

**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, August 20, 2025, at 4:00 pm by President Dustin Budd.

Present:

Board of Trustees: Dustin Budd, Julie Byrnes, Traci Collins

Staff: Christina Markowski, Nancy Mousseau, Carmen Grubaugh

FOL: Diane Guigar-Pilgrim

Excused: Jennifer Graham, Joe Fulkerson

Approval of Agenda: It was moved by Collins with support from Byrnes to accept the agenda with the stipulation that Charitable Giving Committee Appointees and Facility Committee Appointees be moved to the September 24, 2025 meeting. The motion passed.

Review and Approval of Minutes: It was moved by Collins with support from Byrnes to accept the minutes from the July 16, 2025 meeting. The motion passed.

Financial Reports: The financial reports were reviewed by Markowski.

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

Leadership Team Reports: The written report was reviewed. Markowski thanked Matthew Kinzey for cleaning algae out of the fountain. She reported the Summer Reading Program (SRP) ended August 9, 2025 and about 50 people attended the finale. She noted the designated number of reading minutes was not met so no community prizes were awarded but there was a raffle for individual prizes. Markowski stated she would be participating in a Leadership Learning Lab.

Friends of the Library Report: Guigar-Pilgrim noted hanging the book sale banner above Chisholm Street was the Friends only outstanding bill and the annual book sale earned around \$4,000. She noted the books left over from the annual book sale were being sent to Better World Books and there was a Director's Meet and Greet September 9, 2025 from 5:00 pm to 6:00 pm.

Public Comment: Mark Hunter, Alpena, reminded the board of a fund he created for the library at the Community Foundation for Northeast Michigan. He stated the fund was endowed and there were no restrictions on how the fund was to be spent as long as it was legal. He recommended the library's website provide an explanation and purpose for the library's funds.

Old Business: There were no old business items.

Committee Reports: Budd recommended the entire board be present to vote on the Charitable Giving Committee Appointees and the Facility Committee Appointees. He suggested forming the aforementioned committees and reviewing the ACL Gift and Acceptance Policy, the ACL Recognition Policy, and the Library of Things Policy at the September 24, 2025 meeting. Budd noted, as the board may review three policies in September, reviewing the Teen Room Policy may be moved to the October 15, 2025 meeting.

New Business:

A. Budget Adjustments: It was moved by Collins with support from Byrnes to accept the budget adjustments as presented by Markowski. The motion passed.

B. Budget Amendment: It was moved by Collins with support from Byrnes to accept the budget amendment as presented by Markowski. The motion passed.

C. Charitable Giving Committee Appointees: See Approval of Agenda.

D. Facility Committee Appointees: See Approval of Agenda.

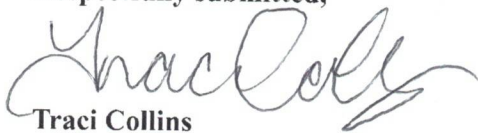
E. Board Comment: Collins thanked Markowski for the board training session on August 18, 2025 and she thanked Hunter for his reminder about the fund he created for the library.

Budd apologized for missing the board training session and stated he would review it online. He suggested Patrick Heraghty return as a guest and an appointment be made for the Vice President position at the September 24, 2025 meeting.

Public Comment: There were no public comments.

Adjournment: It was moved by Byrnes with support from Collins to adjourn the meeting. Budd declared the meeting adjourned at 4:32 pm. The next meeting will be Wednesday, September 24, 2025 at 4:00 pm.

Respectfully submitted,



Traci Collins

Secretary



Carmen Grubaugh

Recording Secretary

	YTD Budget	Budgeted	Proposed	Change
Ordinary Income/Expense				
Income				
403.000 Millage	\$ 1,166,602.52	\$ 1,163,365.00	\$ 1,167,000.00	3,635.00
566.006 Director's Salary Reimbursement	\$ 3,677.43	\$ 5,000.00	\$ 5,000.00	0.00
573.000 Local Comm. Stabilize Share Tax	\$ 66,273.28	\$ 60,000.00	\$ 67,000.00	7,000.00
574.000 State Aid	\$ 31,405.34	\$ 21,420.00	\$ 31,405.00	9,985.00
581.004 Olive Steele Fund		\$ 700.00	\$ 700.00	0.00
581.005 Superiorland Library Co-op	\$ 600.00	\$ 600.00	\$ 600.00	0.00
581.006 Gifts/Grants-Designated	\$ 26,424.49	\$ 10,000.00	\$ 28,000.00	18,000.00
581.007 Gifts/Grants-Undesignated	\$ 1,615.16	\$ 5,000.00	\$ 5,000.00	0.00
602.000 Author Income		\$ 5,000.00	\$ -	(5,000.00)
607.002 Photocopy Fees	\$ 4,011.19	\$ 5,000.00	\$ 5,000.00	0.00
607.003 Out of District Fees	\$ 976.73	\$ 1,200.00	\$ 1,200.00	0.00
642.002 Merchandise Sales	\$ 72.30	\$ 100.00	\$ 100.00	0.00
658.000 Book Fines	\$ 101.91	\$ 100.00	\$ 100.00	0.00
658.001 Penal Fines		\$ 90,000.00	\$ 90,000.00	0.00
658.002 ILL-MelCat	\$ 28.00	\$ 100.00	\$ 100.00	0.00
658.004 Book Video Material Replacement	\$ 432.15	\$ 300.00	\$ 500.00	200.00
665.000 Interest on Investments	\$ 2,389.55	\$ 6,500.00	\$ 6,500.00	0.00
667.000 Conference Room Rental	\$ 193.98	\$ 500.00	\$ 500.00	0.00
674.001 Library Improvement Fund	\$ 200.00	\$ 10,000.00	\$ 10,000.00	0.00
674.004 Friends of the Library	\$ 4,382.97	\$ 15,000.00	\$ 15,000.00	0.00
674.005 READ for Adults Program	\$ 85.00	\$ 400.00	\$ 400.00	0.00
674.007 Special Collections- Income	\$ 30,018.93	\$ 15,000.00	\$ 15,000.00	0.00
674.200 Cook Endowment Fund		\$ 5,000.00	\$ 9,500.00	4,500.00
676.000 Miscellaneous	\$ 371.20	\$ 500.00	\$ 500.00	0.00
Total Income	\$ 1,339,862.13	\$ 1,420,785.00	\$ 1,459,105.00	
Gross Profit				

Expense

701.000 Salaries/Per Diem	\$ 285,673.38	\$ 639,744.00	\$ 650,564.00	10,820.00
710.000 Social Security/Medicare	\$ 21,672.18	\$ 40,000.00	\$ 40,000.00	0.00
710.001 Retirement/MERS	\$ 52,696.75	\$ 110,000.00	\$ 110,000.00	0.00
710.002 Hospitalization	\$ 39,094.94	\$ 90,000.00	\$ 90,000.00	0.00
710.003 "In Lieu of" Hospitalization	\$ 3,500.00	\$ 12,250.00	\$ 12,250.00	0.00
710.005 Life Insurance	\$ 701.68	\$ 1,500.00	\$ 1,500.00	0.00
710.006 Workers Compensation	\$ 1,139.00	\$ 1,231.00	\$ 1,231.00	0.00
727.000 Office Supplies	\$ 3,419.48	\$ 10,000.00	\$ 10,000.00	0.00
727.001 Postage	\$ 293.32	\$ 2,000.00	\$ 2,000.00	0.00
728.000 Special Collections- Expense	\$ 1,059.75	\$ 3,000.00	\$ 3,000.00	0.00
728.001 Cook Endowment- Expense	\$ 9,390.00	\$ 5,000.00	\$ 9,500.00	4,500.00
730.000 Book Collection	\$ 17,616.93	\$ 45,000.00	\$ 45,000.00	0.00
731.000 Databases	\$ 2,210.18	\$ 6,500.00	\$ 6,500.00	0.00
731.001 E-Media Services	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00	0.00
731.002 Periodicals	\$ 3,186.15	\$ 3,500.00	\$ 3,500.00	0.00
731.003 Audio/Visual	\$ 1,227.08	\$ 6,000.00	\$ 6,000.00	0.00
731.004 Techonology Hardware	\$ 1,243.29	\$ 5,000.00	\$ 5,000.00	0.00
731.005 Technology Software	\$ 1,319.83	\$ 5,000.00	\$ 5,000.00	0.00
732.000 Equipment	\$ 1,217.90	\$ 5,000.00	\$ 5,000.00	0.00
735.006 Gifts/Grants Designated	\$ 2,708.77	\$ 10,000.00	\$ 28,000.00	18,000.00
735.007 Gifts/Grants Undesignated		\$ 5,000.00	\$ 5,000.00	0.00
801.000 UPRLC/SIRSI Fees	\$ 8,280.79	\$ 35,000.00	\$ 35,000.00	0.00
801.001 RIDES	\$ 3,155.28	\$ 4,500.00	\$ 4,500.00	0.00
801.002 ILL (Interlibrary Loans)	\$ 261.74	\$ 500.00	\$ 500.00	0.00
801.003 Unique Mgmt	\$ 39.40	\$ 500.00	\$ 500.00	0.00
801.101 County Settlements	\$ 163.76	\$ 392.00	\$ 392.00	0.00
802.000 Professional Services	\$ 4,046.99	\$ 10,000.00	\$ 10,000.00	0.00
802.001 Audit/Financial Oversight	\$ 3,255.00	\$ 6,500.00	\$ 6,500.00	0.00
803.000 Authors		\$ 5,000.00	\$ -	(5,000.00)
805.000 Training	\$ 2,023.10	\$ 10,000.00	\$ 10,000.00	0.00
816.000 County Admin Overhead	\$ 1,989.04	\$ 4,125.00	\$ 4,125.00	0.00
850.000 Communications	\$ 4,850.04	\$ 12,000.00	\$ 12,000.00	0.00

860.000	Travel	\$	8.00	\$	5,000.00	\$	5,000.00	0.00
860.001	Director's Search	\$	19,821.98	\$	20,000.00	\$	20,000.00	0.00
920.000	Utilities	\$	17,594.76	\$	35,000.00	\$	35,000.00	0.00
930.000	Repair/Maintenance- General	\$	24,364.72	\$	29,500.00	\$	39,500.00	10,000.00
930.001	Repair/Maintenance-HVAC	\$	515.30	\$	2,500.00	\$	2,500.00	0.00
955.000	Friends of Library Expense	\$	5,336.52	\$	15,000.00	\$	15,000.00	0.00
956.002	Program Expense	\$	7,467.99	\$	16,000.00	\$	16,000.00	0.00
965.000	READ for Adults	\$	212.38	\$	2,500.00	\$	2,500.00	0.00
969.001	Copy Machine Expense	\$	5,084.31	\$	8,000.00	\$	8,000.00	0.00
969.002	Insurance	\$	2,706.60	\$	8,891.00	\$	8,891.00	0.00
969.003	Kathy Currier Condo Assoc Exp	\$	1,775.02	\$	1,927.00	\$	1,927.00	0.00
969.004	Public Relations/Print	\$	514.00	\$	1,000.00	\$	1,000.00	0.00
991.000	Debt Service- Principal	\$	152,625.00	\$	152,625.00	\$	152,625.00	0.00
992.000	Debt Service- Interest	\$		\$	25,750.00	\$	25,750.00	0.00
	Total Expense	\$	718,312.33	\$	1,420,785.00	\$	1,459,105.00	