/11	5550629DSJT41BX9Z	ALPENA ACE HARDWARE ALPENA MI	146.17
02/13	02/13	5543286DW5XSHN8SV	TST*BLUE MOON CAFE ALPENA MI	247.82
02/15	02/15	8230509DZEHPFEV3	GLOWFORGE.COM SEATTLE WA	349.00
02/19	02/19	0230537E300KGL7XJ	USPS PO 2502100156 ALPENA MI	78.00
02/20	02/20	0541601E343A8JZ2Y	WAL-MART #2358 ALPENA MI	39.14
02/23	02/23	5550036E6K55XQ1BF	WALMART.COM WALMART.COM AR	75.08
02/25	02/25	5550036E8K71ZBX4L	WALMART.COM WALMART.COM AR	31.57
02/26	02/26	5543286E961X3RLDJ	OTIS ELEVATOR WEST PALM BEA FL	585.96
02/26	02/26	7541823E97A3KKRTE	ARIENSCO BRILLION WI	105.32
02/26	02/26	8211755EAEHM6VH5L	HUMBLEFAX RIDGEWOOD NJ	10.00

Handwritten notes on the right side of the table, including a vertical list of amounts: 850.00, 805.00, 731.00, 731.00, 731.00, 956.00, 930.00, 930.00, 731.00, 727.00, 956.00, 930.00, 930.00, 852.00.

Finance Charges

Type of Balance	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charge
Purchases	11.90% (v)	\$0.00	\$0.00
Cash Advance	26.90% (v)	\$0.00	\$0.00
Balance Transfer	11.90% (v)	\$0.00	\$0.00

(v) = variable rate

Director's Report March 2026

Agenda Items

- The two Meeting Room Policies have been merged and should be ready for board approval.

Building/Technology:

- Migration of website platforms is in progress. The next steps include staff training to the website team and design.
- Murphy's Building will start on the wall repairs as soon as it is warm enough to do so. The CD at Nicolet bank will be ready by then to put a deposit on the project and start the work. I've notified the County Clerk's office and will be sending them Feb's meeting minutes with Board's approval. I've reached out to Courier and they are looking into finances and will get back with me.
- UPRLC services will increase 1% for the 26/27 fiscal year. This will be about \$160 more than what we currently pay.

Staff

- Marlo plans on digitizing the guest registries after they have been processed. She is still in the processing stage.
- Thank you to Carly for running the first of hopefully many staff health challenges.
- Thank you to Hadley for creating 50+ Alpena County Library buttons!

Continuing Education/Meetings/Outreach

- Received ALA Digital Pathways Health Literacy Program Grant to provide health literacy programs. (\$8K plus training) Carly is the lead.
- Received MACC grant to purchase new chairs and portable stage for programs in Stillion. (\$12)
- Received 250 Years of Science Across America grant to host science programs. (\$500) James is the lead.
- Participating in a state wide Summer Reading Button exchange with other libraries. We will send 50 buttons with our logo and summer reading theme to the main contact and receive a mystery bag of buttons from other participating libraries to hand out during summer reading.
- Finished Advance Director's Pathway course through Library of Michigan.
- Feb staff meeting- discussed legal aspects of law enforcement requests in the building.
- Meeting with Brian
- Personal/Policy Committee meeting- notes sent out before Feb meeting
- Strategic Planning meeting

- Rotary club meetings including helping with Feeding Kids Ministry and Brew on the Bay fundraiser.
- Meetings with various staff members throughout the month
- Our big author event is scheduled for November 2026 and we will have Stephen Graham Jones. Many of our patrons are very excited.
- Working with Turning Brook to start a Homebound program with their residents.

Strategic planning:

Working with Brian and strategic planning committee to redo core values and goal #2.

Youth Programming & Outreach Previous Month Stats

Storytime: 23

Puppet Storytime: 46

Take Your Kid to the Library: 75

Early Connections: 41

Pokemon Club: 8

Lego Club: 14

Loot boxes: 23

Laser Tag: 5

March Programming

Every other Monday: Pokemon club

Every other Monday: Lego club

Most Mondays: Sewing club

Every Tuesday: Early Connections

Every Tuesday: Tinker Tuesday

Every Tuesday: Puppet Storytime

Every Wednesday: Open MakerLab

Every Thursday: Weekly Storytime

Monthly Loot boxes for tweens/teens

Dr. Tom Words with Music: March 4th

Beyond Differences: March 6th

Teen Pop Art: March 14th

Evening of Pre-War Blues: March 19th

Tween/Teen Laser Tag: March 26th

Reusable Beeswax: March 27th

Open Lorcana Event/ community led- March 28th

February Assistant Director Report

Meetings/Community Events Attended:

- United Way Board meeting
- Alpena DDA Promotions Meeting
- Staff Meeting
- Leadership Team Meeting
- Friends of the Library Meeting
- Sestercentennial Meeting
- City Gardens/Park Meeting
- Michigan Walkability Institute Sessions and workgroup meetings
- Strategic Planning Committee
- Michigan Arts and Culture Council Special Board 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:

- Assisted with FOIA requests
- 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 March 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
- Submitted grant proposals to:
 - Granum Grant Program for 2026 Author Event

- Received notifications of successful grant and project applications to:
 - ALA Digital Pathways Health Literacy Program (\$8K plus training)
 - MACC equipment program to purchase new chairs and a portable stage for the Stillion Conference Room (\$12K)
- Worked on promotional video scripting and storyboard for summer reading
- Drafted press release and worked on logistics for Sestercentennial Logo Contest
- Communicated closures to local contacts
- Scrubbed Constant Contact email contact list
- Various collection management tasks

Other

- Contracted with Authors Unbound for a November 2026 major author event with Stephen Graham Jones.
- Scheduled author event for Michigan Notable Books program, author Jeffrey Holden, *Dead Moose on Isle Royale: Off Trail with the Citizen Scientists of the Wolf-Moose Project*
- Scheduled additional music programs for 2026
- Corrected hot spot connectivity issues
- Attended:
 - “Partnering with Native Nations in a Good Way”
 - “Intellectual Care of Collections”
- Researched professional development opportunities for desk staff
- Professional reading:
 - [*The AI Con: How to Fight Big Tech's Hype and Create the Future We Want*](#)
 - [“Reference Accuracy in Large Language Model Chatbots: A Metric for Misinformation?”](#)
- Gave instructions to the AMA-ESD cohort for the Classroom Libraries Makeover project, assisted with ordering, and fielded questions.
- Various desk shifts
- 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- February 2026

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

February 2026 Report Special Collections

- Assisted patrons and responded to phone / email research inquiries
- Processed collections
- A volunteer is continuing obituary project
- Continue Fletcher House guest register (1870s) transcription/index
- Continue digitization project: Houses
- Prep for March program – Tuskegee Airman
- Wilderness Chronicle index (continued)
- St. Paul Lutheran Church index (continued)
- Obits pulled from current Alpena News (continued)

Displays / Programs:

Vintage Postcards c1908-1917 (in case thru April)

Sources & topics researched:

- House & Business research (numerous)
- Vessel Database & physical files (numerous)
- Obituaries (numerous)
- Ancestry Library Edition (database)
- Newspapers.com (database)
- American Ancestors (database)
- City Directories
- Vital Records – Alpena County
- Alpena News Collection
- Family Search (database)
- Fold3.com (military database)
- Eddie Money Concert July 22, 1980 at fairgrounds
- Colby-Thompson Sawmill, Hubbard Lake, early 1900s
- Alcona County Pictorial History
- Park View Hotel, 9th St., history
- Alpena County Normal School
- Charles Lynch son's home in Canada- who is architect? 1930s
- Naturalization records 1940s
- 1890s Bath House interior pics

- Montmorency Plat books
- Maps
- Wilderness Chronicles
- French Canadians of NEMI
- Trelfa binders
- Alpena High School Yearbooks

Collections & items donated:

- Postcard: 2nd Ave. Bridge with vessel. Postmarked 1943 {Shaut}
- Books: Cadillac's Village...property owners 1701-1710; History of Ottawa & Chippewa Indians of MI {LaCross}
- 18 postcards; Grove billboard pic (1977); copies of local WWI soldier listings {Guthrie}

February stats:

In person = 61

Emails/Phone calls = 39

Program attendees =

Total = 100

READ Board Report
March 5, 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: 18
Inactive tutors: 12

Students:

Currently receiving services: 19
Tutoring Hours: January 2026: 119.5 hours

Book Circulation:

Returned: 4
Checked Out: 17

- Attended the ProLiteracy webinar: Asking the Right Questions by Todd Evans (Teacher Training Plus Project webinars). This webinar focused on improving a reader's comprehension and meta-comprehension through the use of closed/open and thick/thin questioning before, during, and after reading a selection.
- Collaboration continues with Iosco RESA Adult Ed and Light of Hope Clubhouse. Off-site READ Program tutoring also continues at Pompeyos Mexican Grill where the owner has graciously provided a space for several learners.
- February's Words & Music Program was once again enjoyed by a jazz loving group of community members. 25 people were in attendance and \$123.00 in tips was donated to the READ Program.
- Interesting fact: The longest serving READ Program tutor volunteered with the READ Program for 16 years before moving out of the Alpena area.

Alpena County George N. Fletcher Public Library

READ Program Celebrates 40 Years!

Please join us on April 22 as we commemorate the 40th anniversary of the READ Adult Literacy Program. The celebration will take place in the Judith A. Stillion Conference Room at the Alpena County George N. Fletcher Public Library from 11:00 a.m. to 1:00 p.m. You are invited to stop in during this time to help recognize four decades of service and dedication to adult education.

For 40 years, the READ Program has provided free tutoring to adults seeking to improve their reading skills, prepare for the GED, or strengthen their English language abilities. This milestone reflects the sustained commitment of our library and the volunteer tutors and learners, whose perseverance and partnership have made a lasting impact throughout our community.

Light refreshments will be served as we reflect on the program's history and celebrate its continued mission.

In the coming weeks, we will also invite you to share reflections on your experience as a READ tutor. With your permission, we would like to share some of your comments as part of the anniversary celebration.



MARCH-APRIL 2026

In this issue:

READ Celebrates 40 Years!	1
Welcome New Tutors	1
Teaching Tip: Creating Games for your Learner	2



The READ Program welcomed new tutors at the conclusion of its January 2026 tutor training opportunity. Included from left to right are Kathryn Sautter, Bruce Maxwell, Keira Wright and Sara Flick. Not pictured are Brook Alloway and Meagan Wright.

Currently, READ is fortunate to have 18 active tutor/learner teams. READ tutors are helping to support 6 basic literacy, 3 GED/high school equivalency and 9 ESL learners. Our collaboration continues with Iosco RESA Adult Education, ACC Community College, and Light of Hope Clubhouse.

READ Adult Literacy Program

211 N. First Ave.
Alpena, MI 49707

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

Teaching Tip:

Creating Games for your Learner

Creating specific learning games for adult literacy students offers important educational and personal benefits. Adult learners often bring varied experiences and past academic challenges that can affect confidence. Well-designed games make learning engaging, practical, and respectful of those experiences. By connecting skills to real-life tasks—such as reading workplace materials or understanding everyday documents—games increase motivation and persistence. They also provide a low-pressure environment where learners can practice without fear of embarrassment, encouraging participation and risk-taking. Additionally, customized games allow instruction to be tailored to different skill levels. Overall, learning games build confidence, reinforce essential skills, and support adult learners effectively. Some ideas include:

- 1. Vocabulary Bingo:** Create simple bingo cards using current vocabulary words. Read aloud the definitions, synonyms, or use the words in sentences, and have learners identify the correct word on their card. This reinforces word recognition, listening skills, and comprehension.
- 2. Sentence Building Cards:** Write nouns, verbs, adjectives, and transition words on separate index cards. Learners draw cards and arrange them to form complete sentences. This activity strengthens sentence structure, grammar awareness, and writing confidence.
- 3. Real-Life Matching Game:** Create matching cards that pair common words or phrases with practical examples (e.g., “invoice” and a sample bill, “appointment” and a calendar image). Learners match terms to their meanings or uses, building functional vocabulary.
- 4. Reading Comprehension Jenga:** Write simple comprehension questions on blocks (or slips of paper attached to blocks). Each time a learner removes a block, they answer the question. This adds movement and interaction while practicing reading and critical thinking skills.

READ tutor
Diane Dziesinski
studies with her
ESL learner
with a vocabulary
game she
created.



*Discover. Connect.
Grow.*

February 2026

Monthly Report, Technical Processing.

Attended the monthly staff meeting. Met with Superiorland cataloguer, Ellen Moore, for cataloguing tips & instruction. .

Ordered office supplies & equipment as needed or requested, and recorded purchases in a spreadsheet. Forwarded Amazon bill to Tina, Jessica and Carmen.

Recorded purchases as they were received, with signed purchase request forms if applicable. Filled out purchase request forms for purchases requested by staff. Received & checked new books and media. Maintaining records of these.

Cataloged & covered 184 books and catalogued new media. Repaired books & replaced dustjacket covers, replaced illegible spine labels as needed.

Administered conference rooms: answered queries regarding use via emails, calls, and visits by outside parties. Provided the use by outside parties numbers for the report. Maintaining records of requests & approvals by Director & Assistant Director.

Purchased library postage as needed and took packages to the post office. Picked up an order from Walmart.

MONTHLY PUBLIC SERVICES REPORT

TO: Alpena County Library Board

FROM: Director - Alpena County Library

February 2026

Monthly Circulation:	2025	2026
Materials Lent	3912	3921
Hotspots	1	3
E-media Materials	1031	909
E-Magazines	518	596
Kanopy	309	352
Comics Plus		184
Total Monthly Circulations:	5771	5965
Number of Days Open	23	23

Library Services:	2025	2026
Information Services Transactions/Live Chat	178	132
Special Collections Transactions	59	39
Special Collection In-Person Use	78	61
Mango Language Sessions		286
Public Computers Usage	792	675
WiFi Connections	3609	3026

Interlibrary Loans/UPRLC Holds	2025	2026
# of ILL Requests made (OCLC/MelCat)	160	199
# of ILL Requests filled by ACL	94	84
SIRSI Holds made by Alpena Users(loaned)	484	481
SIRSI Requests filled from ACL (borrowed)	466	437

Additions	2025	2026
Books (Books, Paperbacks & LP)	335	231
A/V (BKCD/Music CD)	14	0
Objects/Toys/Library Things	0	3
DVD's	13	6
Special Collections		
Magazines	51	48
TOTALS	413	288

Inventory Totals:	2025	2026
Books	53100	52664
Temporary Titles (Magazines)	1384	1407
A/V (CD/BKCD/Toys)	1297	1275
Library of Things		82
Videos & DVD	2428	2620
Ref-Archive		161
Internet, Microfilm, E-book, Misc., Unknown	2658	1544
Total	60867	59753

Social Media Stats

Facebook	
Post Reach: (# of people who saw a post at least once)	40560
Post Engagements: (# of Likes, Comments, and Shares)	1885
Instagram	
Total Posts:	12
Total Stories:	1

Monthly Circulation by Patron Area:	2025	2026
Alpena-City	2160	2269
Alpena-Twn	1183	1113
Green-Twn	36	64
Long-Rapid	78	68
MapleRidge	128	129
Ossineke	249	298
Out of District/Homebound/Temp	148	166
Sanborn	71	86
Wellington	4	0
Wilson	251	176

Library Users:	2025	2026
New Cards Issued	81	58
Total Number of Library Cardholders	9,799	9725
Library Visits	-	3761

Programs/Outreach	Programs	Attendance
Outreach/Offsite	0	0
General	0	0
Ages 0-5	0	0
Ages 6-11	0	0
Ages 12-18	0	0
Adult	0	0

Large Conference Room Uses:		
General	3	99
Ages 0-5	4	41
Ages 6-11	0	0
Ages 12-18	0	0
Adult	1	6
Public Uses	2	12

Small Conference Room Uses:		
General	12	114
Ages 0-5	8	69
Ages 6-11	4	42
Ages 12-18	1	3
Adult	8	39
Public Uses	5	35
Technical Help (Individual)	15	20

12 Mar 2026 Personnel/Policy Committee Meeting Notes

Time: 3:30 pm

Location: Director's office, Alpena Public Library

Present: Christina Markowski, Dustin Budd, Julie Byrnes

1. Reviewed Library Card Policy

a. Proposed edits are summarized as follows:

- i. Insert, "resources" in paragraph 7, following "child's access to library materials".
- ii. Insert, "temporary" in paragraph 10, following "may register for a".
- iii. Strike the entire sentence beginning, "Minors in this situation.....".
Not necessary.

2. Reconsideration Policy

- a. Second review, made multiple edits in word usage and process. Added additional legal references and discussed various areas of specific interest to our patrons and board members.

Alpena County George N. Fletcher Public Library-Meeting Room Policy

The Alpena County George N. Fletcher Public Library (“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.

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:

1. Meeting Room Scheduling and Fees

- 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.
- Applications shall be accepted on a first-come-first serve basis, with priority as follows
 1. Library business
 2. Library-sponsored or Library co-sponsored events
 3. Uses governed by contract with the Library
 4. Applications that support cultural, educational, and informational needs and interests of the community
 5. Other requests

The Library Director reserves final authority to approve or deny applications for the use of the meeting rooms. The Library Director may grant exceptions to the rules.

- **Individuals, organizations, and non-profits located in Alpena County that pay property taxes in Alpena County** may reserve the library meeting rooms with the following stipulations:
 1. Pay a refundable \$50 deposit
 2. The person booking the room must be in attendance at the event
 3. The person booking the room must have a current Alpena County Public Library card
 4. There is NO cost for participants to attend the meeting, including hourly rates, retainers, tuition, donations or dues
 5. NO products or services will be sold or marketed at the event

The deposit must be paid at the time of reserving the room.

- **Individuals and organizations that DO NOT pay property taxes in Alpena County** may reserve the library meeting rooms with the following stipulations:
 1. Paying a \$50 refundable deposit AND a \$50 non-resident fee
 2. The person booking the room must be in attendance at the event

The deposit and non-resident fee must be paid at the time of reserving the room.

- **This \$50 refundable deposit and \$50 fee will also be charged if at least one of the following statements is true:**
 1. There is a cost for participants to attend the meeting, including hourly rates, retainers, tuition, donations, or dues
 2. Products or services will be sold or marketed at the event

The deposit and \$50 fee must be paid at the time of reserving the room.

- **For all organizations/groups/individuals**, the \$50 refundable deposit, and the \$50 fee if applicable, will NOT be returned to any user, if:
 1. The user fails to notify the conference room coordinator or Library Director of cancellation within 24 hrs
 2. The user does not show up for the reservation

The Director may waive the refund and/or fee forfeiture in emergency situations.

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

2. General Guidelines

- 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 only available during normal operating hours.
- 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/individuals 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 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 make available the name and phone number of the person or group making a reservation to anyone inquiring about the event.
- Groups/ individuals 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 group/individual so that all groups/individuals may have a fair opportunity to use the meeting rooms. If a reoccurring reservation, by groups/individuals is not used two times consecutively, all remaining reservations may be canceled.
- Non-library sponsored or co-sponsored meetings and events will not be scheduled more than three (3) months in advance. The Library will not accept reservations until future Library programming has been completed. The Library will not accept same day reservations, except as may be permitted by the Library Director.
- There is a maximum of 4 uses per year per person. The Director may waive the maximum number of uses per year.
- No user may use the Meeting Rooms more than 3 times per month.
- 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. The library staff will be responsible for setting up and taking down the equipment listed above. Staff will direct the user to the location of the clearly marked tables, chairs, and cleaning supplies but it is up to the user to set up

seating arrangements prior to their program. *The library is not responsible for any injuries occurring while groups/individuals arrange the meeting space as needed.*

- It is the responsibility of the user to determine any technology compatibility issues or needs. It is the responsibility of the user to pay for the repair/replacement of any library equipment that may be damaged while being used by the group/individual.
- 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. Proof of the appropriate license must be provided to the library director prior to usage of the room.
- **The Director must approve groups/individuals staying beyond Library closing time, or beyond the reserved time for use of the room, in advance.**
- **Groups/individuals that do not leave reserved rooms by the Library closing, or within 15 minutes of the groups/individuals reserved time for use of the room, will:**
 1. Forfeit the \$50 refundable deposit
 2. Be charged an overuse fee of \$50 plus \$1.00/minute for time beyond the Library closing time or beyond the reserved time for use of the room.
- The Director may waive the overuse fees at her/his discretion.
- **Groups/individuals that fail to leave ANY room in a clean, undamaged condition or fail to leave the room in its original condition, will:**
 1. Forfeit the \$50 refundable deposit
 2. Be charged a cleaning service fee of \$100, or more, depending on the condition of a room
 3. May forfeit the right to use the library meeting rooms in the future
- Reservations are secured upon receipt of a completed agreement and payment of rental fees. The Library 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.

3. Violations

- Groups/individuals will follow the Library's Patron Code of Behavior. Violations of this policy or the Patron Code of Behavior will result in disciplinary actions depending on the violation.
 1. Verbal request to cease the violation.
 2. Patron asked to leave the premises for the day.
- The Library Director or the Director's designee may restrict access to Library facilities, including the Library Meeting Rooms by;
 1. Immediately dismissing anyone from the premises
 2. Suspending the patron's access to Library facilities for a set period of time
 3. By denying access to specific services and/or programsIf necessary, the local police may be called to intervene.
- If an incident occurs, Library staff shall;
 1. Record in writing using the Incident Report form for any violation of Library policies.
 2. Delivery by end of day the Incident Report to the Library Director for logging and review.
 3. The Library Director will write a suspension of privileges letter, if applicable.
- If a user or an invitee of any user violates Library policies by causing damage to Library property, then the user shall be assessed the actual costs for repair and cleanup.

4. Violations that Affect Safety and Security

- Violations that affect safety and security will result in the immediate suspending of patrons' access to Library facilities for a set period of time with police involvement. These violations include;
 1. Verbal abuse
 2. Violence
 3. Threatening behaviors
 4. Sexual harassment or sexual misconduct
 5. Vandalism
 6. Drug sale or use or attempted drug sale or use
 7. Intoxication
 8. Theft, or attempted theft
 9. Physical harassment
 10. Behavior that threatens the safety and security of staff and/or patrons
- Initial violations

1. Police called immediately with arrest and criminal prosecution if the conduct violates local, state, or federal law.
 2. Immediate (1) month suspension of Library privileges.
- Subsequent violations
 1. Police called immediately with arrest and criminal prosecution if the conduct violates local, state, or federal law.
 2. Immediate suspension of Library privileges in escalating responses.
 - A Patron whose privileges have been limited or revoked shall review the Patron Code of Behavior policy. They must write a letter to the Director and Board of Trustees stating why their privileges should be reinstated. The Library reserves the right to reinstate with reasonable conditions.

5. Appeals

- Users may appeal a decision in writing to the Library Director within 10 business days of the date of the initial suspension why Library privileges should be restored. The Library Director or designee will respond to an appeal in writing within 10 business days of the date the appeal was received. Any person may appeal the Library Director's decision by sending a letter within 10 business days to the President of the Library Board.

When using the Library or a Meeting Room, the Library is released and held harmless from any and all claims for personal injury or property damage.

This policy may be amended at any time.

Approved 11/2002. Revised March 18th, 2026

Alpena County George N. Fletcher Public Library- Library Card Policy

Any person who borrows a book or any other library material from the Library must own a library card from Alpena County Library. Alpena County Library cards are available free to all people who live in or pay taxes in Alpena County provided they have a permanent address.

Cards will be issued to out-of-district patrons with a driver's license or other identification at an annual fee of \$25.00. The borrower is responsible for all materials checked out on their card.

The library must be notified of the loss of a library card.

The Alpena County Library requires official photo identification showing the resident's name and permanent address.

The following will be accepted:

Michigan driver's license or State ID card with current Alpena County address or, a picture ID with proof of residency shown by one of the following:

- a. car registration
- b. utility bill
- c. copy of lease or mortgage
- d. copy of property tax statement
- e. postmarked mail

There are three types of library cards:

Adults aged 18 and older residing in The Alpena County George N. Fletcher Public Library's service area may apply for a library card, presenting a photo ID and proof of residence.

Adult cards entitle the holder to use all available materials.

Minors under the age of 18 may apply for a **restricted youth library card** that must have the signature of a parent or guardian on their application cards in order to be issued a card.

The **restricted youth library card prohibits them from checking out sexually explicit materials** and materials outside of the youth section. If the parent/guardian is not a current ACL card holder (the parent/guardian must show the same proof of residency as required above).

Minors under the age of 18 may apply for a **general youth library card** that must have the signature of a parent or guardian on their application cards in order to be issued a card.

The **general youth library card** allows them to check out **materials from the adult section with parental or guardian permission**. Parents or guardians will be required to sign an additional agreement that acknowledges their child may access a variety of materials within the library, including potentially sensitive content.

If the parent/guardian is not a current ACL card holder (the parent/guardian must show the same proof of residency as required above).

It falls on the parent to review and approve the content their child selects. By signing the agreement, they consent to their child's access to library materials and agree to assume full responsibility for any materials and resources checked out or viewed by their child.

The Alpena County George N. Fletcher Public Library staff can provide guidance to parents on how to monitor and guide their child's library use effectively, including recommendations for age-appropriate materials.

Non-resident students enrolled in Alpena County schools are eligible to register for a library card with the same age restrictions noted above.

Adult patrons who live in Alpena County but who do not have proof of address yet may register for a temporary digital library card number online or in person at the front desk. The in person library card will be sent via the USPS. Successful receipt of the card will serve as proof of address.

The Alpena County Library reserves the right to refuse a card to a person for failure to meet the above requirements.

Alpena County George N. Fletcher Public Library-Reconsideration Procedures:

In addition to the First and Fourteenth Amendments of the United States Constitution, relevant Michigan statutes governing public libraries and the protection of minors guide this policy. The Library operates under the Michigan District Library Act {MCL3q7.201 - 206J}, Michigan Penal Code [MCL750.145a] and the Public Libraries Act {MCL 397.551, - 559}, as well as judicial precedents including Board of Education v. Pico [457 U.S. 853, 1982J], Ginsberg v. New York [390 U.S.62q, 1968], and Erznoznik v. City of Jacksonville [422 U.S. 205, 1975], that affirm the rights of adults to access lawful information while recognizing the government's legitimate role in protecting minors.

For the reconsideration of any library materials, a patron must fill out a Reconsideration Form including name, address and date submitted. This form may be obtained from the library or found on the Library's website.

This Reconsideration Form must be returned to the Library Director

1. All patrons have the option to select a and/or b; patrons are encouraged to start with option a.
 - a. Discuss the reconsideration, or relocation of material, with the Director. If the reconsideration is not resolved to the patron's satisfaction, the patron may proceed to part b.
 - b. Present a Reconsideration Request to the Library Board of Trustees, verbally or in writing, at the next regularly scheduled board meeting where the Board will discuss the Reconsideration Request.If needed, Library staff may assist with filling out this Reconsideration Form.
2. The board has the authority and the responsibility, to determine if the material is inappropriate, sexually explicit, or otherwise unfit in accordance with the Collections Policy. The Library acknowledges both the constitutional rights of adults and the statutory responsibility to protect minors. Materials meeting the definition of harmful to minors under MCL 722.676-722.678 shall be placed or classified in a way that minimizes inadvertent exposure to children by relocation to the adult section, while not infringing upon adult access rights.
3. The President of the Board will respond with the Board's decision, in writing, to the patron who filed the Reconsideration Request within 90 days of receiving said request. An updated Reconsideration Tracking Log will be included in the monthly Board packet.
4. Parents and guardians maintain ultimate oversight of their children's selections.

Tracking and Recording

All reconsideration requests will be logged in a Reconsideration Tracking Log containing submission dates and Board decisions. Correspondence and documentation are retained according to the Michigan Records Retention Schedule for Public Libraries. Annual summaries will be presented to the Board as required under MCL 397.555 [2][d].

Policy Review Cycle

At least once every three [3] years, the Library Director and the Board of Trustees will review this policy to ensure compliance with current Michigan law, community standards, and the judicial precedents stated above.

References:

Public Libraries Act {MCL 397.551, - 559}

<https://legislature.mi.gov/Laws/MCL?objectName=mcl-397-551>

Michigan District Library Act {MCL3q7.201 - 206J}

<https://www.legislature.mi.gov/Laws/MCL?objectName=MCL-37-2201>

MCL 722.671-722.674

**DISSEMINATING, EXHIBITING, OR DISPLAYING SEXUALLY EXPLICIT MATTER TO MINORS
(EXCERPT)**

<https://legislature.mi.gov/Laws/MCL?objectName=mcl-722-671>

MCL 722.676-722.678

**DISSEMINATING, EXHIBITING, OR DISPLAYING SEXUALLY EXPLICIT MATTER TO MINORS
(EXCERPT)**

<https://legislature.mi.gov/Laws/MCL?objectName=MCL-722-676>

MCL 397.555 [2][d].

<https://legislature.mi.gov/Laws/MCL?objectName=mcl-397-552>

Michigan District Library Act {MCL3q7.201 – 206J}:

<https://www.legislature.mi.gov/Laws/MCL?objectName=MCL-37-2201>

Michigan Penal Code MCL 750.145a

<https://www.legislature.mi.gov/Laws/MCL?objectName=mcl-750-145a>

Michigan Records Retention Schedule for Public Libraries

<https://legislature.mi.gov/Laws/MCL?objectName=mcl-397-552>

<https://www.michigan.gov/dtmb/-/media/Project/Websites/dtmb/Law-and-Policies/SAB/Retention-and-Disposal-Schedules.pdf?rev=fd8c2cd1c78c4dc388bed0f0a72c72bb&hash=05BDC4F6215B1582BAD346B905E639FF>

Education v. Pico [457 U.S. 853, 1982J]

BOARD OF EDUCATION, ISLAND TREES UNION FREE SCHOOL DISTRICT No 26 V. PICO, 457 US 853 (1982)

The Board removed books from the junior high and high school libraries, saying the books were, “anti-American, anti-Christian, anti-Semitic and just plain filthy.” The Court held that “the Constitution protects the right to receive information and ideas,” but “**the school board has the authority to remove books that are vulgar.**”

<https://www.oyez.org/cases/1981/80-2043>

Ginsberg v. New York [390 U.S. 62q, 1968]

<https://www.oyez.org/cases/1967/47>

In a 6-3 decision written by Justice William Brennan, the Court held that Section 484-h did not violate the First and Fourteenth Amendments as a restriction on expression. Justice Brennan wrote that **obscenity was not within the area of protected speech or press.** He acknowledged that the magazines were not obscene for adults, but emphasized that Section 484-h did not prohibit Ginsberg from selling the magazines in question to persons seventeen years of age or older.

ERZNOZNIK V. CITY OF JACKSONVILLE, 422 U.S. 205 (1975)

“Speech that **is neither[NOT] obscene as to youths** nor subject to some other legitimate prescription cannot be suppressed solely to protect young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.”

*So if speech **IS** “obscene to youths” ...[it can] be suppressed solely to protect young from ideas or images that a legislative body thinks unsuitable for them.*

Legal Framework for Library Collection Decisions

Four Pillars Guiding Library Policy

Pillar 1 – Constitutional Rights of Adults

Legal Authority:

First Amendment to the U.S. Constitution

Fourteenth Amendment

Board of Education v. Pico (1982)

Principle:

Adults have the constitutional right to access lawful information in public libraries.

Board Responsibilities:

Avoid viewpoint discrimination.

Avoid removal of materials based solely on disagreement with ideas.

Maintain access to lawful materials for adult patrons.

Recommended Practice:

Materials should remain available to adults even if relocation within the collection is necessary to address concerns related to minors.

Pillar 2 – Government Authority to Protect Minors

Legal Authority:

Ginsberg v. New York (1968)

Michigan Harmful to Minors Statute (MCL 722.671-722.678)

Michigan Penal Code (MCL 750.145a)

Act 33 of 1978

Principle:

States and public institutions may take reasonable steps to protect minors from material legally defined as harmful to minors.

Board Responsibilities:

Apply statutory definitions when evaluating material.

Ensure minors are not inadvertently exposed to material that meets the legal definition of harmful to minors.

Recommended Practice:

Use placement, classification, or relocation within the collection rather than removal whenever possible.

Pillar 3 – Objective Legal Standards

Principle:

Library decisions should rely on objective statutory definitions, not subjective judgments.

Board Responsibilities:

Evaluate materials using the legal definition of harmful to minors.

Document the legal basis for decisions.

Recommended Practice:

Reference specific statutes in reconsideration decisions.

Pillar 4 – Transparent and Neutral Administrative Process

Legal Authority:

Michigan Public Libraries Act (MCL 397.551–559)

Principle:

Library governance decisions should follow a clear and transparent process.

Board Responsibilities:

Maintain reconsideration procedures.

Document decisions.

Review policy regularly.

Recommended Practice:

Maintain logs of reconsideration requests and provide written explanations for Board decisions.