

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

Wednesday, February 18, 2026

4:00 pm

AGENDA

1. Call to Order
2. Approval of Agenda
3. Review and Approval of January 21st, 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 Discussion
 - b. Carrier Building Quote
10. Committee Reports
11. New Business
 - a. Board Officer Appointments
 - b. Meeting Room Policy
 - c. Privacy Policy update
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, January 21, 2026, at 4:00 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 December 17, 2025 Meeting Minutes: It was moved by Graham with support from Byrnes to accept the minutes from the December 17, 2025 meeting and to accept the name correction from Lehto to Mousseau for the minutes of the November 19, 2025 meeting. The motion passed.

Financial Reports: The financial reports were reviewed by Markowski. Graham questioned why line item 701.000 Salaries Per Diem of the Budget vs. Factual financial report was almost \$30,000 under budget and Markowski replied the difference was due to Beth DeCaire's retirement in 2025.

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 she's working on finalizing the programs for the year and that Omega completed its electrical work on the third floor. She stated the fire alarm system was being switched from phone lines to cellular. She noted the cost for switching the fire alarm system was within budget and would not require a contract. Markowski thanked James DeVault for taking on more outreach programs and cataloguing responsibilities. She also thanked Matthew Kinzey for keeping the sidewalks clear and stated Matthew Kinzey ordered replacement parts because the snowblower was broken.

Friends of the Library Report: There was no Friends of the Library report.

Public Comment: There were no public comments.

Old Business:

A. Strategic Planning Discussion: Markowski planned to meet with the Strategic Planning Committee on February 5, 2026. She sent Brian Mortimore the Strategic Planning notes and comments to review as well as thanked the board for their suggestions.

Committee Reports: Fulkerson, on behalf of the Facility Committee, stated he was planning to discuss with the Alpena Power Company paying a higher draw rate during the months the library uses the most electricity so the library will not be charged the higher rate for the year.

Markowski noted the library received close to a \$3,000 rebate from Omega.

Byrnes, on behalf of the Personnel Committee, outlined revisions to the Meeting Room Policy. The board discussed extensive changes to the revisions that needed to be addressed before the updated Meeting Room Policy could be adopted.

Budd suggested the board wait a month before adopting policies as long as the policies were not time-critical to give the public the opportunity to make changes. Byrnes recommended changes to the policy be recorded in the meeting minutes.

New Business:

A. Cook Endowment Request: Markowski presented a resolution requesting the Cook Endowment Fund cover the \$3,020.53 Special Collections would need to pay for the Alpena News 2023 microfilming expenses. It was moved by Collins with support from Byrnes. The motion passed.

B. CD's at Nicolet Bank: It was moved by Collins with support from Fulkerson to create a standing motion authorizing Markowski to renew the two certificate of deposits (CD's) at Nicolet Bank every 3 months unless the board determined otherwise. The motion passed.

C. Consultation with Brian Mortimore: It was moved by Collins with support from Byrnes to approve Markowski consulting with Brian Mortimore for the Strategic Planning as necessary and for the board to work with Brian Mortimore on the Director Evaluation at \$200 an hour not to exceed \$10,000. The motion passed.

D. Streamline Website: Markowski presented a resolution requesting Streamline be used to make the library's website Americans with Disabilities Act (ADA) compliant at a locked-in rate of \$250 per month with liability coverage up to \$25,000 whereas the library website's upkeep will remain the responsibility of Mousseau. It was moved by Byrnes with support from Fulkerson. The motion passed.

E. Meeting Room Policy: This item was tabled until the February 18, 2026 meeting and will be placed on next month's agenda to allow time to rewrite revisions to the Meeting Room Policy based on the board's recommendations.

F. Public Comment Policy Update: It was moved by Collins with support from Byrnes to adopt the updated Public Comment Policy. The motion passed.

G. Nancy Webpage Tutorial: Mousseau presented on where to find the board packet and the meeting minutes on the library's webpage. She stated that only the board packet would be accessible for the current year whereas the meeting minutes would be accessible for the current year and the previous years. She noted at the very bottom of the library's webpage under Services the library's policies were accessible as PDFs.

H. Board Comment: Collins thanked the board for their input on the wording for the Meeting Room Policy.

Byrnes questioned how the investments being held at the Community Foundation for Northeast Michigan were to be used. Markowski replied the investments may be used as an emergency operation fund or held in reserve with the intent to purchase the Currier building whenever it becomes available for sale in the future. Byrnes suggested getting an estimate for the cost of the Currier building and Graham suggested reviewing the library's contract regarding the sale of the Currier building. Budd recommended including building maintenance projects as part of the Strategic Plan.

Fulkerson suggested more promotion for the library's GED program.

Public Comment: Joann Pinkerton, Alpena, appreciated Budd's suggestion for the board to wait a month before adopting policies as long as the policies were not time-critical because she stated it would allow the community to review and to make comments before the board voted on the changes.

Adjournment: It was moved by Graham with support from Byrnes to adjourn the meeting. Budd declared the meeting adjourned at 5:28 pm. The next meeting will be Wednesday, February 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		1,211,820.00	-1,211,820.00	
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	20,067.54	5,000.00	15,067.54	401.35 %
602.000 Author Income		5,000.00	-5,000.00	
607.002 Photocopy Fees	791.48	5,000.00	-4,208.52	15.83 %
607.003 Out of District Fees	175.00	1,200.00	-1,025.00	14.58 %
642.002 Merchandise Sales	85.90	100.00	-14.10	85.90 %
658.000 Book Fines	8.00	100.00	-92.00	8.00 %
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		6,500.00	-6,500.00	
667.000 Conference Room Rental		500.00	-500.00	
674.001 Library Improvement Fund	3,607.49	10,000.00	-6,392.51	36.07 %
674.004 Friends of the Library	1,024.75	15,000.00	-13,975.25	6.83 %
674.005 READ for Adults Program	140.00	400.00	-260.00	35.00 %
674.200 Cook Endowment Fund		5,000.00	-5,000.00	
676.000 Miscellaneous		500.00	-500.00	
Total Income	\$26,154.88	\$1,454,240.00	\$ -1,428,085.12	1.80 %
GROSS PROFIT	\$26,154.88	\$1,454,240.00	\$ -1,428,085.12	1.80 %
Expenses				
701.000 Salaries/Per Diem	66,933.92	654,596.00	-587,662.08	10.23 %
710.000 Social Security/Medicare	3,300.15	50,000.00	-46,699.85	6.60 %
710.001 Retirement/MERS	17,188.93	100,000.00	-82,811.07	17.19 %
710.002 Hospitalization	8,566.17	110,000.00	-101,433.83	7.79 %
710.003 "In Lieu of..." Hospitalization		12,250.00	-12,250.00	
710.005 Life Insurance	200.48	1,500.00	-1,299.52	13.37 %
710.006 Workers Compensation		2,000.00	-2,000.00	
727.000 Office Supplies	378.14	10,000.00	-9,621.86	3.78 %
727.001 Postage	179.93	2,000.00	-1,820.07	9.00 %
728.000 Special Collections- Expense	70.00	4,500.00	-4,430.00	1.56 %
728.001 Cook Endowment - Expense		5,000.00	-5,000.00	
730.000 Book Collection	1,466.08	53,000.00	-51,533.92	2.77 %
731.000 Databases		7,000.00	-7,000.00	
731.001 E- Media Services		2,850.00	-2,850.00	
731.002 Periodicals	31.45	3,500.00	-3,468.55	0.90 %
731.003 Audio/Visual	66.94	6,000.00	-5,933.06	1.12 %

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	1,085.93	6,000.00	-4,914.07	18.10 %
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	198.39	10,000.00	-9,801.61	1.98 %
735.007 Gifts/Grants Undesignated		5,000.00	-5,000.00	
801.000 UPRLC/SIRSI fees	4,010.47	35,000.00	-30,989.53	11.46 %
801.001 RIDES		6,500.00	-6,500.00	
801.002 ILL (Interlibrary Loans)	44.95	500.00	-455.05	8.99 %
801.003 Unique Mgmt.	19.70	500.00	-480.30	3.94 %
801.101 County Settlements		392.00	-392.00	
802.000 Professional Services	1,426.50	10,000.00	-8,573.50	14.27 %
802.001 Audit/Financial Oversight		6,500.00	-6,500.00	
803.000 Authors		5,000.00	-5,000.00	
805.000 Training	832.00	10,000.00	-9,168.00	8.32 %
816.000 County Admin Overhead		4,125.00	-4,125.00	
850.000 Communications	1,694.57	12,000.00	-10,305.43	14.12 %
860.000 Travel		5,000.00	-5,000.00	
920.000 Utilities	2,627.48	35,000.00	-32,372.52	7.51 %
930.000 Repair/Maintenance-General	2,302.00	30,000.00	-27,698.00	7.67 %
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	410.20	16,000.00	-15,589.80	2.56 %
965.000 READ for Adults		2,500.00	-2,500.00	
969.001 Copy Machine Expense	1,565.72	8,000.00	-6,434.28	19.57 %
969.002 Insurance	1,958.00	10,000.00	-8,042.00	19.58 %
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	\$119,244.69	\$1,454,240.00	\$ -1,334,995.31	8.20 %
NET OPERATING INCOME	\$ -93,089.81	\$0.00	\$ -93,089.81	0.00%
NET INCOME	\$ -93,089.81	\$0.00	\$ -93,089.81	0.00%

Fund 721 LIBRARY PENAL FINE FUND

GL Number	Description	Balance
*** Assets ***		
721-000-002.000	SAVINGS	49,099.41
Total Assets		<u>49,099.41</u>
*** Liabilities ***		
721-000-272.000	UNDIST INT INC	49.20
721-000-273.000	UNDISTRIB FINES	49,050.21
Total Liabilities		<u>49,099.41</u>
*** Fund Balance ***		
Total Fund Balance		<u>0.00</u>
Beginning Fund Balance - 2025		0.00
Net of Revenues VS Expenditures - 202		<u>0.00</u>
*2025 End FB/2026 Beg FB		0.00
Net of Revenues VS Expenditures - Cur		0.00
Ending Fund Balance		0.00
Total Liabilities And Fund Balance		49,099.41

* Year Not Closed

Vendor Detail

ALPENA COUNTY LIBRARY

February 1-12, 2026

TRANSACTION DATE	NUM	NAME	DISTRIBUTION ACCOUNT NUMBER	AMOUNT
001.000 Library cash in bank				
02/02/2026	EFT	MERS Mich. Employ. Retire. Serv.	710.001	9,523.80
02/02/2026	12311	Allegra	727.000	117.14
02/02/2026	12312	Alpena Community College	850.000	500.00
02/02/2026	12313	Ann Arbor District Library	801.002	19.95
02/02/2026	12314	B&H PHOTO-VIDEO	732.000	479.25
02/02/2026	12316	Delta Dental	710.002	314.86
02/02/2026	12315	Claire Evans	956.002	275.00
02/02/2026	12317	EBSCO Information Services	731.002	31.45
02/02/2026	12318	FedEx	735.006	31.65
02/02/2026	12319	First Book	955.000	1,647.44
02/02/2026	12320	Fitzpatrick's Hardware	930.000	123.06
02/02/2026	12321	Frontier	850.000	411.00
02/02/2026	12322	Smiota, Inc.	930.000	612.00
02/02/2026	12323	UPRLC, Inc.	801.000	4,010.47
02/02/2026	12324	Xerox Financial Services	969.001	782.86
02/03/2026	12325	Hartford	710.005	100.24
Total for 001.000 Library cash in bank				\$18,980.17
TOTAL				\$18,980.17

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

Corporate Number: 169921
Account Ending In: 4130

Corporate Account Summary

Previous Account Balance	\$2,170.70	Statement Closing Date	01/31/2026
Payments and Credits	\$2,170.70	Days This Period	31
Purchases and Debits	\$1,094.06	Credit Limit	\$10,000.00
Cash Advances	\$0.00	Available Credit	\$8,905.00
Fees	\$0.00	Cash Limit	\$3,000.00
Finance Charges	\$0.00	Available Cash	\$3,000.00
New Ending Balance	\$1,094.06		
		Payment Due Date	02/26/2026
Total Amount of Disputes	\$0.00	Payment Amount Due	\$33.00

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.#

727.000 - 114.00
 727.001 - 172.00
 731.002 26.45

850.000 - 65.00
 930.000 - 78.11
 956.002 628.50

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



Account Ending In 4130
Payment Due Date 02/26/2026
New Balance \$1,094.06
Minimum Payment Due \$33.00

Make Check Payable To: \$ 1094.06

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

00023613
 0102

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



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
01/22	01/22	F866100D7000PI023	PAYMENT BRANCH THANK YOU GREEN BAY WI	2,170.70-
Total Activity				2,170.70-
Total Fees This Period				0.00
01/31	01/31		Interest Charge on Purchases	0.00
01/31	01/31		Interest Charge on Cash Advances	0.00
Total Interest This Period				0.00

Cardholder Account Activity

CHRISTINA MARKOWSKI Card Ending In 9453				
Post Date	Tran Date	Reference Number	Transaction Description	\$Amount
			Total Amount	\$1,094.06
01/01	01/01	7541823QH7610SBAN	CCI*CONSTANT-CONTACT WALTHAM MA	55.00 <i>850.00</i>
01/05	01/05	0543684QM5SAWPF09	WALMART.COM 8009256278 BENTONVILLE AR	48.30 <i>950.00</i>
01/07	01/07	0543684QRBLK0PX44	WM SUPERCENTER #2358 ALPENA MI	50.20 <i>956.02</i>
01/16	01/16	5543286D05Y7ZP319	DISPLAYS2GO FALL RIVER MA	84.90 <i>727.00</i>
01/16	01/16	0230537D100HPWJ59	USPS PO 2502100156 ALPENA MI	172.00 <i>727.00</i>
01/20	01/20	5543687D5JL7RVD59	MSF MACC APP FEE LANSING MI	10.00 <i>735.00</i>
01/20	01/20	7541823D477DZZG51	ARIENSCO BRILLION WI	78.11 <i>930.00</i>
01/20	01/20	8230509D5EHM8S8MX	WATERCOLOR SAN FRANCISCO CA	530.00 <i>956.02</i>
01/21	01/21	7541823D577GMMQ5A	SI KIDS NEW YORK NY	26.45 <i>731.00</i>
01/22	01/22	0543684D68PLR0QKT	VSP*WORKWISE COMPLIANC TAMPA FL	29.10 <i>727.00</i>
01/26	01/26	8211755DBEHM7TZGY	HUMBLEFAX RIDGEWOOD NJ	10.00 <i>850.00</i>

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

2026 Total Year-to-Date

Total fees charged in 2026	\$0.00
Total interest charged in 2026	\$0.00

Director's Report February 2026

Agenda Items

- The Board will need to elect new officers for this year.

Building/Technology:

- The new cellular fire monitoring system is hooked up and running smoothly. Matt and I have not received any more faulty phone line calls. The system isn't constantly beeping throughout the day.
- Looking ahead to building maintenance/needs.
 - Matt is having the roof over the main building inspected this spring. Prior professional recommendation is to have it replaced in 2028 at over 105,000 dollars. The life expectancy for the roof is 20 years. The roof is now 23 years old.
 - We have boilers in the main building that are 28 years old with a life expectancy of 22 years. They were installed in 1998. Matt recommends replacing them as necessary.
 - The air handler/ Hvac system on the courier's side are all 23 years old and run on an outdated and expensive refrigerant. An overhaul of the system was quoted at 165,000 dollars back in 2022. That number will be a bit higher now with inflation.
- It is my recommendation to allow our non-endowed community fund to incur interest in hopes to cover future building/maintenance costs as the initial intent. The community funds are donations and we are legally bound to honor the donors intent with their donations.

Staff

- Jessica L and James worked with an APS Reading Intervention Teacher to provide library books to her students who are struggling to read.
- Carly and James earned their Librarian IV certification.
- Leslie and Pat finished their tutor training with 5 new tutor volunteers, four in 20-40s and have studied abroad.
- Marlo is still going through the old Fletcher House (1870s) and Golling (1880s) guest registry. She has found George Fletcher's signature multiple times and a ship passenger list of a personal boat heading to the Upper Peninsula. If you

want to take a look or learn more about Marlo's findings, I encourage you to stop in and talk with her. It's a fantastic piece of Alpena history.

Continuing Education/Meetings/Outreach

- Leadership Learning Lab is continuing on and will end in May
- Starting another leadership workshop course with Jackie Krawczak in the Fall
- Taking the Advance Director's Pathway course through Library of Michigan
- Jan. staff meeting- discussed Inclement weather procedures and fire alarm practice safety.
- Jan. leadership meeting- Discussed strategic plan updates and goals for 2026.
- Meeting with Brian and Dustin
- Second meeting with Brian
- Friends of the Library meeting
- Personal/Policy Committee meeting
- Strategic planning meeting
- Rotary club meeting
- County Commissioners meeting
- Read, Play, Learn Spaces inventory and meet/greet
- Website meeting
- Impromptu meetings with various staff members

Strategic planning:

- Thank you to the board for all your suggestions for the strategic plan. Brian, the committee, and I hope that we have satisfied your concerns. I am only presenting a portion of the plan to ensure we are moving in the right direction.

Youth Programming & Outreach

- Storytime: 45
- Early Connections: 34
- Pokemon Club: 7
- Lego Club: 19
- Loot boxes: 24

Feb. 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
- Laster Tag: Feb 5
- Take Your Child to the Library Day: Feb 6
- Watercolor Connections: Feb 14
- Owl Bander Presentation: Feb 14
- Floral Mood Boosters: Feb 20
- Presentation on Yaupon Tea: Feb 26

January Assistant Director Report

Meetings/Community Events Attended:

- United Way Board meeting
- Alpena DDA Promotions Meeting
- Staff Meeting
- Leadership Team Meeting
- Sestercentennial Meeting
- Meeting with American Cruise Lines Representatives
- City Gardens/Park Meeting
- Michigan Walkability Institute Sessions and workgroup meetings
- Strategic Planning Committee
- Streamline Demo
- Thunder Bay International Film Festival Opening
- One-on-one meetings with Tina and other staff members
- Various drop-ins and impromptu meetings with community members, staff, board members, etc.

Administrative:

- Completed and submitted State Aid Report
- 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 February 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:
 - CFNEM/NEMYAC
 - Michigan Arts and Culture Council Equipment Grant Program
- Communicated closures to local contacts
- Scrubbed Constant Contact email contact list
- Various collection management tasks

Other

- Researched potential authors for a 2026-27 event
- Corrected hot spot connectivity issues
- Researched professional development opportunities for desk staff
- Met with Education and Outreach staff at TBNMS for Summer Reading partnership and collaborative programs.
- Attended MCLS Supervisor Series session
- 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- January 2026

Administrative Assistant

Meetings

- Board Meeting
- Staff Meeting
- Leadership 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
- Hosted Liz Moore Virtual Author Talk. 27 attended (15 virtually, 12 in person). 9 patrons watched the recording.
- 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

Monthly Report- January 2026

Submitted by: Nancy Mousseau
Department: Technology
Date: 2/5/2026

Summary of Progress

Project Highlights in January

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 January. Equipment maintenance in the MakerLab. Administered the Contact Us email account. Administered the tech for the Zoom meeting for the Library Board of Trustees monthly meeting. Processed website analytics and sent to Jessica for the state aid report. Ordered a replacement tank cover for the new resin printer. Once the part arrives a test print can be done. Completed setup of the new banner printer in the MakerLab. Coordinated setup with the Scrapbook group for their Jan 16-17 crop. Organizing MakerLab to facilitate the opportunity to put out more tech opportunities within the space. Researching AI use policies at other libraries. Organized registration of winter computer classes. Classes will begin in February.

Meetings Attended/Held

Impromptu meetings with staff, strategic planning meeting, leadership meeting, attended the January meeting of the Library Board of Trustees. Attended webinar meeting with Streamline. Met with Tina, Jessica and Sienna to coordinate who will be responsible for what functions of the streamline website.

Issues Discussed & Decisions Made

It was decided to purchase a new printer for the Circulation department. It will be purchased and installed in February. It was decided that the website will be moved to Streamline. A meeting with Streamline will happen on February 11, 2026.

Anticipated Tasks/Projects for February

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. Order and install a new printer in the Circulation Dept. Teach computer classes for winter quarter. Research workshops for the public in the Makerlab for 2026. Continue to work on READ program's training video with an emphasis on ADA compliance. Continue organizing MakerLab to add more technology to the space. Researching other equipment to add to the MakerLab. Attending inservice on Feb 13, 2026. Meet with Streamline on February 11, 2026.

Problems that Need Resolution

None at this time.

READ Board Report
February 4, 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: 13

Students:

Currently receiving services: 18
Tutoring Hours: December 2025: 68.75

Book Circulation:

Returned: 4
Checked Out: 13

- The January Dr. Tom's Words & Music concert was held once again in the Judith Stillion Conference Room. The monthly concerts will take place on the first Wednesday of every month from 1:00-2:00 PM. This month 20 people were in attendance, and they donated \$120 in tips to the READ Program.
- Reagan Voetberg, a reporter from The Alpena News, interviewed READ Program coordinators. Her article appeared in the January 12 issue of The Alpena News.
- The new tutor training sessions for the READ Program concluded on January 29. The 5 sessions included an Introduction to the READ Program, Basic Literacy 1 and 2, ESL (English as a Second Language), and GED. Six new tutors completed the training and are eager and ready for a new learner.
- This year marks the 40th year that the READ Program has been serving the community by providing free, individualized tutoring for adults. During the last 40 years, over 400 learners have been served by this program.

January 2026

Monthly Report, Technical Processing.

Cataloged & covered 186 books and 4 media (DVDs). Repaired books & replaced dustjacket covers, replaced many illegible spine labels.

Ordered office supplies, equipment, video & audio media as requested, writing purchase request forms for these as needed. Forwarded Amazon bill to Jessica and Carmen.

Recorded purchases as they were ordered & received, with signed purchase request forms if applicable. Received & checked new books and media, confirmed receipt. Maintaining these records in files.

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

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

Attended Staff meeting.

MONTHLY PUBLIC SERVICES REPORT

TO: Alpena County Library Board

FROM: Director - Alpena County Library

January 2026

Monthly Circulation:	2025	2026
Materials Lent	5131	4658
Hotspots	0	10
E-media Materials	1045	990
E-Magazines	439	629
Kanopy	428	204
Comics Plus		36
Total Monthly Circulations:	7043	6527
Number of Days Open	24	25

Library Services:	2025	2026
Information Services Transactions/Live Chat	189	187
Special Collections Transactions	46	65
Special Collection In-Person Use	70	61
Mango Language Sessions	-	160
Public Computers Usage	753	635
WiFi Connections	3,759	3,368

Interlibrary Loans/UPRLC Holds	2025	2026
# of ILL Requests made (OCLC/MelCat)	206	166
# of ILL Requests filled by ACL	113	95
SIRSI Holds made by Alpena Users(loaned)	514	493
SIRSI Requests filled from ACL (borrowed)	586	532

Additions	2025	2026
Books (Books, Paperbacks & LP)	335	136
A/V (BKCD/Music CD)	14	0
Objects/Toys/Library Things	0	1
DVD's	13	8
Special Collections		2
Magazines	51	28
TOTALS	413	175

Inventory Totals:	2025	2026
Books	54312	52659
Temporary Titles (Magazines)	1138	1384
A/V (CD/BKCD/Toys)	1452	1272
Library of Things		79
Videos & DVD	2171	2615
Ref-Archive		161
Internet, Microfilm, E-book, Misc., Unknown	1683	1521
Total	60756	59691

Social Media Stats

Facebook	
Post Reach: (# of people who saw a post at least once)	28455
Post Engagements: (# of Likes, Comments, and Shares)	769
Instagram	
Total Posts:	9
Total Stories:	0

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	74	59
Total Number of Library Cardholders	9815	9674
Library Visits		2438

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	2	23
Ages 0-5	3	43
Ages 6-11	2	11
Ages 12-18	0	0
Adult	6	84
Public Uses	5	108

Small Conference Room Uses:		
General	13	58
Ages 0-5	7	20
Ages 6-11	3	33
Ages 12-18	1	7
Adult	4	17
Public Uses	4	15
Technical Help (Individual)	16	35

Alpena County George N. Fletcher Public Library

Strategic Plan

Phase I Implementation

There are *four* major goals in the strategic plan, which cover the main aspects of Library function and services. Copies of the strategic plan are available at the Alpena County George N. Fletcher Public Library for the general public.

PART I: INTRODUCTION

Introduction

The purpose of the plan is to provide guidance for the Board of Trustees, the Library Director, and the Staff over the next two years. The plan focuses on gathering and evaluating data concerning the Library to continue or improve on providing information, knowledge and resources to the public. It is a living, not a static document, and will be reviewed and revised to the community's changing needs.

Planning Time Frame: The plan covers a *two year* period. It is the intent that the objectives listed under the *four* goals be implemented during this period.

Monitoring the Implementation of the Plan: The Director will report on *the progress and needed revisions* of the Plan at the regularly scheduled Board meetings.

PART II: CURRENT MISSION, VISION, AND CORE VALUES

Mission: Enrich the community through equitable access to all library services, educational resources, and explore new opportunities.

Vision: Our library strives to bring our community together to experience creativity, connection and an appreciation of learning and literacy, where staff members provide a welcoming, comfortable, and helpful environment.

Goal #1 Customer Service Excellence

At Alpena County George N. Fletcher Public Library, we hold our community tax-payers and patrons in the highest regard. Our team members work tirelessly to create a welcoming environment and to that end, several steps will be undertaken to promote excellence in customer service.

A. Identifying Behavior

Library leadership and staff will define the fundamental behaviors that will support the principles of customer service excellence and develop our library staff expectations.

Examples might include:

- a. Greetings and salutations.
- b. Methods for respectfully engaging patrons during mild, moderate, and severe complaints.
- c. Maintaining a professional environment through cleaning and organization standards.
- d. Using de-escalation techniques to inform patrons of rules violations while maintaining staff safety.
- e. Methods of using resources to find solutions for patronage inquiries.
- f. Develop position appropriate cross training to better serve patrons.
- g. Engage Librarians to expand on current basic knowledge of librarianship.

Timeline: 60 days

B. Designing Training Implementation

The identified fundamental behaviors will become a part of institutional training for all new and existing staff, celebrated among team members when observed, and incorporated into the staff evaluation process.

- a. Training will be designed by the Director with input from the library leadership.
- b. 3 fundamental behaviors will be incorporated into training and evaluation throughout the first year.

Timeline: 30 days

C. Training and Implementation

- a. Training to be facilitated by the Director and Assistant Director.
- b. Director with the support from the Assistant Director, serves as the institutional champion for customer service excellence, conducting periodic reviews of the fundamentals, training, and ensuring continuous quality improvement.
- c. Every team member will begin a process of personal professional development and a review of all job tasks that an individual is assigned. Their knowledge, skills, and abilities will be demonstrated and whenever possible, strengthened through individualized training. Staff members who excel in the demonstration will be added to a New Hire Team and eligible to train others in the same position.

- d. To promote a learning atmosphere, team members will respectfully present concepts, ideas, techniques in librarianship to one another in individual and team building settings.
- e. Team members showing initiative for appropriate cross training in parallel areas will be celebrated.

Timeline: 60 days and ongoing

D. Evaluation

Both qualitative and quantitative measurements will be utilized to determine the effectiveness of staff training and to enable the Board along with the Director the opportunity to 'course correct' along the way if necessary. Examples include

Qualitative: Staff report increased confidence in addressing complaints with de-escalation techniques. Staff report a professional and welcoming work environment and increase in team member communication. Community members report the library as being a perceived valuable resource, welcoming, and less controversial in the public eye than in previous years.

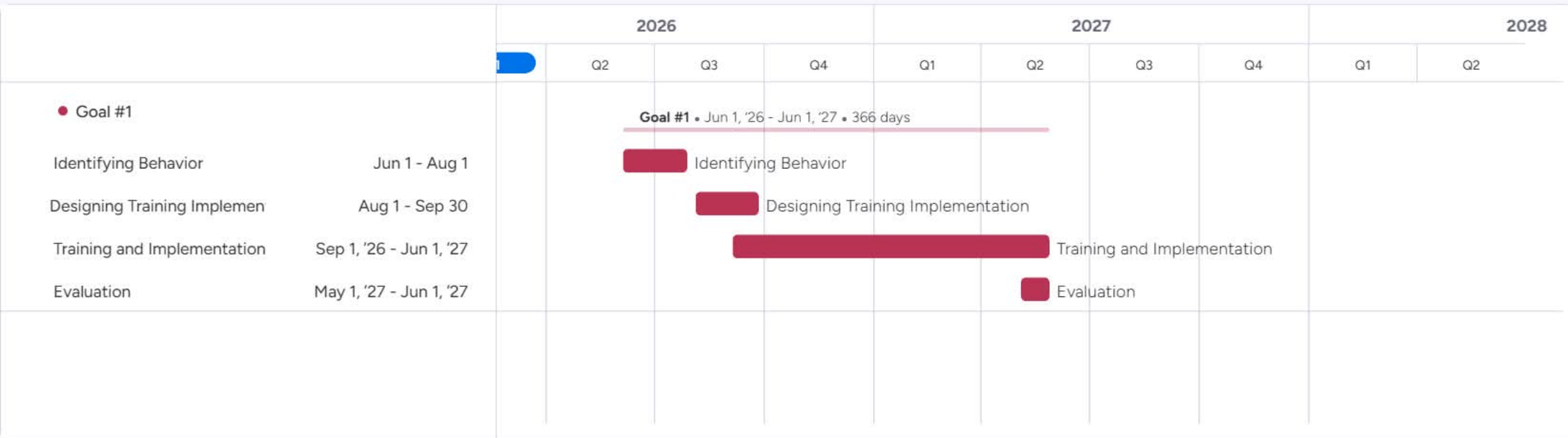
Quantitative: A target goal as determined by the Board and Director is reached for the following:

- i. Visitor counts
 - ii. Circulation numbers
 - iii. Program attendance
 - iv. Staff outreach initiatives
 - v. Number of cross trained staff
- a. Library management will undertake an expansion of its staff evaluation process, increasing from semi-annually to quarterly.
 - b. New hire first year evaluations will be defined and incorporated into the onboarding process.
 - c. Fundamental behaviors of customer service excellence will be incorporated into the staff evaluation process as criteria for review and reinforcing this strategic priority.
 - d. The Director will periodically engage in positive reinforcement with the staff to encourage the fundamental behaviors of customer service excellence.
 - i. Monthly staff appreciation award
 - ii. Recognition during staff meeting

Timeline End of First Year

Gantt

February 02, 2026 | 20:49:58





Courier Building

Dave Murphy Builders LLC
3074 Michigan 32
Alpena, MI 49707
(989) 657-0860
murphybltrs@gmail.com

211 North 1st Avenue - Alpena, MI 49707

Matt Kinzey
(989) 464-9950
mkinzey@alpenalibrary.org

EFIS Siding Repair

Power wash up to 960sfs of damaged panel areas, install base coat and finish (on up to 960sf). Includes up to 150sf of insulation board and mesh replacement.
Remove damaged EFIS Siding (up to 960sf), supply and install new. Paint entire wall. Light power wash on remainder of wall to ensure proper color match.
Permit & disposal fees included.

Item	Activity
Clean with pressure - Heavy	Supply and Install
Insulation board - up to 2"	Remove and Replace
Base Coat- Applied to Insulation Board	Supply and Install
Finish Coat- Applied to Insulation Board	Supply and Install
Taxes, insurance, permits & disposal fees	Supply and Install
Group total \$32,360.75	

6" Seamless Gutter System

Install up to 50 linear feet of seamless gutter system along the connecting wall to capture roof runoff and prevent water from traveling down the wall surface. Includes necessary hangers, end caps, downspouts, outlets, and secure fastening for proper drainage and performance.

Item	Activity
Seamless Gutter System- 6"	Supply and Install
Group total \$7,558.71	



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Summary

Group Name	Total
EFIS Siding Repair	32,360.75
6" Seamless Gutter System	7,558.71

Project Total **\$39,919.46**



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211 North 1st Avenue - Alpena, MI 49707

ACCEPTANCE OF CONTRACT

ACCEPTANCE: The above prices, specifications and conditions are satisfactory and are hereby accepted by both the Client and Dave Murphy Builders LLC (the "Company") and shall be construed according to the laws of the State of Michigan.

PAYMENT SCHEDULE: 50% deposit due upon signed acceptance of contract.

Each project is broken down on contract and invoiced according to the crew assigned. Remaining balance due immediately upon the completion of each individual project.

Failure to make payments within 5 calendar days of each completed project, will result in an initial \$100 penalty, plus \$10.00/day charge until payment is made in full for each completed project. Balances that remain unpaid past 30 days will be turned over to our collection department for possible legal action.

Dave Murphy Builders LLC accepts cash, personal checks, cashiers checks, ACH Payments and credit or debit card (with 3% processing fee). Invoices for both deposit and final payment will be emailed to Client.

Checks made payable to Dave Murphy Builders LLC.

Returned checks are subject to a \$50 fee in addition to any late fee that may have resulted due to non-payment.

DISCLOSURES: Client is responsible to disclose any and all information that may affect the project completion prior to acceptance of proposal (i.e: additional layers of shingles/siding, leaks, damaged sheathing or framing).

Any alteration, deviation from the above specifications, or change orders incurred during the completion of project involving extra costs, will become an additional charge over and above the original contract, and due immediately, prior to completion of that particular project; to include but not limited to all restocking fees, delivery fees, and any fees associated with labor when progress is halted or delayed.

Any unforeseen repairs may result in additional time to complete the original project, due to material delays and specific job availability of applicable crew; prices will reflect work accordingly.

Client understands that if any changes are made while the project is in-progress, they must allow Dave Murphy Builders LLC. up to 14 business days to reorder, deliver and schedule all work included in the changes.

PROPERTY CLAIMS: Clients with Property Claims are responsible for any balance above and beyond the scope of their insurance coverage. Failure to settle balances will result in the above mentioned late fees and will be turned over to the collection department upon 30 days non-payment.

LIABILITY: The Company shall not be responsible for damages or delay, either before commencement of or during the said work described herein on account of transportation difficulties, priorities, strikes, accidents, war, acts of God, fire, sudden rains, storms, windstorms, other casualty or theft or other causes beyond its



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control. The Company will exercise reasonable care when performing the work but can not be held responsible in any other manner for damages to sidewalks and driveways, foliage, septic tanks, shrubbery, screens, gutters, siding, drywall, pipes or cables above or below the ground. The Company will not be held responsible for water damage to the exterior or interior of the premises. Client is urged to cover furniture, remove belongings from walls and ceiling (pictures, mirrors, etc.) and otherwise protect their property. The Company can not accept responsibility for any damages done to the property by plumbers, electricians, HVAC technicians, fumigators or any other tradesmen. Client is required to have security /alarm systems disconnected prior to the commencement of work. Neither the Company nor its Independent Contractors will disarm, arm, remove, install or reinstall a security or alarm system. Any surplus materials remaining after the completion of this job shall remain the property of the Company and no credit is due to Client with respect to such excess materials. Client indemnifies and holds harmless the Company and its employees, authorized contractors and their subcontractors from any claims as to the identification, detection, abatement, encapsulation or removal of asbestos, lead based products, mold or other hazardous substances inside or outside of the structure being improved. The Company reserves the right to correct any and all problems from or arising out of the performance of this contract where we are found responsible and do not authorize personnel other than that of the Company to perform these services. Client shall provide right for ingress and egress, to include written permission from the owner of neighboring property that must be used to provide access for workmen or machinery. Client shall provide water and necessary electricity.

AGREEMENT: This document constitutes the entire agreement between the Company and the Client. NO REPRESENTATIONS, PROMISES OR WARRANTIES, EXPRESSED OR IMPLIED, HAVE BEEN MADE BY THE COMPANY TO THE CLIENT EXCEPT THOSE TO WHICH ARE STATED IN THIS CONTRACT OR IN ANY AND ALL RESULTING CHANGE ORDERS. This contract cannot be changed, altered, or modified by any conversations between the Company (including its employees, contractors or agents) and the Client. Any changes, alterations or modifications must be acknowledged in writing and signed by the Company and the Client.

CONSTRUCTION SITE: Client's home will be a construction site during the construction process, and it will be noisy. There may be a significant amount of construction related debris, most of which will be cleaned up and removed. However, on construction projects some hidden debris may exist. Company is not responsible for cleaning up hidden debris after the installation has been completed. The Company suggests Client cover or remove any items that may need protection in order to avoid damage, items such as grills, patio furniture, lawn and garden decorations, etc should be covered or moved.

RESULTANT DAMAGES: If Client has low hanging branches over driveway or roof, or bushes that are too close to the job, trimming may be necessary. The Company's crew will only cut back branches that limit their ability to do a safe and efficient job. The Client may experience paint, plaster, drywall and any similar material to crack, loosen, or protrude, such as nail pops. The company shall not be responsible for any drywall repair,



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painting, decorating, or wood finishing.

INSURANCE: The Company shall comply with all laws relating to Worker's Compensation in the State of Michigan and shall carry any and all state minimums for Liability and Property Damage Standard for insurance, insuring during the progress of the work, any liability which may be imposed by law upon the Company due to accidents arising from such operations.

GUARANTEE: There shall be no guarantees or liabilities on the Company after the work is completed, except as provided in this contract, however, if any such reference and/or provisions shall be strictly construed only as an obligation on the Company to issue a written guarantee upon completion of the work. It is mutually agreed that all guarantees to be binding upon the Company must be in writing whether issued voluntarily or in accordance with this proposal, and that whenever the Company upon completion of the work as provided, shall issue to the Client such a written guarantee, the liability of the Company shall be limited to the terms and provisions of such guarantee and confined to the work actually done hereunder. In no event shall such a guarantee impose upon the Company any liability for damages caused by termites or wood destroying organisms, fire, tornado hail, hurricane, or other extraordinary causes beyond the control of the Company, nor for damage to the building upon or in which such work is done; nor for any damage to said work caused by settlement, warping, distortion, or failure of roof deck, sheathing, walls, partition walls, ceiling, or foundation of said building, nor for failure of any materials or integral part of said building used as a base, attachment to, or for said work; nor for damage to interior furniture and fixtures, decorations, stock or equipment due to leakage. It is further agreed upon that in the event the Client, upon final settlement to the Company, fails or neglects to require such a guarantee as may have been anticipated, by the parties hereof, the Client understands that Dave Murphy Builders LLC. does honor the 5-year Workmanship Warranty.

COMPANY'S RIGHT TO CANCEL: The Company reserves the right to cancel this contract if, upon re-inspection of the job, the Company determines that it cannot perform its obligations due to a structural problem with the property or because work required to complete the job was not included in the project. If it is determined upon the commencement of the project that the project is out of the scope of the originally signed contract, Client is still responsible for any and all fees associated with the work performed; to include but not limited material costs, permit, disposal, labor charges, commissions and taxes paid and P&O associated with the originally signed contract.

COMPLETION & ACCEPTANCE: Upon completion, the Client shall immediately inspect and approve the Company's work, and any full settlement shall be made in accordance with this agreement. A full and complete acceptance of the work shall be presumed upon the Client making final settlement and/or executing a note for final settlement. When guarantees are included and stated so in this contract, they shall become null and void if full payment for work performed in accordance with this agreement is not received within 7 days



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from the date of final billing. Any attempt to cancel contract after the 3 day right of cancellation, while in progress, deposit payments will not be refunded or returned; Deposit will be applied as 'Credit' on their account for future projects.

DISCLAIMER: The Company will not be responsible for any damages caused by mold, or by some other agent that may be associated with defects in our construction, to include but is not limited to property damage, personal injury, loss of income, emotional distress, death, loss of use, loss of value, and adverse health effect, or any other effects. If such conditions are found while on-site, Client is to be held fully responsible for any damages to include but is not limited to monetary damage, personal injury, loss of income, emotional distress, death, loss of use, loss of value, and adverse health effect, or any other effects.

SEVER-ABILITY: Should any term or provision of this contract be ruled invalid or unenforceable by a court of competent jurisdiction, the remainder of this contract shall nonetheless stand in full force and effect.

LICENSING DISCLOSURES PER LCM 570.1114: A residential builder or a residential maintenance and alteration contractor is required to be licensed under article 24 of the occupational code, 1980 PA 299, MCL 339.2401 to 339.2412. That an electrician is required to be licensed under article 7 of the skilled trades regulation act, MCL 339.5701 to 339.5739. That a plumbing contractor is required to be licensed under article 11 of the skilled trades regulation act, MCL 339.6101 to 339.6133. That a mechanical contractor is required to be licensed under article 8 of the skilled trades regulation act, MCL 339.5801 to 339.5819.

If the contractor is required to be licensed to provide the contracted improvement, that the contractor is licensed and the contractor's license number.

The Company is properly licensed with the State of Michigan Residential Builder License No. 801206579.

PERMISSION TO CONTACT: Client shall be contacted from time to time to arrange installation, inspections and future specials and promotions. To comply with FCC requirements, Client authorizes the Company to make unsolicited phone calls or emails to the contact information on file.

RIGHT TO CANCEL PER MCL 445.113: You, the Client, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached Notice of Cancellation for an explanation of this right. Additionally, the Client must request payment method, either via picking up payment at the Company's office or having it mailed through United States Postal Service. If signature service is required, additional fee will be added.

All work performed contains a 5-year Workmanship Warranty. All material is guaranteed to be as specified. All work to be completed in a Workmanlike manner according to standard practices.

All Drawings, Specifications and copies thereof furnished by Dave Murphy Builders LLC. are and shall remain the property of Dave Murphy Builders LLC. not to be used by any other contractor.



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211 North 1st Avenue - Alpena, MI 49707

For all new construction projects, additions or extensions to existing structures, Client shall furnish an initial survey describing the physical characteristics, legal description, easements, boundaries and utility locations for the Property. Information or services under the Owner's control shall be furnished by the Owner with reasonable promptness to avoid delay in the orderly progress of the Work.

_____ CLIENT DISCLOSURES: Client agrees to disclose any possible environmental or safety risk, prior to commencement of work; Any and all poison ivy, poison oak, pests, asbestos, lead based paint, pollutants, contaminants, underground utilities, prior damages, or other risk that may result in damages to the Company or its employees, contractors or subcontractors.

Please initial if you give consent for the following options:

_____ Yes, Dave Murphy Builders LLC. is authorized to take photos of projects (before, during and after) for marketing purposes (names and addresses will not be publicized).

_____ Yes, Dave Murphy Builders LLC. is authorized to install signage upon the project start date, and up to 30 days after project completion.

Name

Date

ALPENA COUNTY GEORGE W. FLETCHER PUBLIC LIBRARY
MEETING ROOM POLICY

I. Introduction and Purpose of Policy

a. —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.

b. 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 Library policies. Use of the meeting rooms is subject to these guidelines.

II. Application and Scheduling of Meeting Rooms

a. General Use. Any person, group, or organization may use the Judith A. Stillion Conference Room or Small Conference room (“Meeting Rooms”), pursuant to the requirements of this policy (“Users”). The Meetings Rooms are available during regular Library hours. Requests for activities outside of normal operating hours must be approved by the Library Director. The Meeting Rooms may not be used for purely social events except as determined by the Library Board of Trustees to benefit the Library or the community as a whole.

b. Scheduling.

i. 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 try not to interfere with scheduled meetings and will try to give adequate advance notice if a rescheduling is required. 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.

ii. Applications shall be accepted on a first-come-first-serve basis, with
(a) Library business, (b) Library-sponsored or Library-co-sponsored events or (c) uses governed by contract with the Library having first priority. The next priority shall be given to applications that support the cultural, educational, and informational needs and interests of the community. The Library Director reserves final authority to approve or deny applications for

use of the meeting rooms. The Library Director or his/her designee may grant exceptions to the rules.

1. A group requesting Meeting Rooms 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.
- iii. 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.
- iv. The Library is responsible for scheduling use of the Meeting Rooms. The program and meeting schedule will be posted and updated regularly.
- v. Groups that do not leave reserved rooms by 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 and undamaged condition or fail to leave the rooms in their original condition, or fail to clean the kitchen (if available), may forfeit the right to use the Library Meeting Rooms and will be charged a cleaning service fee. Any groups staying later will be charged \$50/hour to cover extra costs. Staying beyond closing must be approved in advance by the Library Director. ~~and a \$100/hour fee will be charged. Any fraction of an hour will be charged as a full hour.~~
- vi. There is a maximum of 4 uses per year per person. The Director may waive the maximum number of uses per year.
- vii. Organizations or persons that are located within the Library service area may reserve the Meeting Rooms at no charge, as long as the person booking the room is in attendance during the meeting, holds an Alpena County Public Library card in good standing and none of the below criteria applies:
 1. There is a cost for participants to attend the meeting, including hourly rates, retainers, tuition, donations, or dues. See Meeting Room Fee and Patron Conduct Policy for further information.

2. Products or services will be sold or marketed at the meeting. If these conditions apply organizations and persons reserving the space are subject to a \$50 fee.
- viii. Equipment such as coffee pots, projectors, sound equipment, and video players may be available for use at no charge and must be requested at the time of reservation. It is the responsibility of the user to determine any technology compatibility issues or needs.
- ix. Reservations are secured upon receipt of a completed agreement and payment of rental fees, if any. The Library reserves the right to waive fees for community organizations whose mission is consistent with the mission of the Library.

III. General Guidelines Affecting all Library Meeting Rooms

- a. Meetings must always have at least one adult present who is responsible for the conduct of the participants An adult is a person 21 years of age or older.
- b. 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.
- c. 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.
- d. 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.
- e. All publicity for non-Library-sponsored meetings must clearly indicate the name of the sponsoring agency and include the following language: The opinions and attitudes of groups that use the Library Meeting Rooms do not necessarily reflect those of the Library or its 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 Library Board of Trustees. (Publicity must NOT give out the Library's phone number).
- f. Prohibited Uses.

- i. Solicitation of Library users inside the Library or on Library grounds is prohibited.
 - ii. The use of controlled substances is prohibited. Alcohol may be served with permission from the Board of Trustees with proper licensing and insurance. A copy of the license and proof of insurance must be provided to the Library Director.
 - iii. An admission fee may not be charged to attendees of events in Library Meeting Rooms unless approved by the Library Director.
 - iv. Open flames and incense are prohibited throughout the Library, except for cooking fuel.
- g. Violations and Appeal.
- i. The Library Director or the Director's designee may restrict access to Library facilities, including the Library Meeting Rooms, by immediately dismissing anyone from the premises, by suspending the patron's access to the Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this policy. If necessary, the local police may be called to intervene.
 - ii. Library staff shall record in writing an Incident Report of any violation of Library policies that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurs, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
 - iii. Unless otherwise provided in this policy, the Library shall handle violations as follows:
 - 1. Initial violation: Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 - 2. Subsequent violations: The Library Director or Director's designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the

violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

iv. Violations that Affect Safety and Security.

1. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

a. Initial violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.

b. Subsequent violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Director's authorized designee may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

v. A user whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the policy before their privileges may be reinstated. The Library reserves the right to reinstate with reasonable conditions.

vi. If a user or the invitee of any user violates Library policies by causing damage to Library property, then the user shall be assessed the actual costs or repair and cleanup.

vii. Users may appeal a decision in writing to the Library Director within ten (10) working days of the date of the letter stating why Library privileges should be restored. The Library Director or the Director's designee will respond to an appeal in writing within 10 working 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.

- h. Use of the Library or a Meeting Room, the Library is released and held harmless from any and all claims for personal injury or property damage.
- i. This policy may be amended at any time.

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Approved 11/2022

Privacy Policy- Alpena County George N. Fletcher Public Library

AUTHORITY FOR POLICY:

It is the policy of the Alpena County Library to preserve the privacy of its patrons as well as staff records to the fullest extent permitted by law. The authority for this policy is the Michigan Library Privacy Act (MCL 397.6701-397.605), and 1982 Public Act 455. Library records protected by the Michigan Library Privacy Act are exempt from disclosure under the Freedom of Information Act (MCL 397.603 and MCL 15.243 [d]).

DEFINITION OF LIBRARY RECORD:

A library record is defined by MCL 397.602(c) as a document, written or electronic record that is retained by a library containing information that personally identifies a library patron, including the patron's name, address, or other identifying detail, and the library materials requested or obtained. The term does not include non-identifiable data.

1. Library records that identify individual patrons will be regarded as confidential and will not be disclosed except:
 - a) With written consent of individual patron;
 - b) With written consent and photo proof of parent/guardian who is responsible for the account of minor children under 17.
 - c) Pursuant to a valid court order or subpoena following the procedure required under MCL 397.603.
2. Any employee of the Alpena County Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any library records shall promptly notify the Library Director. The Library Director will review the request and may consult legal counsel if necessary prior to responding to each request in an appropriate manner.
3. Library staff, volunteers, and contractors must maintain confidentiality of protected records including information regarding staff members. Violations of this requirement may result in disciplinary action at the discretion of the Library Board of Trustees.
 - a) The Library may release with the written consent of a current or former employee the following terms of employment: dates of employment, position titles, responsibilities, compensation, and full or part time status.
4. Administrative records, including limited personnel information (name, title, and salary) may be released by the Library Director with proper written request under the Freedom of Information Act (FOIA) or other legal authority, as advised by the Library's attorney.

5. Contracts with third-party vendors are required to maintain patron confidentiality. Vendor contracts and privacy policies will be reviewed to ensure compliance.

6. Under the Michigan Library Privacy Act, video surveillance from security camera footage does not fall under the patron's confidential record unless it reveals specific reading/borrowing data.