



AGENDA

Board of Trustees Regular Meeting
Thursday, September 15, 2022 at 4:00pm
Kingsley Branch Library
213 S. Brownson Ave., Kingsley, MI 49649

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment***
5. **Consent Agenda**
 - a. Approval of Minutes – [Regular Meeting of August 18, 2022](#)
 - b. [Department Reports](#)
 - c. Finance and Facilities Committee Report – [September 6, 2022](#)
 - d. Policy and Personnel Committee Report – [September 6, 2022](#)
 - e. Financial Report – [Narrative](#) | [Expenses](#) | [Revenues](#)
 - f. Member Library Communications – FLPL | IPL | [PCL](#)
 - g. [Friends of TADL Report](#) – Donna Hornberger, President
 - h. Correspondence
6. **Items Removed from the Consent Calendar**
7. [Director Report](#)
8. **Old Business**
 - a. Discussion - Monument Sign RFP Results: [Image360](#) | [Prolimage](#)
9. **New Business**
 - a. New Policy: [7.4 Whistleblower Policy](#)
 - b. Policy Removal: [7.9 Remote Work Policy](#)
 - c. Resolution - [Authorization to Spend Up To \\$32,118 from the Public Improvement Fund](#)
 - d. Narcan Training
 - e. Discussion - Collection Development ([TADL Policy](#))
10. **Public Comment***
11. **Trustee Comment**
12. **Closed Session (if needed)**
13. **Adjournment**

* If you wish to speak during the Public Comment section of the meeting, please (1) wait until you are recognized; (2) approach the podium and use the microphone; (3) state your name and the county and township or city in which you reside; and (4) limit your comments to 3 minutes. Please sign in at the podium.

The Traverse Area District Library will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon 3 days notice to the Library. Individuals with disabilities requiring auxiliary aids should contact the Library Administration, 610 Woodmere Ave., Traverse City, MI 49686; (231) 932-8500 (voice/fax); libadmin@tadl.org (e-mail).



Board of Trustees Regular Meeting

MINUTES

Thursday, August 18, 2022 at 4:00pm

McGuire Community Room

610 Woodmere Ave., Traverse City, MI 49684

1. Call to Order

The meeting was called to order by Vice President Pakieser at 4:05pm. Present were: Pakieser (Vice President); Sullivan (Treasurer); Vickery, Jones, and Deyo (Trustees). Odgers (President) and Wescott (Secretary) were absent. Also present were: Howard (Director); Radjenovich (Assistant Director for Finance and Human Resources); and Carpenter (Staff).

2. Pledge of Allegiance

All members in attendance recited the Pledge of Allegiance to the Flag of the United States of America.

3. Approval of the Agenda

Howard requested an amendment to add New Business item f: Authorization to pay Northland Library Cooperative a Portion of State Aid. It was MOVED by Sullivan, SUPPORTED by Vickery, to approve the agenda as presented with the aforementioned amendment. Motion CARRIED.

4. Public Comment

Vice President Pakieser opened the floor for public comment. There was none.

5. Consent Agenda

- a. *Regular Meeting of June 16, 2022 | Closed Session of June 16, 2022*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – August 2, 2022*
- d. *Policy and Personnel Committee Report – August 2, 2022*
 1. *Policy Review: 4.3 Unattended Child Policy*
 2. *Renumber: 3D Printer Policy 3.6 to 3.2*
- e. *Financial Report – Narrative | Expenses | Revenues*
- f. *Member Library Communications – FLPL | IPL | PCL*
- g. *Friends of TADL Report – Donna Hornberger, President*
- h. *Correspondence*

It was MOVED by Jones, SUPPORTED by Sullivan, to accept and affirm receipt of the Consent Calendar information. Motion CARRIED.

6. Items Removed from the Consent Calendar

No items were removed from the Consent Calendar.

7. Director Report

Howard confirmed her written report and added the following:

- Howard is incredibly proud of all the activity happening at the library. It was great seeing all the families participating in the Summer Learning Challenge with those statistics well above 2021's.
- The Bookmobile has been on the road many times since its acquisition and the interior is getting installed now.

Vice President Pakieser noted that progress on the homeless day shelter appears to be moving forward but the County does not seem to be engaged in the process at all, yet the issue affects effects both the City and the County.

8. Old Business

a. *Policy Revision: 1.8 Remote Participation at Meetings Policy*

Vickery recognized those who have contributed work toward the overall thankless task of policy reviews and revisions. Revisions to the remote participation policy bring it into alignment with the current Open Meetings Act requirements. Trustees with a qualified medical disability can participate in board meetings remotely and can vote on items. Zeits (Counsel) answered questions from trustees about the process and accommodation requirements. It was MOVED by Vickery, SUPPORTED by Jones to adopt the revisions to 1.8 Remote Participation at Meetings Policy as presented. Motion CARRIED.

b. *Policy Revision and Consolidation: 3.1 Borrowing and Library Account Policy*

Vickery noted there were no substantive changes to the revision and that the changes were a consolidation of several policies into one while removing operational elements which are under the direction of the Director. Howard noted that the revision and consolidation was modeled after other Class 6 libraries and is intended to increase operational circulation efficiencies which get bogged down when the board must approve every small change. Vickery punctuated the fact that financial fines and fees are addressed within the policy, but the implementation is an operational procedure. It was MOVED by Jones, SUPPORTED by Vickery to adopt the revision of 3.1 Borrowing and Library Account which includes policy removals and consolidation of former policies 3.1, 3.2, 3.21, 3.3, 3.4, and 3.5. Motion CARRIED.

c. *Change Staff In-service Closure Date to November 18, 2022*

Howard explained that due to the numbers of attendees at the in-service originally scheduled for October 14th, a larger space was needed than the McGuire Meeting Room can legally hold. She was able to secure a meeting space on November 18th at the Hagerty Center at a reasonable rate. It was moved by Jones, SUPPORTED by Deyo to cancel the prior library closure date of October 14th and to approve closure on November 18th in order to accommodate the needed change for staff in-service training day. Motion CARRIED.

9. New Business

a. *New Policy: 3.3 Library of Things & Policy Removal of 3.7: Wi-Fi Hotspot and Laptop Lending Policy*

Vickery explained that the new policy 3.3 folded in the substantive elements of policy 3.7 thus making it more operationally efficient and effective as new items are added. Zeits (Counsel) also created a Library of Things Lending Rules and Agreement supplement form to coincide with the new 3.3 Library of Things Policy. It was MOVED by Vickery, SUPPORTED by Jones to adopt the new policy 3.3 Library of Things and to remove policy 3.7 Wi-Fi Hotspot and Laptop Lending Policy. Motion CARRIED.

b. *L-4029 Tax Rate Request Form*

Radjenovich introduced the 2022 Tax Rate Request Form. It includes a Headlee rollback which brings the request of .9202 mils down to .9044 mils, however taxable values on property have gone up so those revenues will still go up in the coming year. It was MOVED by Jones, SUPPORTED by Sullivan to authorize required signature and submission of the L-4029 2022 Tax Rate Request Form. A roll call vote was taken with the following results:

Pakieser – aye	Sullivan – aye	Deyo – aye
Jones – aye	Vickery – aye	
Odgers – absent	Wescott – absent	

Motion CARRIED.

c. *Resolution: MERS Payment from Internal Service Fund and Fund Closure*

It was MOVED by Jones, SUPPORTED by Sullivan to approve payment to the MERS unfunded pension liability in the amount of \$114,173.30. Following a discussion of where the funds were coming from, Jones amended his motion, with support from Sullivan, to authorize the Director and the Assistant Director of Finance and Human Resources to make the aforementioned payment with the balance of the Internal Services Fund (ISF) and subsequently close the ISF since it will no longer serve the intended function of the fund. A roll call vote was taken with the following results:

Pakieser – aye	Sullivan – aye	Deyo – aye
Jones – aye	Vickery – aye	
Odgers – absent	Wescott – absent	

Motion CARRIED.

d. *2022 MERS Officer and Employee Delegate Certification Form*

Howard noted that TADL is required to hold an election of the MERS participant body and send delegates to the annual MERS Conference. Scott Morey has been elected as Officer Delegate and Vicki Carpenter has been elected as Employee Delegate. Linda Smith and Rosie May have been selected as alternates respectively. It was MOVED by Vickery, SUPPORTED by Jones and Sullivan to accept and approve the elected delegates' attendance at the 2022 Annual MERS Conference. Motion CARRIED.

e. *Discussion: Guns in Libraries*

Several articles regarding guns in the library were included in the board packet for review prior to the board meeting. Howard noted that this discussion item was requested by President Odgers and Wescott, however they were both absent. Discussion was held based on review questions distributed at the meeting by Vice President Pakieser. A lengthy discussion ensued regarding: what the library policies/procedures are; what concerns the trustees, staff or the public may have; and whether anything should be done in response to the information received. Howard explained that the library's hands are tied to the Michigan Legislature. Currently open carry guns are allowed in public libraries, however the Michigan Library Association is lobbying to include libraries among those institutions, such as public schools, that do not allow open carry.

Following the discussion of how and what platform to address concerns and how to be an advocate for libraries on this issue, Howard noted that she will be writing a forum article on how books unite us that would be published during September. The board members present asked

Howard to draft a statement from the trustees that she could add to the forum article based on this discussion and to share it with trustees individually for their comments prior to submission of the forum article.

f. *Authorization to Pay Northland Library Cooperative Portion of State Aid*

It was MOVED by Pakieser, SUPPORTED by Vickery to approve and remit the required one-half of State Aid received, in the amount of \$26,406.52, to Northland Library Cooperative. This amount is over the Director spending limit of \$25,000 and must be approved by the board. Deyo inquired whether the threshold allowing the Library Director to pay invoices without board authorization should increase. Howard said she has been tracking it for the year and felt these few occurrences could be easily be resolved at the beginning of the year along with the regular pre-authorization resolution to pay known/anticipated invoices for the year which are over the \$25,000 limit. A roll call vote was taken with the following results:

Pakieser – aye	Sullivan – aye	Deyo – aye
Jones – aye	Vickery – aye	
Odgers – absent	Wescott – absent	

Motion CARRIED.

10. **Public Comment**

Vice President Pakieser opened the floor for public comment. There was none.

11. **Trustee Comment**

Deyo inquired about the selection and criteria process of book selection and would like to discuss this as a board in the near future so that the board is prepared to respond to any challenges of collection materials that may be brought before the board.

Sullivan expressed appreciation for the discussions the board has undertaken. She also suggested that the board be included in the results of the Teen Services diversity audit.

12. **Closed Session**

A closed session was not needed.

13. **Adjournment**

With a motion to adjourn by Vickery, supported by Jones, Vice President Pakieser adjourned the meeting at 5:09pm.

Respectfully submitted,

Approved by board vote on September 15, 2022

V. Carpenter, Recording Secretary

J. Wescott, Board Secretary



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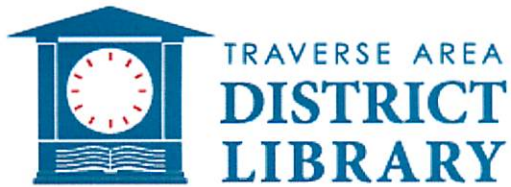


V. Carpenter, Recording Secretary

Approved by board vote on September 15, 2022



J. Wescott, Board Secretary



Departmental Reports
for the month of August
(September 15, 2022 Board Meeting)

Adult Services

- Melissa McKenna and Katheryn Carrier represented Adult Services at the end of Summer Learning Challenge Finale Party on Aug 1st and shared a table with TBL. We gave out craft kits to make a bag from previous years' Summer Reading shirts and made sure all of the adults there with their kids knew that the SLC is for them too! (*Innovative Engagement*) This summer ended with 499 adults participating in SLC 2022 from the Woodmere library who read 527,923 minutes!
- Melissa met with Teresa Scollon, co-editor of *Dunes Review* on 8/11 to discuss how their literary journal is distributed to libraries and what happens to it once it arrives. *Dunes Review* celebrated the launch of their Summer 2022 issue by holding an in-person reading event in the library's McGuire Room that Melissa looked in on and it was well attended.
- TADL Local History Center Petertyl Interns finished up their time with us in August. [Ted Arnold](#) joined us for a second year and began working on cataloging the contents of the Local History Biography Files. TADL Summer Intern Nerissa Godfrey worked on beginning to list the contents of the non-biography Local History Files. Both of these collections are housed in the filing cabinets in the Reference Dept on the 2nd floor and are used often by those looking for genealogy or Traverse City history. Having a list of topics and contents for these files would be very helpful for staff.
- In August, the Adult Services Dept. held the following programs (available videos & related materials linked):
 - The fifth, and penultimate, in the Community Conversation: Addiction & Recovery program series was held on Tuesday, 8/16 and 47 in-person and 3 online attendees listened to local resources available for mental health. We had 12 local organizations participate in the table discussions before and after the presentation. Melissa & Nancy Dow from ATS went on the road to make sure the community knew about the event, joining [The Four on 9&10 on 8/15](#) and the WKLT Morning Show on 8/16. (*Inclusive Space, Purposeful Partnerships*)
 - On 8/21, Teen and Adult Services joined forces to offer a new program series - Inclusive Gaming happens every 1st & 3rd Sunday for ages 15-25 and is open to all abilities and neurodiversities. (*Inclusive Space*)
 - Tai Chi met twice - once inside and once outside, with a tidal attendance of 22
 - Books & Brewskis continues at Silver Spruce Brewery with 14 people attending the discussion of The Lost Apothecary by Sarah Penner. (*Purposeful Partnerships, Targeted Outreach*) Queer Tales, continues to meet online and had 2 people attend this month to discuss Something is Killing the Children by James

Tynion IV. (*Inclusive Space*)

- TADL Stitchers met 4 times in-person with a total attendance of 49.
- The Book Bike is still making weekly trips to the Wednesday morning Sarah Hardy Farmers Market. It made 4 trips this month (one was canceled because of rain) and continues to serve an average of over 100 people per visit. (*Targeted Outreach*)
- We've begun a new partnership with the Grand Traverse Area Genealogical Society. S&S and Adult Services will be assisting them with their monthly meetings, being held in-person and online. This month a speaker from downstate talked about how to do "reverse genealogy" to find living relatives to an audience of 30.
- August Adult Services Statistics:
 - Questions Answered In-Person - 1071
 - Questions answered via Phone - 446
 - Questions Answered via Email/Chat - 106
 - RA/Tech Help - 40
 - Notary Signatures - 13
 - Craft Kits Distributed - 105 (T-shirt bags at the Summer Finale Party, Embroidery Kits, and Fidget Bracelets)

Youth Services

We all wrapped up the Summer Learning Challenge at TADL on August 1st with help from a lot of friends. With rain and thunderstorms present for the early morning, we moved most of the Pre-Reader Finale program indoors. All of our performers, staff, and volunteers were helpful and flexible in their set-up, including: Miriam Pico, TC Double Bubble (on the front lawn), Born to Read, Challenge Island, 5toOne, and Tinkergarten. Everyone was happy to top it off with a popsicle treat outside. Approximately 150 community members attended our Pre-Reader celebration.

In the early evening, we set up in Hull Park for the All Ages portion of the Finale program. Windy and overcast conditions could not deter us and a good time was had by all. Participating departments, district libraries, and community organizations participating included: Adult Services, Teen Services, Sight & Sound, Youth Services, Kingsley Branch Library, Fife Lake Public Library, Challenge Island, TC Double Bubble, Newton's Road, and The Painted Face Lady. We gave away our Finale Prizes for program finishers and also gave away Family Prizes for those in attendance. Family Prizes included donations from The Denno's Museum, YMCA, TC Paddle and The Great Wolf Lodge. We are grateful to those organizations for their contributions. Approximately 310 community members attended this event.

Youth Services took a break in August from the heavy programming we conducted during the Summer Library Challenge. We did conduct 4 Storytimes and hosted events with community organizations like Just Bee Yoga + Well-Being and the Traverse Symphony Orchestra. In total, we hosted 5 early literacy programs for 213 community members and 9 total programs for 750 community members.

We also participated in several outreach efforts, including Family Safety Day at Consumers Energy, the Wired TC Conference sponsored by TCAPS, and the TCAPS Kickoff event at Traverse City Central. In total, we reached 287 community members with news of our programs and services.

The big news for Youth Services this month is that we hired a new Early Literacy Librarian. Courtnei Moyses has been working in the Kent District Library for the past 5 years in Youth Services as an outreach and program coordinator. We are excited for Courtnei to start in Youth Services, as we've been holding the fort down with 4 staff members and several of our library substitutes. Courtnei's projected start date is September 12th.

Even without the variety of programs going on that are normally happening, we are still seeing a lot of families and answering a lot of questions. In total, we answered 1,512 reference questions for August, including 1,389 walk-in, 150 phone, and 3 digital. All of these numbers were lower than July but 14% higher than August 2021.

Youth Services conducted passive programs during the month, too. For August, we had 102 entries in our bead jar and throughout the last 3 weeks of Summer Library Challenge, we had 552 entries. Needless to say, we will be doing more of these throughout the year. We also handed out 85 craft kits which were reused versions of leftover reading logs.

~ Andy Schuck
Head of Youth Services

Teen Services

Teen Services completed a diversity audit of its fiction collection. This process was worked on by myself, Colleen Hatch, Nerissa Godfrey and various substitutes working in Teen Services. The full report will be available at the September Board meeting.

Linda Smith
Head of Teen Services

Sight & Sound

August is the fastest moving month of the year. It started out with a big Youth Services Summer Library Challenge finale party on August 1st. Sight & Sound was involved in supplying the public address / music for this event. We also ran a fun kids game that was all about oceans of possibilities! Lots of family fun!

I hosted the 2nd annual Tiny Fest with 4 musical performances and a face painter. I had help from my wonderful staff getting some of the gear setup. We also had a fantastic volunteer audio engineer M'lynn Hartwell from Freshwater Events. We had a little rain in the afternoon but it was all clear by 4pm. I was so grateful for the good weather. All the musical performances were amazing! I counted around 150 people in attendance. One fun observation was all the young

families who came out to listen. It was great to see, we had so many kids playing on the train and turtle play structure. Meanwhile their young parents set up a picnic and enjoyed the music. Overall it was a huge success and the feedback from the community was great! Here are some photo highlights of Tiny Fest 2022. Here's a short video to enjoy! <https://fb.watch/fr0HH1HZ7E/>



With help from Melissa and Betsy we have updated our partnership with the Grand Traverse Genealogical Association. This will hopefully lead to better programming and larger support for this type of information.

- I'm working with the new website development team.
- Keith has been keeping the busy TADL Friends music / DVD sale stocked.
- I have established a power tool donation source for the Library of Things.

TADL Meeting Room Stats August 2022

Total: 110

TADL meetings: 33

Personal/Outside Group Meetings: 77

Paid Meetings: 2

Unpaid Meetings: 108

Walk-ins: 33

Advance Reservation: 77

Number of Meetings by Rm August 2022

McGuire Room: 21

Thirlby Room: 46

Study Room D: 43

Aaron: Livestreaming Technology, S&S Staff meetings and AV training, As always helping patrons.

Thanks for reading.
Aaron

Circulation

Summer is winding to a close! We welcomed 242 new members with our welcome pamphlets. The Overflow Hold program is working well, and patrons are becoming familiar with it.

Thanks to our Facilities Manager Bret Boulter, the walls are now completely painted in a beautiful blue hue!

We were also very excited to launch the new point of sale system at the Welcome Desk - we have transitioned to the use of a Square reader! This has really streamlined sales of merchandise and also the collection of fines and fees as well.

August Circulation Numbers

New patron accounts created: 242

Curbside pickups for July 2022: 40

Notary Public Service requests filled: 10

Circulation Statistics for MeLCat, July 2022:

- TADL items sent to borrowing institutions: 1608
- TADL items received from lending institutions: 1942

Respectfully Submitted,
Josh Denby
Department Head, Circulation

Marketing and Communications

The month started off on a high note with the two Summer Library Challenge finale parties. Our readers sailed past our goal and docked at 2.62 million minutes for the summer! Work has started in earnest as well for the new website-to-be, and I also



assisted other departments as requested, including year-round reading challenge planning (**targeted outreach**) and outreach events (Consumers Energy, WiredTC, and TCAPS teacher kickoff) (**innovative engagement/purposeful partnerships**). Thank you to Bret for working with me on updating the BookBike graphics too (**targeted outreach**)! Educational aspects included a webinar on library signage (**inclusive space/innovative engagement**) as well as an informal stop to see the lovely new building updates at the Benzie Shores Public Library.

Press: Safe Harbor (Ticker 8/7/22; Record-Eagle 8/10/22; Yahoo News - from Record-Eagle, 8/14/22; Ticker 8/17/22; Yahoo News - from Record-Eagle 8/17/22); Community Conversations (9&10 News 8/15/22); Tiny Fest (9&10 News 8/22/22)

Website: Users 11,734; pageviews 34,936

Heather Brady
Marketing & Communications Manager

HR & Finance

Human Resources - August proved to be another busy HR month. We started out the month by hiring Aariyah Harmon as a Page in the Adult Services Department. We said good-bye to Ian Berry in the Sight and Sound Department and Brittany Roeper in the Technology Center. Dale O'Brien moved up to replace Ian and we hired Chris Loomis to fill the Page position left by Dale and to pick up one of Brittany's shifts. The remainder of Brittany's duties were taken on by the hiring (stealing) of Fife Lake Public Library employee Max Thompson.

We were also able to fill the vacant Early Literacy Librarian position in the Youth Services Department. Courtnei Moyses will be starting in that position on 9/12. We had hoped to have her in place right after Labor Day but since she was having to move from the Grand Rapids area...well we all know how easy it is to find housing up here so I'll just leave it at that.

Finance – The budgeting process has started. The departments are putting together their requests and Michele and I will be meeting with them in September to finalize them.

For a more in-depth look at our finances, please see the analysis portion of my report attached to the financial statements.

Deb Radjenovich
Assistant Director for Finance and Human Resources

Facilities

Major areas of focus were working out Monthly and Annual schedules, reviewing and organizing Facilities files, and preparing budget data. In terms of big projects, Facilities:

- Posted the Monument Sign RFP and held a Pre-Bid Conference;
- Followed up on the Roof Project and necessary final steps;

- Continued to work with TK Elevators to get Staff Elevator Fixed;
- Moved magazine shelves in Reference (the first project ever discussed, finally done!).

Bret Boulter
Facilities Manager

TADL Talking Book Library

TBL took part in the Summer Reading Finale this year. We had a drawing for a prize and craft kits for the kids. It was fun.

I did a Lunch and Learn at the Senior Center. I talked about the Talking Book Library and Outreach opportunities.

The Braille Talking Book Library (BTBL) had their bi-annual meeting that I attended. It was still virtual. It was very informative and helpful to hear what other TBL's are doing.

This month we discussed "The Children's Blizzard" by Melanie Benjamin in the Tuesday @ Two book group.

Amanda Tobian, a Grand Valley State University student, started a practicum in TBL. She will be helping with World Sight Day that is in October.

Anita Chouinard
Talking Book Library Manager

Kingsley Branch Library

Annually, August is our Branch's time to reset. We pull back on storytimes and buckle down on weeding projects and shelf reading. Those tasks are especially important this year as Brian Carey and I are preparing to move forward with an audit of our collection, tracking statistics like age and number of circulations, but also for content with a focus on Diversity and Inclusion. This audit is a central part of meeting our Strategic Planning goals, and we will begin that work in September.

We also engaged with our community during several outreach events. During Night Out In Kingsley on August 17th, we worked with our community partners The Rock of Kingsley, A. Papano's Pizza of Kingsley, and the Kingsley Lions Club, to put on our 3rd Annual back-to-school supplies collection and giveaway, where we helped over 150 students get the supplies they needed to start the school year prepared. We also participated in the Kingsley Heritage Days Parade on August 27th with a large group of library patrons who walked with staff and tossed candy and TADL stickers, and for the Heritage Days Fun Run we put together snack bags for participants. Lastly, Beth Anderson and I volunteered at the school library to help their new librarian prepare for the school year; together, we are making plans to develop a support system for our students so there is a continuum of learning between the public school library and our own.

Unfortunately, we were unable to host our annual Monarch Release Party; the population of this important pollinator is now on the endangered species list again, and we were unable to secure any for the release date. Instead, we gave native plant seeds and information to interested persons who wanted to help support monarch butterflies now and in the future. Special thanks are due to Heather Brady for supplying an incredible amount of milkweed seeds for distribution!

Respectfully submitted,

Amy Barritt
Branch Manager



TADL Board of Trustees Finance & Facilities Committee

September 6, 2022
4:00 pm ~ McGuire Community Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: P. Deyo, J. Jones, and C. Sullivan, Trustees. B. Boulter, V. Carpenter, D. Radjenovich, and M. Howard, staff.

Agenda Approval: The agenda was approved as amended.

Minutes Approval: Minutes from the August 2, 2022 Finance and Facilities and Services Committee were approved.

Public Comment: No public comment.

Facilities

RFP Bid Opening for the Library Monument Sign

Radjenovich explained that 3 bids were received but one bid was received late and will not be opened. The bids from Image360 and Prolmage were opened and reviewed by the Trustees. Discussion followed. It was motioned by Sullivan and seconded by Jones to forward the two bids to the full Board at the September meeting for discussion. Motion passed. Boulter will invite both companies to attend the meeting.

Roof Update

Attached to the agenda was the report from Intertek. Intertek did a thorough analysis of the work done so far which has been very successful insulating the roof and the conditioned space to reduce the heat that is escaping. Boulter is working with J. Berden from Spence Brothers to complete the insulation work late this fall. Howard mentioned that there will be Federal money going into solar projects and she is keeping in touch with TCLP regarding the feasibility of solar panels on the roof as the project progresses.

Finance

Transfer \$15,000 Funds to from the Public Improvement Fund

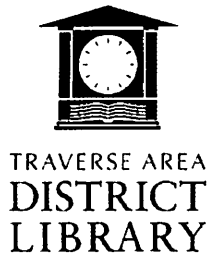
Howard reminded Trustees that \$15,000 was moved to the Public Improvement Fund from donations made in late 2021. Howard is requesting to move this money to the General Fund to pay for some facility improvements including: a permanent storywalk and work areas in the Circulation Department. It was motioned by Deyo and seconded by Jones to forward this request to the Board and recommend adoption. Motion passed.

Next Meeting Date / Time: October 4, 2022 at 4:00pm.

Next Meeting Topic Suggestions: 2023 Preliminary Budget, RFP Insurance

Public Comment: No public Comment.

Adjournment: The meeting adjourned at 4:56 pm



TADL Board of Trustees Policy and Personnel Committee

September 6, 2022
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Pakieser, M. Vickery, J. Wescott, Trustees; M. Howard, staff.

Agenda Approval: The agenda was approved.

Minutes Approval: The minutes of the August 2, 2022 meeting were approved.

Public Comment: There was none.

Policy:

Review: 7.1 Conflict of Interest

This policy was reviewed with no changes necessary.

Review: 7.5 Nepotism

This policy was reviewed with no changes necessary.

Revision: 7.2 Drug Free Workplace

Howard mentioned that this policy had not been updated since 2003 and has been sent to attorney Adams for review and revision.

Revision: 7.3 Recognitions Policy

Howard explained some suggested changes. Trustees are seeking legal review to see if it is legal to give employee gifts which struck them all as inappropriate. Howard will review with attorney Zeits and bring any changes to the October Policy meeting.

Remove: 7.4 Volunteers (incorporated into 7.3)

Trustees are seeking legal review and feel this policy is necessary.

Remove: 7.6 Use of Supplemental Substitute Employees

Howard indicated that this policy was very out of date and covered by the employee manual and Union contract. Howard will review with attorney Zeits and either bring it to the October Board meeting or the October Policy meeting depending on the plan of action.

Remove: 7.7 Discontinuance of TADL Email and Phone during Unpaid Leave

Howard indicated that this policy was operational, and covered by the employee manual and Union contract. Howard will review with attorney Zeits and either bring it to the October Board meeting or the October Policy meeting depending on the plan of action.

Remove: 7.9 Remote Work Policy

Howard explained that this policy was created in response to a Michigan Occupational Safety and Health Administration Emergency Order in October 2020. The Emergency Order has been rescinded so Howard is asking to remove this policy as she works toward a more encompassing Remote Work Policy.

Revision: 1.4 Traverse Area District Library Trustee Ethics Statement revised to Trustee Statement and Code of Ethics and Remove: 7.8 Code of Ethics for TADL Employees (incorporated into 1.4) • Bylaws change

Howard explained how these two policies are redundant for Trustees. Trustees agreed and Howard will craft a combined statement to be adopted under Policy 1.4 and bring it to the October Board meeting.

Personnel:

Director Review

Trustees discussed how quickly the Director Review happens every year. Trustees expressed interest in a 360 review seeing that this is Howard's third year as director. Howard will research some options to bring to the October meeting.

Next Meeting Date / Time: October 4, 2022 at 10:00 am.

Next Meeting Topic Suggestions: Continued Policy Review;

Public Comment: None

Adjournment: The meeting adjourned at 11:27 am.

Financial Report Analysis for August 2022

Revenue - The property tax line is a combination of current year taxes, delinquent taxes and PILOT (Payment in Lieu of Taxes). Our actual current year taxes collected was just slightly over budget. Variance is made up of delinquent taxes which came in \$5778 over budget. Because this is not something that we can predict, we budget a small amount and hope for more, which worked in our favor this year. The remainder is from PILOT and Local Community Stabilization. We also budget low on these numbers as we don't have a way to accurately predict the amount. This also worked in our favor this year as the numbers came in \$21603 over our budget. You will notice that we received the second portion of our State Aid money and that we are \$1496 under our budget. This is due to the fact that when we budgeted for the Aid we were under the assumption that State Aid would be fully funded but the legislature did not end up funding the full amount. We continued a successful trend of getting grant money this year which as been very necessary to help offset the losses that we experienced in our investments for the year. Side note here, since transferring funds to MI Class towards the end of July, we have received \$991.00 in interest. If we had kept our money in the Money Market account, we would have received around \$6. Fees/Services will come in right on budget as we have one more invoice to send out for this year. We were conservative on our Penal Fines and we came in over budget on all three. Our meeting room rental fees have picked up and we hope to meet our budget number by year end. The only wild card left is contributions. We tend to pick up a number of donations late in the year and we hope that will continue this year and that we will meet this goal. In all, when looking at the Revenue page, we should come in over budget for the year.

Expenditures – Personnel costs are on budget so there isn't anything to comment on currently. Looking at our Supply category, general supplies is pushing the budget max and we have 4 months left in the year. However, this is the line where most of the costs associated with the various grants that we have received this year is costed to. Therefore, this line will most likely go over budget for the year. The Books/Media/Online Resources line is right on budget as the departments base their purchases on eleven months versus twelve. Professional and Contractual Services went up in August as we made the second payment to the Northland Co-op. We'll see a little more added to Education yet this year as there are a few employees still taking classes that we'll need to reimburse them for. For General Building and Grounds Maintenance, we are hoping for just normal monthly charges going into the last few months of the year. The Farmer's Almanac is calling for a cold and snowy winter. Fingers crossed that this is an inaccurate prediction!

Overall, the percentage of the year completed is 66.7% and our costs are at 70.6%. Normally, by this time our year complete has caught up with our large expenditure that we have at the beginning of the year. However, things haven't quite worked out that way and it is taking a little longer to even out.

Deb Radjenovich
Assistant Director for Finance and Human Resources

TRAVERSE AREA DISTRICT LIBRARY
REVENUE
MONTH ENDING
AUGUST 31, 2022

CATEGORY DESCRIPTION	BUDGET	2022 YTD	2021 YTD	VARIANCE	% OF BUDGET
Property Tax (Current, Delinquent, Other)	5,323,447	5,351,669	5,169,627	(28,222)	100.5%
State Aid - Library	106,389	104,893	84,472	1,496	98.6%
State Aid - TBL	41,075	41,073	41,072	2	100.0%
Local Support - TBL & Other Grants	10,630	49,438	103,313	(38,808)	465.1%
Fees/Services	41,650	29,811	29,693	11,839	71.6%
Sales	19,080	25,022	13,040	(5,942)	131.1%
Penal Fines - \$154,900 for this Category		0			
Penal Fines - Grand Traverse Co.	130,000	131,957	147,612	(1,957)	101.5%
Penal Fines - Leelanau Co.	5,900	7,237	6,604	(1,337)	122.7%
Penal Fines - Benzie Co.	19,000	21,118	20,549	(2,118)	111.1%
Overdue Fines/Replacement Fees	15,000	17,208	10,191	(2,208)	114.7%
Interest & Dividends/Gains/Losses on Inv.	5,650	(54,484)	5,695	60,134	-964.3%
Rents & Royalties	2,200	1,400	0	800	63.6%
Contributions	30,850	19,634	22,159	11,216	63.6%
Misc Revenue & Reimbursements	0	1,244	27,539	(1,244)	
TOTAL REVENUE	5,750,871	5,747,220	5,681,565	3,651	99.9%
Transfer In		114,173	200,000	(114,173)	
Use of Fund Balance				0	
TOTAL	5,750,871	5,861,393	5,881,565	(110,522)	101.9%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,750,871	5,861,393	5,881,565	(110,522)	101.9%
TOTAL EXPENDITURES	5,750,871	4,062,809	3,930,693	1,688,062	70.6%
REVENUE OVER (UNDER) EXPENSE		1,798,584	1,950,872		
This statement reflects activity through the eighth month of the 2022 fiscal year.					
Percentage of the year completed is 66.7%.					



The transfer switch for the whole facility generator – last step before it is operational – will be installed October 18. As the power will be off for a good part of that day, PCL will be closed. \$10,000 of the \$20,600 cost was donated by the Friends of PCL.

The sign at the corner of Peninsula Drive and Island View, shared with Old Mission Peninsula School, is worn. An anonymous donor has offered to fund its replacement with a sign that is more durable and long lasting. I am working with Image360 on drawings.

I am also working with another anonymous donor on a reading corner for kids in our Children's Garden. More details to come! The Hobbit Hole tunnel is ordered but is on backorder.

We now have two reading therapy dogs serving PCL! Lani has been joined by her sister Rosie, who was recently certified. Both dogs call Candy Gardner mom. The dogs are in every Tuesday from 3:30 to 5.

PCL's quarterly snail mail newsletter was mailed to 3600 households. It includes programming for September through November.

Our blood drive through Versiti was such a success that we are partnering on a regular basis, with drives offered quarterly. Patrons expressed an appreciation that they did not have to drive to town to donate this life-giving gift. At least four of 25 donors gave for the first time!

The University of Michigan has put together a phenomenal video about their partnership with PCL on the medical lectureship series. It may be accessed on VIMEO at <https://vimeo.com/735943530?ref=em-v-share> The next two lectures are 9/12 (Dr. Sami Malek on blood cancers) and October 3 (Dr. Gabriel Corfas on hearing disorders) both at 3 p.m. Many thanks to the techs at TADL for their help with our video/sound system for these programs!

We have had issues with the HDMI wall plate for our video system. TADL techs generously helped us work through solutions with ASCOM North and things are up and running once again. One homeowner's association president had paid to reserve the room when the projector was not working. I offered to refund half the facility use fee. He declined, noting that the space is so special and that they were grateful for its availability, projector or not!

PCL Fun Fact: PCL had the first reading dog in the district. Bear Kelley joined us in 2006!

Circulation August 2022: 3332 + 164 manual checkouts, August 2021: 3298

August Volunteers: 14 people, 28 hours of time to PCL. Curbside pickups: 1. New library cards: 6

Hold Transit Counts August: 615 to other libraries from PCL, 460 from other libraries to PCL

Programs August: 20 Program Participation August: 479 Reference Questions: 401

Website Hits: 2319, Twilight Baby Bags: 0, 1000 Books Before Kindergarten: 3

State of Michigan COVID Kit Distribution: 900 to date, COVID card protectors: 600 to date



To: TADL Board

September 2022

At our September 6, 2022 Board meeting, we voted to add Patricia (Tricia) Frey to our board, to replace Doug Weaver. Tricia is an author. She has published River Love: The True Story of a Wayward Sheltie, a Woman, and a Magical Place Called Rivershire. A children's version of the story is due out in November.

At the September meeting we revised the membership of all of our standing committees and completed the membership of our Book Sale Committee.

We also discussed money-making possibilities and ways to make the Friends more visible to people who use the library.

Our annual meeting, which we must have in order to elect board members, or re-elect them as the case may be, will probably be in-person in May. We have done it virtually for the last two years.

We accepted the resignation from the FTADL Board of Amelia Siders. For many years she has been our Membership Chair and, as Membership Chair, made the transition to a cloud-based software membership managing tool. She has been outstanding and we are sorry to see her leave. However, she has found working full time and volunteering on our board to be very difficult.

Right now we are making plans for our November 4-6 Book and Media Sale.

Donna S. Hornberger
President



TRAVERSE AREA
DISTRICT
LIBRARY

**Board of Library Trustees Regular Meeting
Library Director Report
Meeting Date: September 15, 2022**

Library Activity

For a graphical presentation of the statistical information included below, please visit the link: [online TADL dashboard](#).

Circulation Transactions			
<u>Year-to-Date Activity</u>			
<u>As of month end</u>	<u>Print/audio/video Circulation</u>	<u>Electronic Books/audio/video</u>	<u>Total Circulation/Electronic Usage</u>
August 2021	517,654	189,503	707,153
August 2022	671,151	209,039	758,679

Lending

Physical item circulation has increased 29.7% over last year and is almost at pre-pandemic levels of approximately 894,975 in 2019.

E-Book, magazine, downloadable audiobook and database utilization

Digital usage continues to increase as patrons are enjoying our digital selections. By comparison, in August 2019 only 149,380 digital items were borrowed. This is creating some focus on our budget as the demand has greatly increased and we want to meet that demand with limited resources.

Visitors – Woodmere, East Bay and Kingsley Facilities

The busiest day for August was Monday, the 1st, with 1,600 patrons. This was the Summer Learning Challenge Finale Party. In August 2022, there were 34,977 visitors. This is 377 less than in July. In August 2022, TADL added 260 new patrons at Main, Kingsley and East Bay!

Public Computing

The Technology Center and other computer services saw an increase in visitors in August. This equates to 2,375 sessions. This is a 36.1% increase over August 2021.

Additions to the Collection

In August 2022, 2,445 items were added to the district.

Behavior Issues

There were 8 incidents in August that resulted in 2 suspensions. The incidents involving suspensions involved alcohol consumption, vomit and profanities directed at staff. We have seen an uptick in incidents involving graffiti, sleeping on the property, and some dress code violations.

UM Summer Intern

August wrapped up an internship for University of Michigan Library Science student Nerissa Godfrey. Nerissa is a long time patron and it was a joy to have her spend her internship at TADL and I know she learned many new skills to take back to school.

Thanks!

Thank you to the Human Rights Commission for a grant of \$350 to fund books to accompany/compliment the Community Conversation Adult Services has been facilitating.

Also thank you to Pam Lynch at Harm Reduction for replacing all of our expired Narcan with new doses.

August Outreach, Partnership & Community Activities

Purposeful Partnerships

- Read some books at the Norte Balance Bike meet up several times. Norte recently added a Little Free Library thanks to Trustee Deyo.
- Invited to and joined the University of Michigan Public Library Impact, Communication, and Responsiveness In Times of Uncertainty Group (PLICR) with other Class 4-6 Library Directors.
- Participated in the Senior Center Celebrity ShuffleBoard Tournament with other community leaders.

Innovative Engagement

- Rode the Bookbike to the ribbon cutting events of the TART Boardman Lake loop on Friday and Saturday. That was a work out!

Homeless/Day Shelter Progress

I continue to help the Day Shelter Committee with grants and attend meetings to fund the two day shelters during the winter months. The City of Traverse City is still in the process of hiring a sector officer for the Eight Street corridor and I look forward to meeting them when they are chosen.

Happy Library Card Month!
Michele P. Howard, MILS



To: TADL
Subject: Betsy

Date: 6.13.2022

To: Manager TADL

Re: Ms. Betsy Myers

I called the library about a week ago wondering about a series of light mysteries. I have gone through many so was at a loss.

I also explained to Betsy that due to cataract surgery it is easier for me to read large print. I found that the large print pertains to those when putting a book on hold and it says available in large print, that is the large print inventory.

Betsy called me back and said she had put some books on hold for me.

I went to pick them up and it was like Christmas, there were so many, and a couple were in large print, how thoughtful.

Then she called & said she put another on hold for me so off I want again to pick up another book.

I really did not dream someone would be so attentive to my reading needs.

I just want to recognize Betsy because I am a service minded person, so it is wonderful to find another service oriented person.

Thank you Betsy,

SEP 15 2022

7.4 Whistleblower Policy

Objective

Traverse Area District Library (“TADL”) requires all library employees, volunteers, and Trustees to observe a high standard of business and personal ethics in the conduct of their duties and responsibilities. It is the responsibility of all employees, volunteers, and Trustees to report violations and suspected violations of the law, applicable rules or regulations, and TADL policies in accordance with this Whistleblower Policy (the “policy”) and with the Michigan Whistleblower’s Protection Act (Public Act 469 of 1980).

This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, rules or regulations, TADL policies, or that constitutes fraudulent accounting or other practices. A copy of this policy shall be distributed to all employees, volunteers, and Trustees who provide services to TADL.

Authority:

The Library Director is designated to administer the policy and report to the Board of Trustees at least once annually on compliance activity.

Procedure:

If an employee, volunteer, or Trustee has a reasonable belief that an employee, volunteer or Trustee has engaged in an action that violates any law, rule, regulation, TADL policies, or that constitutes fraudulent accounting, auditing or other practices concerning accounting and auditing, constitutes other fraudulent practices or relates to a conflict of interest, the employee is expected to immediately report such information to the Library Director or the Assistant Director of Finance and Human Resources. If the report is related to the Library Director, the employee shall immediately report such information to the President of the Board of Trustees.

All reports will be promptly and thoroughly investigated. In conducting its investigations, TADL will strive to keep the identity of the complainant confidential whenever reasonably possible, however, confidentiality cannot be guaranteed. After the investigation has been completed, the employee reporting the improper action shall be advised of a summary of the results of the investigation, except for personnel actions taken as a result of the investigation, which may be kept confidential.

Retaliation:

No employee who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequence due to said report. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within TADL prior to seeking resolution outside TADL. TADL will conduct an investigation to determine whether an employee has engaged in retaliatory conduct. Any employee who, in management’s assessment, has engaged in retaliatory conduct in violation of this policy, will be subject to

disciplinary action up to and including termination of employment. TADL will not take any action against an employee who has provided truthful information, in good faith, to law enforcement personnel or a court of law, in accordance with this policy.

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable basis in fact for believing the information disclosed indicates a violation under this policy. Any allegations which prove to have been made maliciously or where the employee knew or should have known that the information reported or provided is false or frivolous will be subject to disciplinary action up to and including termination.

Training:

Supervisors and managers will be trained on this policy and on TADL’s prohibition against retaliation in accordance with this policy.

New on September 15, 2022

Motion by: Vickery

Adopted: Yes No

Support by: Pakieser



J. Wescott, Board Secretary

 9/15/22
Date

7.9 TADL Remote Work Policy

The Michigan Occupational Safety and Health Administration (MIOSHA) issued Emergency Rules related to COVID-19 on October 14, 2020 (MIOSHA Emergency Rules). In compliance with the MIOSHA Emergency Rules, the Traverse Area District Library (TADL) has implemented this Remote Work Policy. The purpose of this Remote Work Policy is to set forth TADL's remote work feasibility analysis for determining which employees must work remotely, which employees must report to work and perform work on-site, and which employees must perform some of their job duties in-person and other job duties remotely.

During the COVID-19 Pandemic, TADL shall institute the following Remote Work Policy, as mandated by state, federal and/or local authorities. This Remote Work Policy mandates that any work that can feasibly be performed at home must be performed at home. While TADL understands that it is the nature of the Library to serve the public and that many positions require staff to perform all or some of their job duties in-person, any staff that are not required to perform certain of their job duties (or all of their job duties) in-person shall be prohibited from working at the Library when performing such duties.

The following categories of work activities may feasibly be performed at home:

- Administrative work: Marketing, Human Resources, Financials, and Administrative Support (except for accounts payable duties)
- Technology Department work (except to support staff performing in-person work)
- Collection Management work, e.g. book ordering
- Program Planning and Implementation work
- Reference work

The following categories of work activities may not feasibly be performed at home and must be performed on-site in the Library:

- **Collection Maintenance.** This category of work activities cannot be performed at home as the books and materials are physically located in the Library and staff must be available to assist patrons in the Library to access on-site Library books and materials, and includes:
 - Work performed by Pages: processing returned books, shelving, and pulling books for patrons.
 - Reference work when it requires the use of on-site resources to answer questions and maintain the collection.
 - Processing Department work which requires being on-site to process new materials.
- **Facility Management and Maintenance.** This category of work activities must be performed on-site to regularly manage and maintain Library facilities and

physical assets.

- Technology Department supporting staff performing In-person work. These work activities must be performed on-site to ensure quick and efficient responses to technology needs of on-site employees, and to have ready access to on-site equipment to provide such support.
- Management as needed to supervise in-person staff. These work activities must be performed on-site to allow management to observe in-person staff in the performance of their work while on-site and to be able to quickly and efficiently respond to any on-site issues or problems that may arise.

Policy new on December 17, 2020

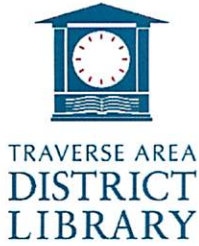
Motion by: Vickery

Adopted: Y N

Support by: Pakieser

Date: 12-17-2020

M. Pakieser 1/11/21
M. Pakieser, Board Secretary



RESOLUTION

Authorization to Spend Up To \$32,118
from the Public Improvement Fund

September 15, 2022

WHEREAS, funds previously moved to and held in the Public Improvement Fund are now needed for improvements to two public service areas, one staff area, and essential service equipment.

BE IT RESOLVED, to authorize the spending of up to \$32,118 from the Public Improvement Fund for the following expenditures in amounts not to exceed:

- \$3,500 for a mural in the Youth Story Room out of the Youth Services Restricted Fund.
- \$8,200 for the purchase and installation of the permanent Story Walk signs out of the Unrestricted Donations Fund.
- \$6,000 for completion of the Circulation Work Area Phase 2 out of the Unrestricted Donations Fund.
- \$14,418 for a new CD/DVD cleaner from the Unrestricted Donations Fund (Marion Talbot).

Motion to adopt the resolution was introduced by: Jones

And supported by:

Motion adopted Yes / No

Wescott
9/15/22
(date)



J. Wescott, Board Secretary

5.1 Collection Materials Selection Policy

Introduction

The purpose of the Collection Materials Selection Policy is to guide librarians in building and maintaining the library collection and to inform the public about the principles upon which selections are made.

The word materials includes all circulating and reference only materials such as books, magazines, newspapers, pamphlets, video recordings, audio recordings, e-resources, Library of Things items, and digital devices.

The word selection refers to both the acquisition of new material for the collection and the retention of material already in the collection.

Goal

The Traverse Area District Library (TADL) strives to connect people to the transforming power of knowledge. The Library strives to provide current, credible, and authoritative informational, educational, cultural and recreational materials in all media, both published and unpublished, within the constraints of budget and space, while recognizing the personal, educational, and, and cultural diversity of the residents of the communities it serves.

This policy operates in conjunction with the documents of the American Library Association approved by the TADL Board of Trustees:

- The Library Bill of Rights Policy
- Freedom to Read Policy
- Freedom to View Statement Policy

Responsibilities

Final responsibility for materials selection is vested in the Library Director by authority of the Board of Trustees. Direct responsibility for the selection, maintenance, re-evaluation, and withdrawal of materials is delegated to professional librarians and staff.

Selection Criteria

The selection of any material should not be construed as an endorsement, by the Library, of the views contained therein. Consideration of potential selections shall be guided by the following criteria:

General Criteria (not in priority order)

- Insight into human and social conditions
- Suitability of subject and style for the intended audience
- Present and potential relevance to community needs and interests
- Timeliness or permanent value

- Relation to the existing collection
- Attention of critics and reviewers
- Scarcity of information in the subject area
- Availability of materials elsewhere in the community
- Cost
- Format
- Demand
- Diversity of point of view

Specific Criteria for Works of Information and Opinion:

- Authority
- Ease of use
- Comprehensiveness and depth of treatment
- Clarity, accuracy and logic of presentation
- Statement of challenging or original point of view

Specific Criteria for Works of Imagination:

- Representation of significant literary or social trends
- Vitality and originality
- Artistic presentation
- Authenticity of historical, regional or social setting
- Sustained interest and entertainment

Selection Criteria for Select Formats and Topics

Genealogy

Histories of specific, non-local, small geographic areas and genealogies of individual families will not be added to the collection. The TADL genealogy collection concentrates on the geographic Great Lakes region, as well as regions east of the Mississippi River and the eastern provinces of Canada.

Human Sexuality

The Library has a responsibility to obtain materials suitable for the lay person at various levels of educational background and social skills. Materials are selected as to accuracy, simplicity and dignity of presentation.

Law

Provision of law materials for the professional lawyer is beyond the scope of the public library.

The Library will limit its law selection to materials that are authoritative, current, and understandable on common legal matters for the lay person.

Local History/Archival Collection

The archival collections are composed of original materials of a documentary nature centered on the Greater Grand Traverse area. This may include the following, but is not restricted to; individual and organizational records, diaries, church records, maps, visual images of various formats, oral histories, scrapbooks, and Traverse and surrounding area newspapers.

The library generally does not collect materials that are considered realia, or three-dimensional objects, and does not collect the official records of the City of Traverse City.

Local Works

Due to such factors as limited availability, local significance and the lack of published reviews, special consideration will be given to works by local authors and artists. Whenever possible, a preview copy will be obtained for examination for purchase consideration.

Mass-Market Paperbacks

Mass-market paperbacks, most of which are donated to the Library, will be considered for the collection if in suitable condition and warranted by popular demand (temporary in nature).

Medicine

Provision of medical materials for the healthcare professional is beyond the scope of the public Library. The Library will limit its medical selection to materials that are authoritative, factual, current, and understandable on common health and hygiene matters for the lay person.

Politics

The Library will not purchase partisan works promoting current candidates or political agendas unless a balanced selection can be maintained.

Religion

As an unbiased institution, the Library recognizes an obligation to identify and eliminate sectarian propaganda and proselytizing which tend to foster intolerant attitudes toward other groups. The selection must be broad and tolerant.

Collection Considerations

Challenged Materials

Challenges to library collection material(s) are required to be presented on a "Request for Reconsideration of Library Collection Materials" form (supplement attached), signed and dated by the person challenging the item, and returned to the Library as directed. The item(s) will be reviewed by a committee composed of the Director and a minimum of two members of the library Leadership Team. The committee will decide whether to retain the item(s) or remove it/them from the collection. The challenger will be notified in writing, explaining the reasons for the decision. If the challenger wishes to appeal, they may schedule an appearance before the Board of Trustees whose decision will be final.

Curricular Materials

While the collection should contain materials for varying levels of literacy on many subjects, the Library will not attempt to provide curricula or multiple copies of other materials just to satisfy demand caused by school assignments. School libraries should be the primary source for materials for school assignments. Consideration will be given, however, to provide materials for people engaged in independent study.

Duplication

Multiple copies of items in popular demand will be provided but will generally be limited to one copy for every four reserves.

Exclusion of Materials

The library recognizes that some materials are controversial in nature and may offend some patrons. However, disapproval of an item by an individual or group should not be the criteria which dictate denial of that item to all individuals or groups.

Although materials written solely to exploit sensationalism are not knowingly added to the collection, materials that otherwise satisfy the selection criteria (above) will not be excluded simply because of frankness, language or description.

Gifts and Donations

Unconditional collection material gifts, donations, and memorials are accepted without commitment as to their final disposition. The same criteria used to select gifted materials for the collection will follow the same criteria used to select purchased and adhere to the Library Gift Policy.

Labeling

The library collection will be organized, cataloged, and marked for the primary purpose of helping people find the materials they want. The library does not label, alter, or shield materials due to the nature of the content or imagery. The library does not add or remove evaluative labels from library materials, such as MPAA ratings on some motion pictures, or language ratings on some audio materials.

Patron Suggestions

Suggestions are welcome and often provide valuable information about community interests and unmet collection needs of patrons. All suggestions are assessed with the same selection criteria as other items added to the collection.

Re-evaluation and Withdrawal

Materials are subject to periodic re-evaluation and discard, including non-fiction that contains obsolete or dated information, and fiction no longer in demand. Factors to be considered include physical condition, number of copies available, use, adequate coverage in the field, and availability of similar material. Withdrawn materials are handled according to the Library's Disposal of Withdrawn Materials Policy.

Replacements

While the Library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection will apply also to replacements.

Rental Collection

In order to satisfy temporary demand, the Library may maintain a rental collection holding multiple copies of current best-sellers and other items of timely interest.

Review and Revision

This policy will be reviewed periodically by the staff, and revised as needed. It will also be formally reviewed by the Board of Trustees at least every five years.

Revised on February 13, 2003 / Revised on September 16, 2021

Motion by: Pakieser

Adopted: Yes No

Support by: Adgers

 M. Pakieser

M. Pakieser, Board Secretary

 9/16/21
Date



**Request for Reconsideration
of Library Collection Materials**

Most of the items we add to our collection are done so based on professional evaluation, critical reviews, and the needs of our community. We also understand that not everyone shares the same viewpoints and tastes. By submitting this form, you are asking TADL to remove a particular work from the collection because of some objection you have to it. Please be as specific as possible and remember that you must sign and date the form as well.

Name _____

Address _____

City, State & Zip _____

Phone _____ Email _____

Please check the material format: Print Audio Video E-Resource Other

Which Library did you borrow this from? Main Library East Bay Branch Kingsley Branch

Item Title _____

Author/Performer _____

Publisher/Producer _____

The following questions are to be answered after you have read, listened to, or watched the work in its entirety. If you need more room, please attach additional sheets.

To what in the material do you object? (please be specific, citing pages, minutes into a movie, tracks on a CD, etc.)

What do you believe is the theme or purpose of this material?

What did you find worthwhile in this material?

What do you think might be the result of someone using this material?

What recommendations do you have for other titles on the same subject and in the same format?

Signature _____ Date _____

Printed Name _____

Completed forms may be dropped off: In-person at any service desk of the Main Library; Mailed to the Library Director at Reconsideration Request, Traverse Area District Library, 610 Woodmere Ave, Traverse City, MI 49686; or Emailed to mhoward@tadl.org.

We will review the item that you are requesting we reconsider. You should expect a written response to your request for reconsideration of library collection material(s) within thirty days of receipt. *Thank-you for your interest in the library.*

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For Office Use ONLY: Received on _____ Initials _____

**Narcan Training – MLPakieser MSN, RN,FNP-BC
9/15/2022**

Naloxone (Narcan) **quickly reverses an overdose by blocking the effects of opioids.** It can restore normal breathing within 2 to 3 minutes in a person whose breath has slowed, or even stopped, as a result of opioid overdose. More than one dose of naloxone may be required when stronger opioids like fentanyl are involved.

Fentanyl is a synthetic opioid 50 -100 times more potent than morphine

Opiates (codeine, hydrocodone, oxycodone, morphine, methadone, heroin, and fentanyl) can cause respiratory suppression which can lead to death. Activate 911 as soon as possible as the affected person will need more emergency care.

Naloxone (Narcan) does **NOT** work on cocaine, benzodiazepines, or alcohol overdoses. However, in multiple drug overdoses (e.g., opioid and cocaine) use the naloxone.

FYI - Do not confuse **naloxone** with **naltrexone**. Naltrexone is used in substance use disorder recovery as a maintenance medication.

Watch this you tube video for more info

<https://youtu.be/KEOq6fUWNtA>