

**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 Friday, December 20, 2024, at 2:02 pm by President Joseph Garber.

Present:

Board of Trustees: Joseph Garber, Dustin Budd, Lauren Mantlo, Quintin Meek, Traci Collins
Staff: Christina Markowski, Carmen Grubaugh

Public Hearing Audit for Budget 2025: It was moved by Budd with support from Mantlo to accept Markowski's budget proposal for 2025. The motion passed.

Markowski noted that every other year the library will host a minor author and a major author starting with a minor author in 2025.

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

Review and Approval of Minutes: It was moved by Mantlo with support from Budd to accept the minutes from the October 16, 2024 meeting. The motion passed.

Financial Reports: The financial reports were reviewed by Garber.

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

Director and Leadership Team Report: The written report was reviewed. Markowski stated 80 patrons signed up for the sourdough starter class and another sourdough starter class would be held in 2025. She noted that the theme for the 2025 Summer Reading Program was *Level Up With Reading*.

Friends of the Library Report: Markowski stated the Friends gave library staff downtown dollars, advertised the bookstore on the radio, and ran a sale of \$3 for 5 books at the bookstore. She shared that the bookstore's new hours were every Tuesday 5 pm to 7 pm and every Wednesday 10 am to 2 pm starting January 2025. She relayed that the Friends were participating in a Spring Fling Event for March is Reading Month and working with private homeschoolers and public school systems.

Public Comment: There were no public comments.

Old Business:

A. Director Search: It was moved by Meek with support from Mantlo to postpone the Library Director search until March 2025 and to retain Mortimore for his consultation services as Markowski undergoes evaluation for the Library Director position until the February 2025 board meeting. The motion passed with Garber agreeing to Mortimore's consultation services but opposing postponing the Library Director search to evaluate appointing Markowski.

Garber- Nay
Mantlo- Aye
Budd- Aye
Meek- Aye
Collins- Aye

Garber suggested Mortimore not be paid if there were no consultations in a month and that he be paid a maximum of \$500 dollars per month if there were consultations. He asked Mortimore to be retroactively paid for his consultation services in October and November 2024.

New Business:

A. Budget 2025: See *Public Hearing Audit for Budget 2025*.

B. Appointing a Secretary: It was moved by Budd with support from Meek to temporarily appoint Collins as secretary starting January 2025 until the annual officer election in February 2025. The motion passed.

C. Credit Card Resolution: It was moved by Mantlo with support from Meek to reestablish a Nicolet credit card with the intent to pay library bills by removing Greenacre's name and adding Markowski's name. The motion passed.

D. Basic Access Library Card Policy Proposal: It was moved by Collins with support from Mantlo to adopt the Basic Access Library Card Policy and to reevaluate its effectiveness at the end of the 2025 year. The motion passed.

E. Special Collections Endowment: The board was informed that the remaining balance of \$2,550 owed to Central Michigan University for the conversion of *The Alpena News* to microfilm would be reimbursed by the special collections endowment at the end of 2025.

F. Budget Adjustments: It was moved by Meek with support from Budd that the budget adjustments be approved including the camera equipment update. The motion passed.

G. Consultation Fee: See *Old Business: (A.) Director Search*.

H. Staff Inservice Day: It was moved by Budd with support from Mantlo to close the library on January 31, 2025 for a staff inservice day. The motion passed.

I. Holiday Closure Proposal: It was moved by Meek with support from Budd to close the library the Saturday before Easter as an unpaid holiday for library staff and to close the library on Juneteenth as an inservice day for library staff. The motion passed.

J. Trust Donation: It was moved by Garber with support from Mantlo to invest the \$250,000 trust donation at Nicolet to accrue interest for six months until the best allocation of the funds is determined.

K. Staff VPS Roll Over: It was moved by Budd with support from Mantlo to roll over a library employee's vacation hours due to extenuating circumstances with the contingency those hours be used in the first six months of 2025. The motion passed.

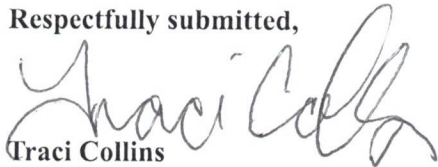
L. Audit Consultation: It was moved by Budd with support from Meek to select Option C for the County Audit. The motion passed.

Closed Session for Personnel Matter: Trustees, and Markowski moved into closed session at 3:04 pm to discuss a personnel matter. Garber reopened the meeting at 4:11 pm.

No comments were disclosed to the public.

Adjournment: It was moved by Budd with support from Collins to adjourn the meeting. Garber declared the meeting adjourned at 4:11 pm. The next meeting will be Wednesday, January 15, 2025 at 4:30 pm.

Respectfully submitted,



Traci Collins

Secretary



Carmen Grubaugh

Recording Secretary

		Jan 2025 Budget	\$Over Budget	% of Budget
Ordinary Income/Expense				
Income				
403.000	Millage	\$ 1,163,365.00	\$ -	
566.006	Director's Salary Reimbursement	\$ 5,000.00	\$ -	
573.000	Local Comm. Stabilize Share Tax	\$ 60,000.00	\$ -	
574.000	State Aid	\$ 21,420.00	\$ -	
581.004	Olive Steele Fund	\$ 700.00	\$ -	
581.005	Superiorland Library Co-op	\$ 600.00	\$ -	
581.006	Gifts/Grants-Designated	\$ 10,000.00	\$ -	
581.007	Gifts/Grants-Undesignated	\$ 5,000.00	\$ -	
602.000	Author Income	\$ 5,000.00	\$ -	
607.002	Photocopy Fees	\$ 5,000.00	\$ -	
607.003	Out of District Fees	\$ 1,200.00	\$ -	
642.002	Merchandise Sales	\$ 100.00	\$ -	
658.000	Book Fines	\$ 100.00	\$ -	
658.001	Penal Fines	\$ 90,000.00	\$ -	
658.002	ILL-MelCat	\$ 100.00	\$ -	
658.004	Book Video Material Replacement	\$ 300.00	\$ -	
665.000	Interest on Investments	\$ 6,500.00	\$ -	
667.000	Conference Room Rental	\$ 500.00	\$ -	
674.001	Library Improvement Fund	\$ 10,000.00	\$ -	
674.004	Friends of the Library	\$ 15,000.00	\$ -	
674.005	READ for Adults Program	\$ 400.00	\$ -	
674.007	Special Collections- Income	\$ 15,000.00	\$ -	
674.200	Cook Edowment Fund	\$ 5,000.00	\$ -	
676.000	Miscellaneous	\$ 500.00	\$ -	
	Total Income	\$ 1,420,785.00	\$ -	0.00%
	Gross Profit			
Expense				
701.000	Salaries/Per Diem	\$ 639,744.00	\$ -	
710.000	Social Security/Medicare	\$ 40,000.00	\$ -	
710.001	Retirement/MERS	\$ 110,000.00	\$ -	
710.002	Hospitalization	\$ 90,000.00	\$ -	
710.003	"In Lieu of" Hospitalization	\$ 12,250.00	\$ -	
710.005	Life Insurance	\$ 1,500.00	\$ -	
710.006	Workers Compensation	\$ 1,231.00	\$ -	
727.000	Office Supplies	\$ 10,000.00	\$ -	
727.001	Postage	\$ 2,000.00	\$ -	
728.000	Special Collections- Expense	\$ 3,000.00	\$ -	
728.001	Cook Endowment- Expense	\$ 5,000.00	\$ -	
730.000	Book Collection	\$ 45,000.00	\$ -	
731.000	Databases	\$ 6,500.00	\$ -	
731.001	E-Media Services	\$ 2,850.00	\$ -	
731.002	Periodicals	\$ 3,500.00	\$ -	
731.003	Audio/Visual	\$ 6,000.00	\$ -	
731.004	Techonology Hardware	\$ 5,000.00	\$ -	
731.005	Technology Software	\$ 5,000.00	\$ -	
732.000	Equipment	\$ 5,000.00	\$ -	
735.006	Gifts/Grants Designated	\$ 10,000.00	\$ -	
735.007	Gifts/Grants Undesignated	\$ 5,000.00	\$ -	
801.000	UPRLC/SIRSI Fees	\$ 35,000.00	\$ -	

801.001	RIDES		\$	4,500.00	\$	-	
801.002	ILL (Interlibrary Loans)		\$	500.00	\$	-	
801.003	Unique Mgmt		\$	500.00	\$	-	
801.101	County Settlements		\$	392.00	\$	-	
802.000	Professional Services		\$	10,000.00	\$	-	
802.001	Audit/Financial Oversight		\$	6,500.00	\$	-	
803.000	Authors		\$	5,000.00	\$	-	
805.000	Training		\$	10,000.00	\$	-	
816.000	County Admin Overhead		\$	4,125.00	\$	-	
850.000	Communications		\$	12,000.00	\$	-	
860.000	Travel		\$	5,000.00	\$	-	
860.001	Director's Search		\$	20,000.00	\$	-	
920.000	Utilities		\$	35,000.00	\$	-	
930.000	Repair/Maintenance- General		\$	29,500.00	\$	-	
930.001	Repair/Maintenance-HVAC		\$	2,500.00	\$	-	
955.000	Friends of Library Expense		\$	15,000.00	\$	-	
956.002	Program Expense		\$	16,000.00	\$	-	
965.000	READ for Adults		\$	2,500.00	\$	-	
969.001	Copy Machine Expense		\$	8,000.00	\$	-	
969.002	Insurance		\$	8,891.00	\$	-	
969.003	Kathy Currier Condo Assoc Exp		\$	1,927.00	\$	-	
969.004	Public Relations/Print		\$	1,000.00	\$	-	
991.000	Debt Service- Principal		\$	152,625.00	\$	-	
992.000	Debt Service- Interest		\$	25,750.00	\$	-	
	Total Expense		\$	1,420,785.00	\$	-	0.00%

	<u>Jan - Oct 24</u>	<u>YTD Budget</u>	<u>Budgeted</u>	<u>Proposed</u>	<u>Change</u>
Ordinary Income/Expense					
Income					
403.000 · Millage	\$ 1,096,204.73	\$ 1,098,014.00	\$ 1,098,014.00	\$ 1,098,014.00	\$0.00
566.006 · Director's Salary Reimbursement	\$ 3,691.62	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$0.00
573.000 · Local Comm. Stabilize Share Tax	\$ 60,787.16	\$ 60,787.00	\$ 60,787.00	\$ 60,787.00	\$0.00
574.000 · State Aid	\$ 29,501.42	\$ 29,314.00	\$ 29,314.00	\$ 29,501.00	\$187.00
581.004 · Olive Steele Fund	\$ -	\$ 700.00	\$ 700.00	\$ 700.00	\$0.00
581.005 · Superiorland Library Co-op	\$ 700.00	\$ 600.00	\$ 600.00	\$ 600.00	\$0.00
581.006 · Gifts/Grants-Designated	\$ 16,051.00	\$ 10,000.00	\$ 10,000.00	\$ 16,500.00	\$6,500.00
581.007 · Gifts/Grants-Undesignated	\$ 4,703.14	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$0.00
602.000 · Author Income	\$ 4,944.32	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$0.00
607.002 · Photocopy Fees	\$ 6,180.45	\$ 4,500.00	\$ 4,500.00	\$ 8,000.00	\$3,500.00
607.003 · Out of District Fees	\$ 1,385.98	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$0.00
642.002 · Merchandise Sales	\$ 147.00	\$ 50.00	\$ 50.00	\$ 200.00	\$150.00
658.000 · Book Fines	\$ 210.60	\$ 100.00	\$ 100.00	\$ 250.00	\$150.00
658.001 · Penal Fines	\$ 122,141.90	\$ 100,000.00	\$ 100,000.00	\$ 122,200.00	\$22,200.00
658.002 · ILL-MelCat	\$ 55.16	\$ 250.00	\$ 250.00	\$ 100.00	-\$150.00
658.004 · Book/Video Material Replacement	\$ 279.12	\$ 300.00	\$ 300.00	\$ 300.00	\$0.00
665.000 · Interest on Investments	\$ 7,360.53	\$ 5,213.00	\$ 5,213.00	\$ 6,550.00	\$1,337.00
667.000 · Conference Room Rental	\$ 565.97	\$ 100.00	\$ 100.00	\$ 650.00	\$550.00
674.000 · Memorials	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00	\$250,000.00
674.001 · Library Improvement Fund	\$ 7,975.00	\$ 10,000.00	\$ 10,000.00	\$ 8,000.00	-\$2,000.00
674.004 · Friends of the Library	\$ 16,169.82	\$ 15,000.00	\$ 15,000.00	\$ 16,300.00	\$1,300.00
674.005 · READ for Adults Program	\$ 612.00	\$ 400.00	\$ 400.00	\$ 650.00	\$250.00
674.007 · Special Collections- Income	\$ 265.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$0.00
674.200 · Cook Endowment Fund	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 500.00	-\$4,500.00
676.000 · Miscellaneous	\$ 201.64	\$ 500.00	\$ 500.00	\$ 250.00	-\$250.00
Total Income	\$ 1,371,431.78	\$ 1,372,328.00	\$ 1,372,328.00	\$ 1,651,552.00	\$279,224.00
Gross Profit	\$ 1,371,431.78	\$ 1,372,328.00	\$ 1,372,328.00	\$ 1,651,552.00	\$279,224.00

Expense

701.000 · Salaries/Per Diem	\$ 524,283.03	\$ 621,833.00	\$ 621,833.00	\$ 602,868.00	-\$18,965.00
710.000 · Social Security/Medicare	\$ 39,133.88	\$ 49,000.00	\$ 49,000.00	\$ 49,000.00	\$0.00
710.001 · Retirement/MERS	\$ 91,814.70	\$ 109,000.00	\$ 109,000.00	\$ 109,000.00	\$0.00
710.002 · Hospitalization	\$ 78,916.13	\$ 105,040.00	\$ 105,040.00	\$ 105,040.00	\$0.00
710.003 · "In Lieu of..." Hospitalization	\$ 11,100.00	\$ 10,500.00	\$ 10,500.00	\$ 13,500.00	\$3,000.00
710.005 · Life Insurance	\$ 1,145.60	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$0.00
710.006 · Workers Compensation	\$ 43.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$0.00
727.000 · Office Supplies	\$ 7,272.09	\$ 7,800.00	\$ 7,800.00	\$ 8,000.00	\$200.00
727.001 · Postage	\$ 1,005.70	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$0.00
728.000 · Special Collections- Expense	\$ 1,645.70	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$0.00
728.001 · Cook Endowment - Expense	\$ 500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$0.00
730.000 · Book Collection	\$ 29,439.68	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$0.00
731.000 · Databases	\$ 3,754.17	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$0.00
731.001 · E- Media Services	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00	\$0.00
731.002 · Periodicals	\$ 3,501.77	\$ 3,500.00	\$ 3,500.00	\$ 3,501.00	\$1.00
731.003 · Audio/Visual	\$ 2,711.86	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$0.00
731.004 · Technology Hardware	\$ 2,233.63	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$0.00
731.005 · Technology Software	\$ 2,973.25	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$0.00
732.000 · Equipment	\$ 1,521.97	\$ 2,000.00	\$ 2,000.00	\$ 35,000.00	\$33,000.00
735.006 · Gifts/Grants Designated	\$ 15,750.88	\$ 10,000.00	\$ 10,000.00	\$ 16,500.00	\$6,500.00
801.000 · UPRLC/SIRSI fees	\$ 31,147.84	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$0.00

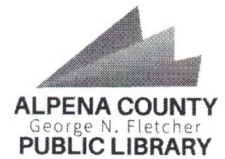
801.001 · RIDES	\$ 3,048.70	\$ 3,049.00	\$ 3,049.00	\$ 3,049.00	\$ 0.00
801.002 · ILL (Interlibrary Loans)	\$ 260.93	\$ 400.00	\$ 400.00	\$ 400.00	\$ 0.00
801.003 · Unique Mgmt.	\$ 59.10	\$ 200.00	\$ 200.00	\$ 200.00	\$ 0.00
801.101 · County Settlements	\$ 268.23	\$ 392.00	\$ 392.00	\$ 392.00	\$ 0.00
802.000 · Professional Services	\$ 5,897.08	\$ 5,951.00	\$ 5,951.00	\$ 5,951.00	\$ 0.00
802.001 · Audit/Financial Oversight	\$ 5,775.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 0.00
803.000 · Authors	\$ 12,062.64	\$ 12,000.00	\$ 12,000.00	\$ 12,062.00	\$ 62.00
805.000 · Training	\$ 435.00	\$ 3,000.00	\$ 3,000.00	\$ 1,000.00	-\$2,000.00
816.000 · County Admin Overhead	\$ 4,125.00	\$ 4,161.00	\$ 4,161.00	\$ 4,161.00	\$ 0.00
850.000 · Communications	\$ 12,235.12	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	\$ 0.00
860.000 · Travel	\$ 1,667.17	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 0.00
860.001- Director's Search	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00	\$ 20,000.00
920.000 · Utilities	\$ 32,881.39	\$ 37,000.00	\$ 37,000.00	\$ 37,000.00	\$ 0.00
930.000 · Repair/Maintenance-General	\$ 10,469.86	\$ 9,000.00	\$ 9,000.00	\$ 15,000.00	\$ 6,000.00
930.001 · Repair/Maintenance-HVAC	\$ 2,364.46	\$ 21,000.00	\$ 21,000.00	\$ 3,000.00	-\$18,000.00
930.002 · Repair/Maintenance-Supplies	\$ -	\$ -	\$ -	\$ -	\$ 0.00
955.000 · Friends of the Library Expenses	\$ 16,283.49	\$ 15,000.00	\$ 15,000.00	\$ 16,500.00	\$ 1,500.00
956.002 · Programs Expense	\$ 5,711.49	\$ 10,000.00	\$ 10,000.00	\$ 7,500.00	-\$2,500.00
965.000 · READ for Adults	\$ 1,325.64	\$ 1,300.00	\$ 1,300.00	\$ 1,826.00	\$ 526.00
969.001 · Copy Machine Expense	\$ 6,978.09	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 0.00
969.002 · Insurance	\$ 7,033.60	\$ 7,000.00	\$ 7,000.00	\$ 7,500.00	\$ 500.00
969.003 · Kathy Currier Condo Assoc Exp	\$ 1,926.77	\$ 1,927.00	\$ 1,927.00	\$ 1,927.00	\$ 0.00
969.004 · Public Relations/Print	\$ 312.00	\$ 1,000.00	\$ 1,000.00	\$ 400.00	-\$600.00
991.000 · Debt Service - Principal	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$ 0.00
992.000 · Debt Service - Interest	\$ 57,125.00	\$ 57,125.00	\$ 57,125.00	\$ 57,125.00	\$ 0.00
Total Expense	\$ 933,272.82	\$ 1,372,328.00	\$ 1,372,328.00	\$ 1,401,552.00	\$ 29,224.00

250,000
trust donation difference

Basic Access Library Card Policy

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

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



At the regular meeting of the board of Alpena County George N. Fletcher Public Library held on the 20th day of December 2024 at 2 PM Eastern time at Alpena County George N. Fletcher Public Library in Alpena, Michigan, there were:

Present: Joseph Garber, Dustin Budd, Lauren Mantlo, Quintin Meek, Traci Collins

Absent:

The following preamble and resolution is offered by Mantlo and seconded by Meek.

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

YES: 5

NO: 0

The Resolution was declared adopted.

The undersigned, being the duly qualified Director of Alpena County George N. Fletcher Public Library, certifies that the foregoing is a true and complete copy of a resolution duly adopted by this board at the regular meeting held on the 20th day of December 2024, at which a quorum was present and remind throughout and that an original thereof is on file in the records of this Board. I further certify the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that minutes of such meeting were kept and will be or been made available as required thereby.

A handwritten signature in cursive script that reads "Christina Markowski".

Interim Library Director

DATED: December 20, 2024