

## AGENDA

Board of Trustees Regular Meeting  
Thursday, December 15, 2022 at 4:00pm  
McGuire Community Room  
610 Woodmere Ave., Traverse City, MI 49686

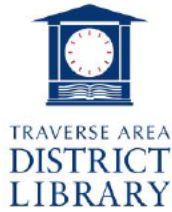
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1. **Call to Order**
  2. **Pledge of Allegiance**
  3. **Approval of Agenda**
  4. **Public Comment\***
  5. **Consent Agenda**
    - a. Approval of Minutes – [Regular Meeting of November 17, 2022](#)  
– [Special Meeting of December 6, 2022](#)
    - b. [Department Reports](#)
    - c. Finance and Facilities Committee Report – (see Special Meeting of December 6, 2022)
    - d. Policy and Personnel Committee Report – [December 6, 2022](#)
      1. *Policy Removals:* [2.6 Donor Recognition Policy](#) | [4.7 Equipment Use Policy](#)
      2. *Policy Reaffirmations:* [2.7 Investment Policy Statement](#) | [2.8 Tax Capture Policy](#)
      3. *Policy Reviews with Minor Edits or Re-numbering:*  
[2.1 Budget Adjustment and Disbursement Policy](#) | [2.2 Purchasing and Contracting Policy](#) | [2.4 Disposal of Materials, Furniture, and Equipment Policy](#) | [2.9 Electronic Transactions Policy](#) | [3.7 Directory Information Policy](#) | [4.4 Library Pandemic Response Policy](#) | [4.7 Art Exhibition Policy](#) | [4.8 Display Case Policy](#) | [5.1 Conflict of Interest Policy](#) | [5.2 Drug-Free Workplace Policy](#) | [5.4 Whistleblower Policy](#) | [5.5 Nepotism Policy](#)
      4. *Policy Reviews with Substantive Edits:* [1.7 Collection Materials Selection Policy](#) | [2.3 Credit Card Purchase Policy](#) | [2.5 Gift and Donor Recognition Policy](#) | [2.6 TADL Fund Definitions Policy](#) | [5.8 Public Relations Policy](#)
  - 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. **Presentation: New Website - Scott Morey, Assistant Director for Technology**
9. **Old Business**
  - a. 2022 Budget Amendment Resolution
  - b. [RFP Insurance Carrier Selection](#)
10. **New Business**
  - a. Nominating Committee Selection
  - b. [New Policy: 2.10 Credit Card Acceptance Policy](#)
  - c. [New Policy: 4.9 Film and Photography Policy](#)
  - d. Discussion: 2023 Wish for TADL

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](mailto:libadmin@tadl.org) (e-mail).

11. **Public Comment\***
12. **Trustee Comment**
13. **Closed Session (if needed)**
14. **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.



## Board of Trustees Regular Meeting & 2023 Budget Hearing

### MINUTES

Thursday, November 17, 2022 at 4:00pm  
McGuire Community Room

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1. **Call to Order**

The meeting was called to order by President Odgers at 4:00pm. Roll call attendance was taken. Present were: Odgers (President); Pakieser (Vice President, left at 5:55pm); Sullivan (Treasurer); Wescott (Secretary, arrived at 4:05pm); Jones, Vickery, and Deyo (Trustees). 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 to amend the agenda by inserting item 11a Insurance RFP Quotes and Selection, between item 9 and just prior to item 10 Old Business. It was **MOVED** by Jones, **SUPPORTED** by Sullivan, to approve the agenda as amended by Howard. Motion **CARRIED**.

4. **Public Comment**

President Odgers opened the floor for public comment. There was none.

It was **MOVED** by Jones, **SUPPORTED** by Vickery, to open the Public Hearing on the 2023 Budget. Motion **CARRIED**.

5. **Public Hearing on the 2023 Budget**

a. **Introduction of the 2023 Budget**

President Odgers officially opened the Public Hearing of the 2023 Budget and turned the meeting over to Howard.

b. **Budget Overview and Details**

Howard provided a brief review of the overall budget. She also noted that this is the sixth year in a row that TADL's millage rate has been reduced by a Headlee Rollback and is currently at .9044 mills. The budget reflects a continuation of the \$10,000 per month payment to MERS, an amount higher than required, towards the board's commitment to pay down the unfunded pension liability which is currently 90% funded. Personnel costs are 58.6% of the budget, under the 64% average for most entities. TADL is committed to providing resources for the community, with 11% allocated to the materials budget.

Howard explained that, on the revenue side, although interest and dividends are showing losses it must be reflected on the annual budget. A \$91,000 loss has been projected. A big change in the supplies expense budget from 2022 is due to the new chart of accounts required by the

State of Michigan. Morey was able to secure a great deal on hotspots so TADL will have more to circulate with less cost in 2023. New, bigger, faster, and more complex 3D printers have been budgeted since demand has been growing for this service.

Trustees discussed demand for electronic vs print materials. More money has been allocated, however, Howard is continually looking at ways to balance the increasing costs of those materials. Odgers inquired about several recent donations and downtown Traverse City's Shop Your Community. One of the donors, pleased with how TADL's curbside service saved them during the pandemic, requested that as an appreciation from the family that some of the funds be used to do something nice for the staff. Fundraiser proceeds are not yet known from Shop Your Community Day. Radjenovich confirmed that the roof expense would be coming from the Public Improvement Fund. Following an inquiry about TIF collection, Zeits (Counsel) confirmed that the board had passed in a prior year a standard practice resolution to opt out of TIF any time that the library is allowed.

c. **Public Comment**

President Odgers opened the floor for public comment on the 2023 budget. There was none.

It was MOVED by Jones, SUPPORTED by Pakieser to close the Public Hearing on the 2023 Budget. Motion CARRIED.

6. **Discussion and Action to Adopt the 2023 Budget**

a. **2023 Budget Resolution**

It was MOVED by Wescott, SUPPORTED by Jones, to adopt the 2023 Budget as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 (seven) aye.

7. **Consent Agenda**

- a. *Approval of Minutes - Regular Meeting of October 20, 2022*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – November 1, 2022*
- d. *Policy and Personnel Committee Report – November 1, 2022*
- 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 Deyo, to accept and affirm receipt of the Consent Calendar information and to remove item f, Member Library Communications, so that a verbal report could be presented by a member library Director who was present at the meeting. Motion CARRIED.

8. **Items Removed from the Consent Calendar**

Item f: Member Library Communications – FLPL | IPL | PCL was removed from the consent calendar for discussion.



Vicki Shurly, Director of Peninsula Community Library (PCL), thanked the TADL board for all they do to support PCL. There are more patrons coming into PCL than ever. Programs are well attended. A partnership with the University of Michigan medical program which generated record attendance was held this year. Talks of collaborating again next summer are underway. Shurly gave special thanks to Morey and Holm, from TADL's technology department, for the incredible job they did providing and setting up the technology needed for the presentation.

9. **Director Report**

Howard confirmed her written report and highlighted kudos to Amy Barritt, Kingsley Branch Manager, and the Kingsley Branch Library staff for the successful writing of a grant in conjunction with the Village of Kingsley to improve Brownson Memorial Park adjacent to the Library. A \$1,000,000 grant was awarded to the Village of Kingsley for the project.

**Insurance RFP Quotes and Selection**

Howard began the discussion of insurance carrier selection, noting that this is the first time that TADL has issued an RFP for insurance carriers. Three proposals were received, all before the deadline, and all three satisfied the required policy elements. Howard created a spreadsheet in order to compare apples to apples among the carrier proposals. A representative from each company providing a proposal, including: Jeff Black from Church Mutual Insurance; Chad Vallant and Steve Merten from Larkin Group (TADL's current carrier); and Paul Olson from Municipal Underwriters of West MI, Inc. were present at the meeting.

Each representative provided a brief overview of their proposal, including additional items for consideration. Trustees asked many questions of the representatives regarding their respective proposals. A lengthy discussion ensued with varied questions and concerns raised about coverage levels, suggested additional coverage, claims, company ratings, etc. The board, as a whole, determined that they were not ready to choose one of the carriers at the meeting. It was MOVED by Pakieser, SUPPORTED by Wescott, to close the debate on the RFP selection and refer it back to the Finance and Facilities Committee for further discussion and to make a carrier recommendation to bring back to the board for formal approval in December. Motion CARRIED.

10. **Old Business**

a. *Policy Revision: 3.1 Borrowing and Library Account Policy*

Howard noted that the revision to policy 3.1 simply incorporated the language from policy 5.3. It was MOVED by Pakieser, SUPPORTED by Wescott, to approve the revision to policy 3.1 Borrowing and Library Account Policy as presented. Motion CARRIED.

b. *Policy Revision: 4.2 Smoke and Tobacco Free Campus*

Howard noted that TADL has had a smoke free campus for years, but revised the policy to include language for an alcohol-free campus in order to support and coordinate with the library's Behavior Policy. It was MOVED by Pakieser, SUPPORTED by Wescott, to approve the revisions to 4.2 Smoke and Tobacco Free Campus Policy as presented. Motion CARRIED.

c. *Tabled New Policy review: 5.3 Workplace Relationship Policy*

Howard noted that this policy had been tabled at the October board meeting due to unanswered questions. Howard discussed the outlying concerns with TADL's labor attorney, Janis Adams. Adams emphasized that the policy is fairly standard and is not to regulate employees relationships, but to protect the library from negative legal consequences that might

arise due to workplace relationships. Howard also shared this information with the employee union reps, who accepted the language of the policy. It was MOVED by Pakieser, SUPPORTED by Wescott to approve 5.3 Workplace Relationship Policy as presented. Motion CARRIED.

**11. New Business**

a. *Insurance RFP Quotes and Selection*

This item was amended to follow item 9 above.

b. *Discussion – Board Retreat and Future Discussion Topics*

President Odgers asked the trustees to share topics that they would like to consider for an annual board retreat agenda in 2023. Vickery suggested focusing on aspirational questions about the library, to consider what may be coming for the future of libraries in general that may affect the way TADL evolves and sustains essential service to the public. Wescott would like to address non-library users. The retreat should also give the board a starting point to formulate a millage plan of action and provide a springboard for the next long-range strategic planning effort. All agreed that a facilitator to help guide the discussion and maintain focus would be preferable. Howard will secure a facilitator for the retreat.

**12. Public Comment**

President Odgers opened the floor for public comment. There was none.

**13. Trustee Comment**

Vickery, being absent at the November meeting, shared his answer to the discussion of his favorite library memory and why he sought membership on the board. Vickery echoed the comments of fellow trustees viewed on the recording of the November meeting and added that he believes libraries are in a special category and sought service on the TADL Board because he felt an urgency to step up to defend and propagate the ideals of the library as an institution and a way of democratic life. And, above all, his best library memories are being at the library with his grandkids.

Jones noted his appreciation for fellow trustees and the opportunity to learn different points of view.

**14. Closed Session**

A closed session was not needed.

**15. Adjournment**

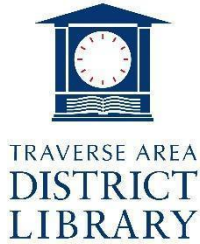
With a motion to adjourn by Wescott, supported by Jones, President Odgers adjourned the meeting at 5:56pm.

Respectfully submitted,

Approved by board vote on December 15, 2022

V. Carpenter, Recording Secretary

J. Wescott, Board Secretary



**TADL Board of Trustees  
Special Meeting  
Finance & Facilities Committee**

December 6, 2022  
4:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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**Attendance:** P. Deyo, J. Jones, M. Vickery and S. Odgers, Trustees. C. Sullivan was excused absent. B. Boulter, D. Baldwin, D. Radjenovich, and M. Howard, staff.

**Agenda Approval:** It was motioned by Deyo and seconded by Jones to approve the agenda. All were in favor. The agenda was approved.

**Minutes Approval:** It was motioned by Deyo and approved by Jones that the minutes from the November 1, 2022 Finance and Facilities and Services Committee be approved. All were in favor. The minutes were approved.

**Public Comment:** No public comment. Odgers asked if she could vote and comment. Howard clarified that the meeting was noticed as a Special Meeting so all Trustees attending can fully participate.

### **Facilities**

#### Sign Update

Boulter shared that the electrical trench has been dug, the conduit laid, and the foundation for the sign has been installed before the ground freezes.

#### Insulation Update

Boulter has received notification from Spence Brothers that a contractor has been identified to finish the insulation installation in the Nelson room and the Technology Center. The company is Bouma. Boulter is still waiting on a date. Spray insulation installed.

#### Story Walk

Boulter was hoping to have the story walk done before this but because of the supply chain, only about half the posts for the signs are available. Boulter used a different option that will blend nicely. The story walk should be installed soon.

### **Finance:**

#### Public Improvement / General Fund Discussion

Howard reminded the Trustees that unlike in past years when Howard and Radjenovich would transfer money into the public improvement fund such as donations for the bookmobile or local history at the end of the year, the money will now remain in the General Fund under specific account numbers. This is due to the new chart of accounts.

### 2022 Budget Amendment Resolution

Radjenovich reminded Trustees that there will be an end of year budget adjustment at the December Board meeting. The numbers are taking a bit longer to calculate due to end of year spending and the new accounting software transition.

### Insurance RFP

Howard presented the information in the packet regarding the spreadsheet she had created to compare the 3 companies that bid on the Insurance RFP. Much discussion followed. Paul Olson, Municipal Underwriters of Western Michigan was in attendance and did answer any questions the Trustees had.

After some more discussion, it was motioned by Deyo and seconded by Jones to recommend to the Board of Trustees that Municipal Underwriters of Western Michigan (MUWM) be picked as the Library's insurance carrier. The reasons for switching to MUWM include:

- A cost savings of \$3,000
- The policy is as good as, or better, than the coverage in the current plan.
- MUWM has over 45 years of experience servicing municipalities like ours including 21 libraries.

More discussion followed including the Worker's Compensation plan expiring in July 2023. Vickery offered a friendly amendment to the motion including the statement that the Library keeps the Worker's Compensation plan with Larkin until July 2023 when the policy expires. Deyo and Jones approved of the amendment.

Jones called the vote. A roll call vote was taken as follows:

Odgers Yes	Deyo Yes
Vickery Yes	Jones Yes

The motion passed.

**Next Meeting Date / Time:** February 7, 2023 at 4:00pm. – No Meeting in January 2023

**Next Meeting Topic Suggestions:** Changing the meeting time.

**Public Comment:** No public comment.

**Adjournment:** It was motioned by Odgers and seconded by Jones to adjourn. The meeting adjourned at 5:12 pm

Respectfully submitted,

Approved by board vote on December 15, 2022

M. Howard, Recording Secretary

J. Wescott, Board Secretary



**Departmental Reports**  
for the month of December  
(December 15, 2023 Board Meeting)

**Adult Services**

- Now that the winter weather is officially here, let's start with a heartwarming quote overheard from one patron to another up on the second floor next to our newspapers the *New York Times* and *Wall Street Journal* - "This is one of the luxuries of the library for me." It's nice to know that our patrons appreciate the variety of materials available in the library and that we can help make sure life's little luxuries fit into everyone's budget! (*Inclusive Space*)
- Thanks to the redesign of the library's website and the positioning of a "Chat Now" button on the home page, we've seen a significant increase in the live reference chat sessions this month. We had a total of 33 chats in November, as compared to 7 in October and 4 in September! (*Innovative Engagement*)
- Local History Collection News - Donations continue to come in for the collection. Staff is getting more comfortable with the new donor form.
- Partnership Highlights (*Purposeful Partnerships*):
  - Librarian Kathryn Carrier and Dept Head Melissa McKenna gave a presentation to the Fife Lake Genealogy group on 11/2/22 about the online and physical resources available to them to help with their searches. It was well received and we've been asked to repeat the presentation for the GTAGS group next spring.
  - Melissa and LHC archivist Robin Stanley gave a tour of TADL's local history resources to two NMC Librarians on 11/4/22. Since they refer community members to us all the time for this type of research, they wanted to ensure they understood our holdings and what TADL could offer these patrons.
  - Melissa gave a tour to two classes of Northwest Ed students on 11/9/22. It's so nice to see everyone feeling welcome and enjoying library services! (*Inclusive Space*)
  - Traverse Area Historical Society held their November program in the McGuire Room with 40 people in person and 20 joining via zoom.
- In November, the Adult Services Dept. held the following programs & outreach activities (in addition to those listed above, available videos & related materials linked):
  - Books & Brewskis had 12 total attending the discussion of *The Night Watchman* by Louise Erdrich. (*Purposeful Partnerships, Targeted Outreach*)
  - Queer Tales, continues to meet online and had 2 people attend this month to discuss *This Town Sleeps* by Dennis Staples. (*Inclusive Space*)
  - The NaNoWriMo lock-in was a success with 15 people attending to hang out in the library after hours to work on their novels. (*Innovative Engagement*)
  - TADL Stitchers met five times in-person with a total attendance of 30.
- November Adult Services Statistics:
  - Questions Answered In-Person - 1222



- Questions answered via Phone - 542
- Questions Answered via Email/Chat - 94
- RA/Tech Help - 80
- Notary Signatures - 9
- Craft Kits Distributed - 53 (Handmade books & candles)

Respectfully Submitted,  
Melissa McKenna  
Adult Services Dept Head

## Youth Services



November was a month full of outreach for Youth Services staff. We kicked things off by participating in Born to Read's 1st annual Readers are Leaders event at Horizon Books. TADL Youth Services staff members Andy Schuck and Courtnei Moyses led the event's initial story hours, but accentuated the stories with early literacy elements like songs, fingerplays and movement. Library Director Michele Howard also attended and participated in each story hour, reading one of her favorite children's books,

Froggy Gets Dressed. TADL Youth Services was also responsible for the craft portion of the Readers are Leaders day, which encompassed crown coloring and craft frogs. In addition to TADL, readers from the Fire Department, Police Department, Coast Guard, and Munson Hospital also participated in the event (Purposeful Partnerships, Innovative Engagement).



Youth Services team members Andy Schuck and Michele Rudd brought the Bookmobile to the Mini MakerFest at the Boardman River Nature Center, as part of our ongoing relationships developed in the STEAM/Maker Alliance (Innovative Engagement). Among the partners at the event were our host at the Nature Center, the Great Lakes Children's Museum, Newton's Road, and Inland Seas Education Association (Purposeful Partnerships). Youth Services brought a sampling of our STEM Kits, as well as our magnetic board and sand table for our younger learners. This first of the quarterly "Mini MakerFests" was well attended (110 participants) and engaging in a beautiful space. Look for the next Mini MakerFest in January or February and the annual TADL MakerFest on April 29th, 2023.



The Traverse City Children's Book Festival returned to an in-person festival this year, as well. Staff members Linda Thalman and Courtnei Moyses attended along with several literacy partners, including Born to Read and Power Book Bags. Staff members talked up early literacy programs and services to almost 100 community members, while providing a Turkey craft, just in time for Thanksgiving (Innovative Engagement, Purposeful

Partnerships).

We were contacted by local schools for some targeted outreach and inreach here at the Main Library as well. Long Lake Elementary LMA Anne Yambor (also a substitute here at TADL) and



4th grade teacher Brian Schopieray reached out to me asking about digital audiobook resources as well as to show off our new Bookmobile (Targeted Outreach). I visited their school library to talk about audiobook resources, deliver library cards (with the help of Circulation Department Head, Josh Denby) while also leading a brief tour of the Bookmobile. Grand Traverse Academy teacher Mason Thomas also reached out to me about a tour of the Main Library for their 5th and 6th grade classes, which I conducted with the help of Youth Services staff member Rosie Flickinger and Sight & Sound Department Head, Aaron Olsen. In total, we 94 students and 15 adults during these visits.

Reading challenges aren't just for summer anymore! Department Head Andy Schuck and other TADL district staff have been hard at work on developing the Winter Library Challenge within the Beanstack software. It will encourage patrons to read but also interact with library staff and become familiar with all of the great resources we have to share (Innovative Engagement). The Winter Library Challenge will be broken down into age levels exactly like our Summer Library Challenge ranging from Pre-Reader (0 - 5), Reader (6 - 12), Teen (13 - 19) and Adult (18+) programs. Instead of tracking minutes, though, activities have been developed to complete a BINGO-style board. The Winter Library Challenge will start on January 2nd and run through March 31st. Prizes will be awarded for the first BINGO and participants will be entered into Finale Prize drawings for completing the whole board.



Early Literacy Librarian Courtnei Moyses wanted to give our young patrons more to do when visiting the library, so she developed a Favorite Character Scavenger Hunt made of blown-up and painted (by Courtnei herself!) versions of these characters which she dispersed throughout the Youth Department. We had over 100 patrons participate in the Hunt and it made for a delightful time for families as they sought out the 10 characters. Voting was even done for their favorites and, in a surprise, Bluey and Bingo took top honors, followed by Daniel Tiger and Clifford the Big Red Dog (Innovative Engagement, Inclusive Spaces).

We also encouraged math skills with our November guessing jar. This has gotten to be a monthly tradition with this November's estimate jar being all about acorns (Miss Linda collected them from her own property). We continue to see 100 or more guesses each month, which encourages us to continue with the jars. A side benefit of this activity is that children don't feel as shy about approaching the Youth Services desk in the future.

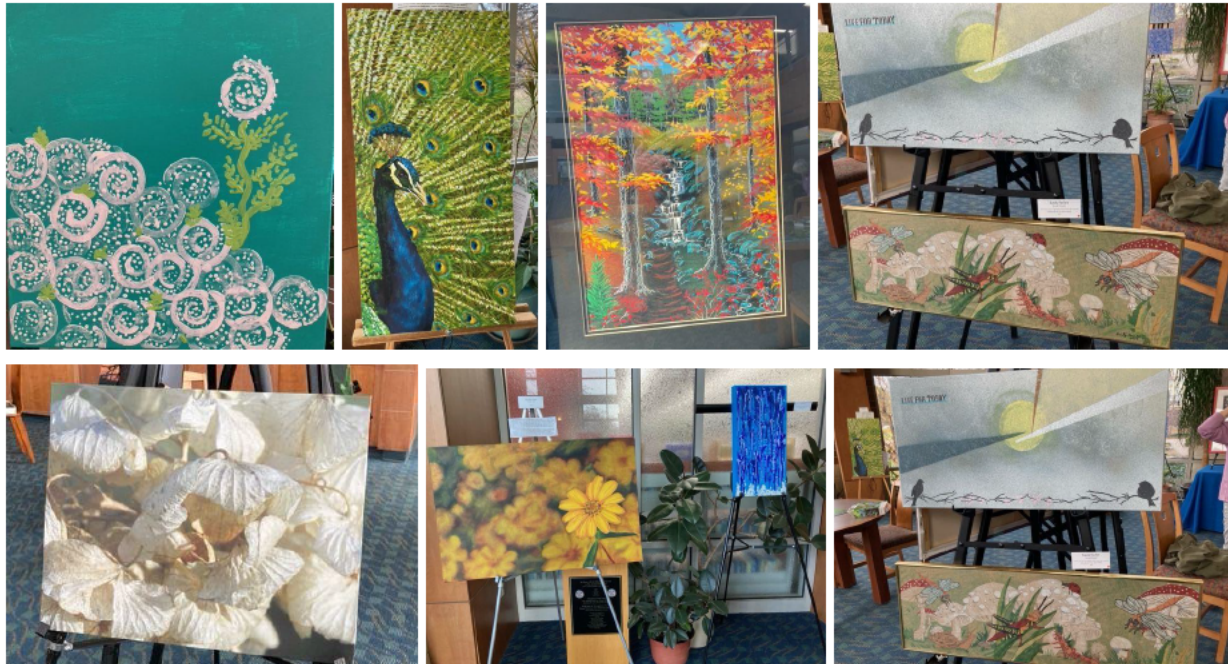
Early Literacy storytimes engaged 241 patrons at 19 different programs. In addition, we conducted 14 afterschool and weekend programs for 387 patrons. We also conducted 5 Outreach opportunities for 353 community members.

The Youth Services department continues to be busy with questions and engagement. We had 1,016 total reference questions, including 940 walk-in, 71 phone, and 5 digital.

Andy Schuck  
Head of Youth Services

## **Sight & Sound**

On November 1st, we welcomed the Art of Recovery to host their artwork in the atrium and host a small opening on Friday November 4th. The show was very impactful and well received. I know how much this means for the participants and CMH Art of Recovery community.



In other art related events the woodturning groups show was removed at the same time Tuesday Nov. 1st. The TC Camera Club show came down in the McGuire on the 18th day of November. We have Vicki & Heathers holiday decorations up throughout the Month of December.

In January we will start to display the new TADL Art Lending collection in the McGuire. We also have 4 small murals that will be coming to Sight & Sound in the next few months from the brilliant talent of local artist Em Randel. Exciting times!

The tool collection for TADL is under construction. We currently offer a variety of hand measurement tools. Digital laser levels and measuring devices. We have a moisture meter, thermal leak directors and energy use meters. The key issue with power hand tools is to have a unified rechargeable battery system that works for all the gizmos. This collection will pick-up steam in 2023. Meanwhile, the new sewing machine, portable bluetooth CD players and the new 61 key keyboards are all circulating well. We do continue to deal with storage and space management issues for the Library of Things, but the service continues to grow in its popularity. So it's all well worth the effort. People are just thrilled with this collection.

**Purposeful Partnerships:** On Veterans Day November 11, 2022 TADL S&S was happy to host volunteer attorneys and paralegals from the Grand Traverse-Leelanau-Antrim Bar Association (GTLABA) that provided 33 Wills and Durable Powers of Attorney to Veterans and their spouses for estate planning free of charge. Jennifer Stratton, GTLABA Administrator, said "It's our way to honor all those who served in the United States armed forces. It gives us an opportunity to thank all those who protect the liberty and freedom that all Americans enjoy." It was a very successful collaboration, we supply the space and the Bar Association provides the legal expertise for our Veterans.

Noteworthy:

- The new ELM-ECO master is working well.
- November Native American Heritage Month Display. (Below)
- Mitchel printed a broken part on a Library of Things turntable with the 3D printer!
- Finalization of the Saunders Jazz with resolving credit at RPM Records.
- 2023 Partner organization McGuire Room schedule coordination.

### **TADL Meeting Room Stats November 2022**

Total: 110

TADL meetings: 38

Personal/Outside Group Meetings: 72

Paid Meetings: 2

Unpaid Meetings: 108

Walk-ins: 29

Advance Reservation: 85

### **Number of Meetings by Rm November 2022**

McGuire Room: 22

Thirlby Room: 48

Study Room D: 40



Aaron: Live Streaming Technology, Lending Art Collection, S&S Staff meetings and AV training.  
As always helping patrons.

Thanks for reading.

Aaron

### **Circulation**

November has ushered in the snow! Here in Circulation, we were really excited to get some new upcycled totes for sale, and a cool display rack for them; thanks very much to our Marketing and Communications Manager, Heather Brady. Once the totes are sold, we will use the rack to display other cool items, like T-shirts.



I was able to attend a really cool outreach event with Youth Services - we went to Long Lake Elementary with the Bookmobile and a bunch of audiobooks. Kids were able to take a tour of the bookmobile, and I made sure that the kids got library cards and checked out their favorite audiobooks!

#### *November Circulation Numbers*

New patron accounts created: 223

Curbside pickups for November 2022: 25

Notary Public Service requests filled: 13

Circulation Statistics for MeLCat, November 2022:

- TADL items sent to borrowing institutions: 1222
- TADL items received from lending institutions: 2089



Respectfully Submitted,  
Josh Denby  
Department Head, Circulation

### **Marketing and Communications**

This November proved to be more exciting than anticipated with our new front lawn project kicking off! (**Innovative Engagement**) But that was definitely not all. I hurried out a survey for the Talking Book Library, so we could promote the Dec. 8 party in the mailing (**Inclusive Space**). The survey is both in paper and online.

I signed us up for Shop Your Community Day in June and we were approved later in the summer as one of the nonprofit donation options. I shopped downtown that day (Nov. 12) myself, it was fun to hear other shoppers selecting the library and talking about their library experiences. As you will see in Deb's report, we received nearly \$1500 in community donations from that event!

On 11/18 we received word that we were approved for the MEDC matching grant program, so we turned the required items around over the next two weekends in order to get the campaign going on Giving Tuesday. We launched in tandem with MEDC and we will be posting updates each Tuesday through the end of December.

I picked up boxes at Max's and a volunteer came in to help me build the snowflakes for the light parade (thank you to Bret for lighting up the bookmobile). The Light Parade (**Innovative Engagement**) was a wonderful time and it is always wonderful to see how excited people in the crowd are about the library. Thank you to Paul Deyo for joining us! We will be reusing the decorations for the childrens' holiday events coming up later this month.

I like to have a special item go out for sale for the holidays and this year it is upcycled tote bags (**Innovative Engagement**) made from old summer reading club banners. They were created for us in TC by Prior Lfe, and they are for sale at the front desk. A special thank you to the front desk for always being so enthusiastic about our library swag!



We continue to add items to the new website, it takes some time since the pdfs get optimized for accessibility prior to upload (**Inclusive Space**). I did get all the committee documents for 2020

and 2021 uploaded during November and work will continue as we get through the document backlog. Believe it or not, we ended the month with a summer 2023 planning meeting!

Press: Halloween Costume Parade Photo (Record-Eagle, Nov. 1); Wills for Veterans (Radio, Yahoo News 11/11; Record-Eagle); Traverse Magazine TC Gives Campaign (Purchased advertising); Letter to the Editor Election Forums (Record-Eagle Nov 24); Front Lawn Campaign (Upnorthlive Nov. 30).

Website: 11,083 users; 35,632 pageviews

Heather Brady  
Marketing & Communications Manager

### **Facilities**

- Removed driveway corner Spruce in preparation for Monument Sign
- Adjusted all clocks and Clock Tower for DST
- Assembled and distributed new Safety Kits to all departments
- Ordered and prepped materials for Youth Services Storywalk signs
- Electric trench in for Monument sign, met with ProImage to confirm location
- Semi-annual filter replacement in Air Handling Units
- Semi-annual carpet and floor cleaning

Bret Boulter,  
Facilities Manager

### **TADL Talking Book Library**

Cordia is a new monthly outreach. I went there for the first time this month in the bookmobile. I now have six monthly outreach stops.

This month in the Tuesday @ Two book group, we discussed “The personal librarian” by Maria Benedict and Victoria Christopher Murray

My niece and I walked with the Library's entry in the Light Parade.

Anita Chouinard  
Talking Book Library Manager

### **Kingsley Branch Library**

Our continuing partnerships with Kingsley school educators has proved to be an excellent way for students to feel welcome and safe in our space. Our computers are typically filled from 3-5pm everyday with the after-school rush, our Teen Dungeons & Dragons group averages 16 players bi-weekly, and we average 15 classroom visits a month, or about 375 unique children.



We also launched a “Show Us Your Dream Park” program with students

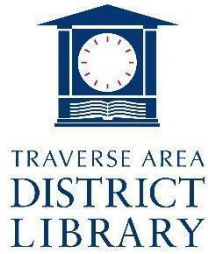
from kindergarten through 5th grade, and are hanging up the entries as they come in. This program was in response to the Village of Kingsley receiving a \$1 million grant to renovate the park next door to KBL. We've received over 300 designs already! Our current wall is pictured here, but I have many more designs to hang.

Chef Tom held his annual "What to do with Thanksgiving Leftovers" class, two days after the holiday. A full class was in attendance, including a number of teens and youths who are exploring the joy of cooking! Finally, the Village of Kingsley has a new manager, whom we welcomed with fanfare! Kaitlyn Aldrich comes to our village with a wealth of local government knowledge. KBL staff hosted a good-bye breakfast for the former manager, Dan Hawkins, who we so enjoyed working alongside on many projects to benefit our community. He will be missed!

Respectfully submitted,

Amy Barritt  
Branch Manager





## TADL Board of Trustees Policy and Personnel Committee

December 6, 2022  
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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**Attendance:** M. Vickery, J. Wescott, Trustees; M. Pakieser was excused. M. Myers, M. Howard, staff.

**Agenda Approval:** The agenda was approved.

**Minutes Approval:** The minutes of the November 1, 2022 meeting were approved.

**Public Comment:** There was none.

### **Personnel:**

#### Director Review

There was discussion between Trustees to get into a cycle of Director reviews that includes a more in-depth review every 3 years to better aid the Board and Director for development and planning for the Board, Director, and the Library. Howard will contact legal counsel Adams for any suggestions for a company/person to guide this process. Of course, cost is a factor. Howard will also check with a few fellow directors to see how they do reviews of this nature. Howard will send this information to Vickery.

### **Policy:**

Minor Revisions: The following policies were approved to be forwarded to the December Board Meeting with minor revisions/editorial changes.

- 2.1 Budget Adjustment and Disbursement
- 2.2 Purchasing and Contracting Policy
- 2.3 Credit Card Purchase Policy
- 2.4 Disposal of Materials, Furniture, and Equipment Policy
- 2.9 Electronic Transactions Policy

#### Revisions and renumbers:

The following policies were revised with more substantial revisions. Some were also renumbered.

#### 2.5 Gift Policy:

Howard explained that the changes suggested for this policy include allowing for other forms of recognition beside the Donor Wall, for example the new front Sign. It also adds parameters for Board approval for spending of donations. Also added was information about donations to the Local History Collection. The Finance Committee recommends this policy for approval. All Trustees were in favor of forwarding this policy to the December Board meeting.

#### 4.6 Public Use of Meeting Rooms:

Howard explained some of the suggested changes to this policy. Trustees were in favor of broader revisions including removing the fee structure from the policy. Howard will further work on revisions and be prepared with revisions for the February committee meeting.

#### 2.11 TADL Fund Definitions (to 2.6)

Howard explained that some of the funds listed under the Public Improvement fund were no longer being used. All excess money goes into the Public Improvement Fund. Howard is suggesting to remove the Technology Fund, the YA Area Fund, and the Library Building Construction fund. There were some questions regarding the two Endowments. Howard will clarify those and reflect any changes in the policy. All Trustees were in favor of forwarding this policy to the December Board meeting.

#### 5.1 Collection Materials Selection Policy (to 1.7)

After watching several webinars, Howard is incorporating a few suggested changes to the policy. Howard is also adding some information regarding the collection of local history materials. All Trustees were in favor of forwarding this policy to the December Board meeting.

#### 6.3 Public Relations Policy (to 5.8)

Howard explained that this policy had mostly minor revisions. Important changes are added to clarify lines of communication for the library. All Trustees were in favor of forwarding this policy to the December Board meeting.

#### Reaffirmed Policies

Howard explained that the below policies had no editorial changes but is presenting them for re-affirmation by the Board. All Trustees were in favor if forwarding this to the December Board meeting.

- 2.7 Investment Policy Statement
- 2.8 Tax Capture

#### Renumbered Polices

Howard explained that the following policies have no changes and are just being renumbered under the new policy manual organization.

- 6.2 City Directory Information (to 3.7)
- 4.11 Library Pandemic Response Policy (to 4.4):
- 4.12 Art Exhibition Policy (to 4.7)
- 4.13 Display Case Policy (4.8)
- 7.1 Conflict of Interest Policy (5.1)
- 7.2 Drug-Free Work Place Policy (5.2)
- 7.4 Whistleblower Policy (5.4)
- 7.5 Nepotism Policy (5.5)

#### Removed Policies

- 4.7 Equipment Use.  
This policy is redundant with our meeting room agreement and suggested to be removed. Trustees agreed and are recommending removal at the December Board meeting.
- 2.6 Donor Recognition Policy.  
This policy has been combined with 2.5 Gift Policy. Trustees agreed that this was a good idea and are recommending removal at the December Board meeting

### New Policy Review

- **2.10 Credit Card Acceptance Policy**  
Howard explained that this policy is required by the Library of Michigan/State of Michigan. Radjenovich drafted it as part of the Government Accounting class that she and Howard recently completed. Trustees had a few editorial suggestions. Howard will forward this policy for legal review to Zeits and prepare it for the December Board meeting.
- **4.9 Film and Photography Policy**  
Howard explained that many libraries are adopting policies similar to this to protect patron and staff privacy from being filmed or photographed while in the library. The current trend of “First Amendment Auditor” infringes on the privacy of patrons. Trustees agreed. Howard will forward this policy for legal review to Zeits and prepare it for the December Board meeting.

**Next Meeting Date / Time:** February 7, 2023 at 10:00 am. No Meeting in January 2023.

**Next Meeting Topic Suggestions:** Policy 4.6 Meeting Room Policy; Final Review of Policy Manual

**Public Comment:** None

**Adjournment:** The meeting adjourned at 11:34 am.

## 2.6 Donor Recognition Policy

Realizing that the donor, whether individual or corporate, is the crucial element in any giving program, TADL acknowledges that importance through the following Donor Recognition Policy.

A prompt acknowledgement of the gift is made to the donor, and if it is a memorial or tribute, a card is sent to whomever the donor requests, notifying them of the gift to the library (no monetary amount is included).

Gifts to the library over <sup>5</sup>\$300 are placed on the donor wall for permanent public recognition and will be displayed accordingly in one of the following gifting levels:

- Gold Level - \$10,000 or more
- Silver Level - \$5000 - \$9,999
- Bronze Level - <sup>5</sup>\$300 - \$4,999

Names will appear only with the permission of the donor --donors reserve the right to remain anonymous.

Gifts over \$10,000 used for a specific purpose will be acknowledged on the donor wall, and if a gift is used for a specific purpose a plaque acknowledging the donor will be displayed in the area where monies have been spent.

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Adopted November 15, 2007 / Revised September 18, 2014 / Revised September 24, 2015

Motion By: Marek

Adopted:  Y  N

Support By: Beasley

Date: 9/24/15

  
\_\_\_\_\_  
J. Beasley, Board Secretary

## 4.7 Equipment Use

The Library will make available to the general public a variety of Audio-Visual Equipment.

The Equipment will be made available under two types of use:

1. Regular Circulation – Pursuant to Circulation Policies, Section 3, all regular circulation rules apply. Equipment includes telescopes, musical and presentation equipment, etc.
2. Equipment Use Agreement – Requirements for access include an application and fee. This applies to McGuire Video Projecting/Recording Equipment and Thirlby Room Video Projection equipment.

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Reviewed January 2003 / Revised March 15, 2018

Adopted: Y N

Support by: JOE JONES

Date: 3/15/18

Motion by : ANDY MAREK

  
\_\_\_\_\_  
Joseph Jones, Board Secretary

(AV Equipment Use Agreements included on following pages)

**TRAVERSE AREA DISTRICT LIBRARY**  
**AUDIOVISUAL TECHNOLOGY EQUIPMENT USE AGREEMENT**

Person requesting use of equipment and address:

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Date of use: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Requirements for Use:

**In consideration of Traverse Area District Library’s (TADL)’s authorization for me to use TADL’s Audiovisual Technology Equipment, software, and related items (the “Equipment”) located in the McGuire Community Room I agree to the terms and conditions as set forth below.**

1. Prior to using the Equipment, I must present evidence that I have been trained in such use by the Land Information Access Association (LIAA) and am a certified producer or that I have engaged a LIAA certified producer to operate the equipment during my event.
2. I shall be responsible for maintaining the Equipment in working condition while I am using the Equipment.
3. I shall leave the Equipment in the same condition and working order that the equipment was in immediately prior to my use of the Equipment.
4. If the Equipment is vandalized, misplaced, destroyed, etc. while I am using the equipment, I shall reimburse TADL the amount required to replace or repair the damaged Equipment.
5. I shall use a USB external hard drive with sufficient storage for the recording of my event or program.
6. I will not live stream my event or program from the Equipment or utilize YouTube, ftp, Facebook or other similar preset existing pathways available to the general public without authorization by the Library Director. The sole method for recording my program or event shall be by external USB hard drive.
7. I represent that I have the necessary rights to my event or program and have acquired all necessary permissions or licenses for my event or program.
8. I will indemnify and save harmless the Library from and against and be responsible for all claims and demands, loss, costs, damages, actions, suits, or other proceedings by whomever made, brought, or prosecuted, based upon or attributable to this Agreement or any actions taken or things done by me with the Equipment or my use of the Equipment.
9. I UNDERSTAND THAT THE LIBRARY IS PROVIDING THE EQUIPMENT “AS IS WHERE IS” AND THE LIBRARY HAS MADE NO WARRANTIES OR



REPRESENTATIONS, EXPRESSED OR IMPLIED, RELATING TO THE EQUIPMENT AND THE LIBRARY SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. UNDER NO CIRCUMSTANCES SHALL THE LIBRARY OR ITS EMPLOYEES, BOARD MEMBERS, OR AUTHORIZED AGENTS BE LIABLE FOR SPECIAL, CONSEQUENTIAL, OR INCIDENTAL DAMAGES, REGARDLESS OF WHETHER THE LIBRARY HAS NOTICE OF THE POTENTIAL FOR SUCH LOSS OR DAMAGE. THE SOLE REMEDY WITH RESPECT TO ANY DEFECT IN THE EQUIPMENT SHALL BE LIMITED TO THE FEE CHARGED FOR THE USE OF THE EQUIPMENT.

10. Additional requirements: \_\_\_\_\_

\_\_\_\_\_  
**Staff Member's Signature      Date**

\_\_\_\_\_  
**Borrower's Signature      Date**

**(ORIGINAL DOCUMENT REMAINS IN TADL ADMINISTRATION OFFICE; COPY TO BORROWER)**

**The occurrence of any program or event in the Traverse Area District Library does not imply endorsement of or agreement with the content of that program or event or the aims of the sponsoring organization by the Library Staff or the Library Board.**

**TRAVERSE AREA DISTRICT LIBRARY**  
**AUDIOVISUAL TECHNOLOGY EQUIPMENT USE AGREEMENT**  
**FOR TADL CO-SPONSORED PROGRAMS OR EVENTS**

Person requesting use of equipment and address:

\_\_\_\_\_

Date of use: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Requirements for Use:

**In consideration of Traverse Area District Library’s (TADL)’s authorization for me to use TADL’s Audiovisual Technology Equipment, software, and related items (the “Equipment”) located in the McGuire Community Room I agree to the terms and conditions as set forth below.**

1. Prior to using the Equipment in connection with a TADL co-sponsored event, I must present evidence that I have been trained in such use by the Land Information Access Association (LIAA) and am a certified producer or that I have engaged a LIAA certified producer or a TADL employee to operate the equipment during my event. TADL employees may be available only as authorized and determined by the Library Director in the Library Director’s sole discretion.
2. I shall be responsible for maintaining the Equipment in working condition while I am using the Equipment.
3. I shall leave the Equipment in the same condition and working order that the equipment was in immediately prior to my use of the Equipment.
4. If the Equipment is vandalized, misplaced, destroyed, etc. while I am using the equipment, I shall reimburse TADL the amount required to replace or repair the damaged Equipment.
5. I shall use a USB external hard drive with sufficient storage for the recording of my event or program.
6. I will not live stream my event or program from the Equipment or utilize YouTube, ftp, Facebook or other similar preset existing pathways available to the general public without authorization by the Library Director. The sole method for recording my program or event shall be by external USB hard drive.
7. I represent that I have the necessary rights to my event or program and have acquired all necessary permissions or licenses for my event or program.
8. I will indemnify and save harmless the Library from and against and be responsible for all claims and demands, loss, costs, damages, actions, suits, or other proceedings by whomever made, brought, or prosecuted, based upon or attributable to this Agreement or any actions taken or things done by me with the Equipment or my use of the Equipment.

9. I UNDERSTAND THAT THE LIBRARY IS PROVIDING THE EQUIPMENT “AS IS WHERE IS” AND THE LIBRARY HAS MADE NO WARRANTIES OR REPRESENTATIONS, EXPRESSED OR IMPLIED, RELATING TO THE EQUIPMENT AND THE LIBRARY SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. UNDER NO CIRCUMSTANCES SHALL THE LIBRARY OR ITS EMPLOYEES, BOARD MEMBERS, OR AUTHORIZED AGENTS BE LIABLE FOR SPECIAL, CONSEQUENTIAL, OR INCIDENTAL DAMAGES, REGARDLESS OF WHETHER THE LIBRARY HAS NOTICE OF THE POTENTIAL FOR SUCH LOSS OR DAMAGE. THE SOLE REMEDY WITH RESPECT TO ANY DEFECT IN THE EQUIPMENT SHALL BE LIMITED TO THE FEE CHARGED FOR THE USE OF THE EQUIPMENT.

10. Additional requirements: \_\_\_\_\_

\_\_\_\_\_  
**Staff Member’s Signature      Date**

\_\_\_\_\_  
**Borrower’s Signature      Date**

**(ORIGINAL DOCUMENT REMAINS IN TADL ADMINISTRATION OFFICE; COPY TO BORROWER)**

**The occurrence of any program or event in the Traverse Area District Library does not imply endorsement of or agreement with the content of that program or event or the aims of the sponsoring organization by the Library Staff or the Library Board.**

\_\_\_\_\_  
 "The foregoing Audiovisual Technology Equipment Use Agreement for TADL Co-sponsored Programs or Events is approved by the Traverse Area District Library (TADL) Board of Trustees on November 16, 2017 for use in conjunction with TADL policy 4.6 Public Use of Meeting Rooms."

## 2.7 Investment Policy

### Statement of Purpose

It is the policy of Traverse Area District Library (“TADL”) to invest its funds in a manner that will provide the highest investment return with the maximum security, while meeting the daily cash flow needs of TADL, and complying with all state statutes governing the investment of public funds.

### Scope of the Policy

This investment policy applies to all financial assets of TADL that are not employee retirement funds. These funds include the general fund, special revenue funds, debt service funds, capital project funds, trust and agency funds and any new fund established by TADL subject to the above limitation.

### Investment Objectives

In priority order, the primary objective of TADL investment activities under this policy statement shall be:

- a. *Safety*: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- b. *Diversification*: The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- c. *Liquidity*: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- d. *Return on investment*: The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

### Delegation of Authority to Make Investments

Authority to manage the investment program is derived from MCL 41.76 and TADL Board resolutions designating depositories. Management responsibility for the investment program is hereby delegated to the TADL Director (“Director”), who shall establish written procedures and internal controls for operating the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by TADL. The Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

### **Authorized Investment Instruments**

TADL is limited to investments authorized by Michigan Public Act 20 of 1943 (1943 PA 20), as amended, and may invest in the following:

- a. Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution. The financial institution must:
  - i. Be a state or nationally chartered bank or a state or nationally chartered savings and loan association, savings bank or credit union whose deposits are insured by an agency of the United States Government, and
  - ii. Maintain a principal office or branch office located in the State of Michigan under the laws of this state or the United States.
- b. Bonds, securities or other obligations of the United States or an agency or instrumentality of the United States.
- c. Commercial paper rated at the time of purchase within the two highest classifications by at least two standard rating services and that matures not more than 270 days after the date of purchase.
- d. Repurchase agreements of the United States or an agency or instrumentality of the United States.
- e. Bankers' acceptances of United States banks.
- f. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- g. Mutual funds registered under the federal Investment Company Act of 1940, composed of the investment vehicles described above.
- h. Obligations described above if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- i. Investment pools organized under the Surplus Funds Investment Pool Act (1982 PA 367, MCL 129.111 to 129.118).
- j. Investment pools organized under the Local Government Investment Pool Act (1985 PA 121, MCL 129.141 to 129.150).

### **Safekeeping and Custody**

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by TADL shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third-party custodian designated by the Director and evidenced by safekeeping receipts as determined by the Director.

### **Standard of Prudence**

Investments shall be made with judgment and care, under the circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

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Adopted February 12, 1998 / Revised April 21, 2016 / *Reaffirmed December 15, 2022*

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

\_\_\_\_\_  
J. Wescott, Board Secretary

\_\_\_\_\_  
Date



## 2.8 Tax Capture Policy

### General Statements Regarding Policy

The Traverse Area District Library (“Library”) provides access to a broad range of information, services and resources to the citizens of the Library District. Taxpayers within the Library District have approved a dedicated library millage for the operation and support of the Library (“Library Millage”). As such, the Library Board adopts this policy to ensure that the Library Millage will continue to be used for Library purposes to the extent permitted by law.

### Opt Out of Tax Capture

By law, municipalities located within the Library District may establish authorities, such as downtown development authorities, corridor improvement authorities and local finance development authorities, that may be funded in whole or in part through tax increment financing plans (“TIF Plans”). These TIF Plans would allow the authority to capture a portion of the Library Millage. It shall be the policy of the Library Board of Trustees that the Library exempt the Library Millage from capture whenever the ability to “opt out” is authorized by law. This includes, but is not limited to, opting out when any new tax capturing entity is formed or when any existing tax capturing entity's district is expanded.

### Procedure for Opting Out

The Library understands that it shall take any and all action to exempt the Library Millage from tax capture once the Library becomes aware that the Library Millage may be subject to capture. Such action shall include, but not be limited to:

- A. Investigating whether the Library Millage will be captured by any new authority or TIF Plan or whether a change to the existing authority will result in new or increased tax capture.
- B. If the Library’s Millage will be subject to capture, investigating whether the Library has the authority to opt out.
- C. If the Library has authority to opt out, the Library shall take any and all action required by law to exempt the capture of the Library Millage. The Library Board shall follow all procedures required by Michigan law that are applicable to the entity that intends to capture the Library Millage, including, but not limited to, attending the public hearing and adopting any Resolution necessary to opt out of the tax capture or TIF Plan.

### Exception

The Library Board may determine in a particular instance that permitting the capture of Library Millage is in the best interest of the Library. At such time, for reasons stated on the Library Board record, the Library may choose to allow the capture to occur.

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

\_\_\_\_\_  
J. Wescott, Board Secretary

\_\_\_\_\_  
Date

## 2.1 Budget Adjustment and Disbursement

The Board of Trustees annually adopts and authorizes a total budget for the forthcoming fiscal year. The budget includes both income and expenses. This budget may not be adjusted in aggregate without formal action by the Board.

The total expenditures budget is subtotaled into four broad categories and each of these categories contain several specific line items:

1. Personnel Services ~~(701-725)~~
2. Supplies ~~(726-799)~~
3. Other Services and Charges ~~(800-969)~~
4. Capital Outlay ~~(970-987)~~

The Library Director, as Chief Fiscal Officer, may, at ~~their~~ ~~his or her~~ discretion, adjust line items within each of the four categories but may not adjust the subtotal of any category without Board authorization. Under no circumstances will any adjustment made by the Director increase the total authorized budget.

Any disbursements of an amount greater than \$25,000 will be authorized only upon approval of the Board.

The Library Director may make purchases or replace or add employees within Board-approved limits as described above, without further board authorization.

The Director will keep the Board informed in a regular and timely manner as to the status of the budget.

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Affirmed on August 13, 1992 / Revised May 13, 2010 / Revised December 15, 2022

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

\_\_\_\_\_  
J. Wescott, Board Secretary

\_\_\_\_\_  
Date

## 2.2 Purchasing and Contracting Policy

Purchasing and contracting for the Traverse Area District Library (“TADL”) shall be handled in a manner which promotes the best interests of TADL while providing a fair opportunity for businesses to participate in the purchasing and contracting process.

1. **Quantity Purchases.** Goods discounted for large quantity purchases shall be planned for and purchased whenever practical.
2. **Overdrafts Prohibited.** No purchase will be authorized which would overdraw a budgetary account. If the Library Director anticipates that a purchase will exceed a budgetary account, a request must be submitted to the Board of Trustees to request that the necessary budget amendment be completed prior to initiating such a purchase.
3. **Quality.** Quality of goods and services is as important as price and can be ensured by preparing precise specifications for competitive bidding describing quality requirements. All such specifications shall permit competition whenever practicable. Bids shall be evaluated and awarded on the basis of the overall best value to the TADL.
4. **Public Records.** All specifications, bid documents (after the specified time for bid opening), purchase orders, and supporting documents are public records which shall be made available to the public upon request and consistent with Michigan’s Freedom of Information Act **and in accordance with the Michigan Public Libraries Retention and Disposal Schedule.**
5. **Records Retention.** TADL shall retain copies of all purchase orders, service orders, requisitions, and bid files consistent with **the Michigan Public Libraries Retention and Disposal Schedule.** ~~TADL’s records retention policy.~~
6. **Endorsement.** No TADL employee shall endorse or in any way permit the employee’s name or position, or grant permission for the TADL’s name to be used and advertised to support a product or a vendor without Board approval. No TADL employee shall use TADL’s name, or the employee’s position at TADL, to obtain special consideration in a personal purchase.
7. **Capital Assets.** In accordance with current general accounting standards, all assets for the library which cost more than \$5,000 be tagged and recorded in a list which is kept up to date, and shall include the purchase date, description, serial number(s) if applicable, tag number, and cost.
8. **Special Considerations.**
  - a. The Library’s intent is to purchase from and contract with responsible vendors that maintain a presence within the district whenever feasible. To ensure local participation, the Library will make reasonable attempts to notify local vendors of the opportunity to provide goods and services and to include quotes from the same.

- b. As a political subdivision of the State of Michigan and member of the ~~Mid-Michigan Library League~~ **Northland Library Cooperative**, Michigan Library Association, American Library Association, and Michigan Library Consortium, the Library is privy to a number of negotiated agreements for the provision of goods and services, the cost of which may be fiscally beneficial to the Library.
- c. The Library will make every effort to consider all of these relationships when determining purchase decisions

**9. Transactions over \$15,000.** The Library Director or ~~their his or her~~ designee, seeking to purchase goods, products, or services that will cost over \$15,000 shall either:

- a. Prepare or have prepared precise specifications describing the item and submit them for handling through the competitive bid procedure described herein; or
- b. If otherwise approved by the Library Director consistent with this policy, place an order for the goods, products, or services.
- c. Competitive bidding shall not be required when the Library Director and the Board determine that the public interest will be best served by purchase from or jointly with another unit of government; when an emergency exists; or when the public interest will be best served without obtaining bids, such as in the employment of professional services.

**10. Competitive Bidding Procedure.**

- a. **Sealed Bids.** Sealed bids are required in transactions involving expenditures of more than \$15,000, unless otherwise authorized by the Library Director as provided herein. A “sealed bid” means a written response to a solicitation which requires a public bid opening. Sealed bids shall strictly comply with submission criteria to protect the integrity of the sealed bid process. It is the bidder’s responsibility to ensure compliance with submission requirements. The Library Director may disqualify a sealed bid that does not conform to the submission requirements.
- b. **Initiation of Competitive Bidding Procedure.** The Library Director or ~~their his or her~~ designee shall initiate this procedure by submitting a written request to the Board, along with a vendor’s list and specifications. The Library Director may seek assistance from library staff or legal counsel in preparing specifications. Whenever possible, specifications shall include a proposed contract or service order, insurance requirements, and bond requirements, if any.
- c. **Publication.** The Library Director shall publish an advertisement for bid **on the Library’s website and** in a local newspaper on at least two dates. The final publication day shall not be later than one week prior to the bid opening date.
- d. **Bid Opening.** The Library Director shall select the time and place of the bid opening. The Library Director or ~~their his~~ designee shall attend the bid opening and record the

bids received. Bid openings shall be public unless otherwise stated in the bid specifications. At the bid opening, the Library Director or ~~their~~ ~~his~~ designee may request clarification of a bid from any vendor attending the bid opening. No bids shall be accepted after the deadline indicated.

- e. **Bid Award.** The Library Director or ~~their~~ ~~his~~ designee shall provide a request and recommendation of the bid award, along with the requisition (if appropriate). After approval by the TADL Board, the Library Director shall complete the purchase order, service order, or contract. The bid will be awarded based on the overall best value to TADL, and price will not necessarily be the sole consideration.
- f. **Sole Bidders.** In the event only one bid is received, the Library Director may recommend award of the sole bid if the following conditions have been met:
  - i. Due diligence has been performed in soliciting bids according to these policies and procedures; and,
  - ii. The bid has been evaluated and determined to be reasonable based on the history of past purchases and evaluation of the market.

#### 11. Comparative Quote Process.

- a. Goods or services with a projected value of between \$5,000 and \$10,000: At least three informal quotes are required.
- b. Goods or services with a projected value of between \$10,000 and \$15,000: At least three formal quotes are required.
- c. These quotes shall be procured from valid, reputable sources in a manner consistent with sound purchasing procedure.

#### 12. Exceptions. Unless otherwise addressed herein, the expenditures listed below are exempt from the quote/bid provisions of this policy. Exempt are purchases:

- a. less than \$5,000;
- b. to alleviate an emergency condition which is a threat to public health, welfare or safety; or where immediate expenditure is necessary for operational continuance;
- c. for the acquisition of library materials (books, CDs, DVDs, periodicals, online services, etc.)
- d. for the acquisition of general expendable supplies;
- e. required by local, state or federal statute;
- f. required by contractual arrangement approved by the Board of Trustees, including labor agreements;
- g. economically procurable from only one source;
- h. a unique opportunity for substantial savings;
- i. at auction;
- j. required for professional services;

- k. a contract for the maintenance or service of equipment which is entered into with the manufacturer or authorized service agents of that equipment;
- l. procured from another governmental agency;
- m. which no other responsive offer has been received;
- n. for computer equipment or peripherals when required for consistency or inter-operability; or,
- o. those when the Library Director and the Board determine that the public interest is best served without a competitive bid.

Regardless of these exceptions, Library administration will make reasonable attempts to make certain that all purchases meet the purpose of this policy employing verbal or written quotes, advertised prices, comparison shopping, requests for proposals, or bids, depending upon the circumstances and whichever method is most beneficial to the Library.

**12. Real Estate.** All purchases of real estate, improved or unimproved, will be made only with prior consent of the Board of Trustees.

**13. Credit Card Purchases.** For those purchases that are not handled through competitive bid process, the Library Director may utilize the Library’s credit card so long as any such credit card is issued and utilized consistent with TADL’s credit card policy.

**14. Purchasing Goods or Services When a Conflict of Interest May Be Present.** Purchases by the TADL of supplies, materials, or services from an employee or member of the Board, or from members of employee’s or a Board member’s immediate family, shall be documented to provide a record for the public establishing that the purchase was made in the best interest of the Library, price and other factors considered. Any such purchase shall be in compliance with TADL’s Conflict of Interest Policy.

**15. Delegation of Authority.** The Library Director has discretion to authorize delegation of authority for any permissible expenditure under this policy to any Library employee.

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Revised April 9, 2009; Revised December 16, 2021; Revised December 15, 2022

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

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J. Wescott, Board Secretary

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Date

## 2.4 Disposal of Materials, Furniture, and Equipment Policy

It is the policy of Traverse Area District Library (TADL) to dispose of library materials, furniture and equipment that are no longer functional or useful in a manner that serves the best interests of the Library and to the extent possible, the best interests of the community.

When an item or equipment no longer has value to the Library as determined by the Library Director and administrative staff, it will be removed from inventory. Items of interest or value to other libraries will be offered directly to those libraries before disposal in one of the following ways:

### A. Library Collection Materials

Collection materials that have been weeded and withdrawn from the collection will be:

1. Discarded or recycled if they are in poor condition or contain information that has since been updated through further study, such as medical or other technical or scientific materials.
2. Offered to the Friends of TADL for inclusion in their book sales.
3. Items not accepted by the Friends of TADL will be properly discarded or recycled.
4. Discarded collection materials will not be offered directly to the public.

### B. Furniture and General Use Equipment

Furniture and general use equipment no longer of use to the Library and of minor value may be donated to a non-profit, charitable organization.

### C. Computer Equipment and Digital Devices

Disposal determinations and destinations of computer equipment and digital devices will be made by the Library Director and /or Assistant Director for Technology. These items, no longer of use to the Library but have a small residual value may be donated directly to another library, non-profit entity for use in educational programs, sold. In the event that it has no value will be disposed of through a technology recycling company.

### D. Grant Items

The disposal or sale of items obtained through governmental grants shall be subject to the restrictions mandated for the acceptance by the Library of the grant.

Items not covered by the above will be sold through auction or publicly advertised sale, including Internet sale, with any proceeds from such sale being deposited to the Library's General Fund.

Items that have no marginal or no resale value, or does not sell through auction or publicly advertised sale will be recycled or discarded in the best interest of the Library.



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Revised March 2005 / Revised May 19, 2022 / Revised December 15, ,2022

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

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J. Wescott, Board Secretary

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Date

## 2.9 Electronic Transactions Policy

### Purpose

The purpose of this policy is to authorize and regulate the use of electronic transactions and Automatic Clearing House (ACH) arrangements for the Traverse Area District Library in compliance with Public Act 738 of 2002.

### Authority

The authority to enter into electronic transfer agreements with previously Board approved financial institutions and responsibility for the oversight of all agreements shall be delegated to the Library Director or in his/her absence the Assistant Director for Technology by the Board of Trustees.

### Use and Monitoring of Electronic Transactions

1. Electronic transfer transactions shall be used to transfer payment of salaries, benefits, or employee deductions/reimbursements; or for the purpose of transferring funds between Traverse Area District Library owned checking, savings, credit card or investment accounts. No other ACH or electronic transfer of funds is authorized without the express written approval of the Board Treasurer.
2. All electronic payments must be reported in the monthly financial reports indicating service received, payment date, payee(s), and amount. All electronic transfer of funds must also be detailed indicating amount transferred, date, purpose, and Traverse Area District Library accounts affected.
3. All electronic payments must be approved by the Library Director, **Finance Manager** ~~Assistant Director for Finance and Human Resources~~, or their delegate, prior to entry of the transaction into the applicable software system.
4. Electronic transfers between the internal library bank accounts and/or investments only will be established at no more than \$500,000 per day, regardless of purpose. Current staff members with transfer authority include: Library Director and ~~Assistant Director for Finance and Human Resources~~ **Finance Manager**.
5. Access to electronic bank software will be restricted to Administration Office personnel on a need to know basis. Each staff member with access will have a dollar limit established and authority granted specific to their function and transaction need.

New on June 16, 2022 / Revised December 15, 2022

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

\_\_\_\_\_  
J. Wescott, Board Secretary

\_\_\_\_\_  
Date

### 3.7 ~~6.2~~ Directory Information Policy

While all information in the Library is available for public use, the Library has the responsibility to determine the proper access to and delivery of that information: normal circulation, limited circulation, in-house use only, in person, mobile services, phone, text email, mail, other forms of electronic communications.

We do not give out information from the City Directory or directory type of information.

It is our policy not to give out published or unpublished information on private individuals.

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Adopted November 17, 1992 / Reviewed January 2003 / Revised October 21, 2021 / *Re-numbered December 15, 2022*

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

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J. Wescott, Board Secretary

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Date

## **4.4-4.11 Library Pandemic Response Policy**

### **Purpose:**

The purpose of this policy is to authorize the Library Director to quickly respond to rapidly changing circumstances during a pandemic or other health crisis (infectious disease outbreak) and to provide general guidance for action consistent with the Pandemic Response Plan incorporated herein by reference.

### **Guidelines for Library Closure:**

- The Library Director will adhere to all State of Michigan Executive Orders and all federal, state, and local laws and regulations.
- The Library Director will consult with the Library Board President, the Chair of the Finance, Facilities, and Services Committee, the Library of Michigan, the Michigan Library Association, Member Library directors, and other statewide library directors, as appropriate, when deciding to close the library, but shall have the discretion to close the Library as the Library Director determines necessary for the health and safety of the staff and the public. The Library Director will notify the Trustees in the event of closure.
- Consultation shall not be required in the event a State of Michigan Executive Order or federal, state, or local law, regulation, or directive mandates closure.
- The Library Director will follow procedures in the established Pandemic Response Plan and all applicable Grand Traverse Health Department orders.
- The Library Director, in collaboration with administrative staff, will determine which, if any, services may remain available throughout a closure consistent with the Response Plan and in the interest of Library staff and the public's health, safety, and welfare.

### **Guidelines for Reopening Library:**

- The Library Director will consult with the Library Board President, the Chair of the Finance, Facilities, and Services Committee, the Library of Michigan, the Michigan Library Association, Member Library directors, and other statewide library directors, as appropriate, when deciding about reopening of the Library, but shall have the discretion to reopen the Library as the Library Director determines necessary for the health and safety of the staff and the public.
- The Library Director may adjust levels of services as indicated by the Pandemic Response Plan based on the pandemic circumstances existing at the time and in the interest of Library staff and the public's health, safety, and welfare.
- The Library Director may reopen the library when allowed by the relevant governmental entities while ensuring the safety of staff and patrons in the Library.
- The Library Director may adjust staffing levels when necessary.

- The Library Director may cancel or limit Library programs, and/or close or limit hours of operation based on the pandemic circumstances existing at the time.
- The Library Director may adapt and revise the Pandemic Response Plan as new scientific information is available and in response to changes in best practices.

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New policy adopted May 21, 2020 / *Renumbered December 15, 2022*

Motion by: \_\_\_\_\_ Supported by: \_\_\_\_\_

Adopted:     Y     N

\_\_\_\_\_  
*J. Wescott*, Board Secretary

Date: \_\_\_\_\_

## **4.7 ~~4.12~~ ART EXHIBITION POLICY**

### **Policy**

The Traverse Area District Library strives to encourage education, celebrate culture, deliver entertainment, and inspire community.

To that end, the Library, with the support of the Library Board, does provide a rotating art exhibit program featuring local or regional artists as well as occasionally sponsors online art exhibitions as well as themed art contests or competitions. The programs are designed to encourage community involvement in order to support the arts in the Traverse District Library's service area.

The public Library may choose to display materials from its own collection or accept applications from individuals to provide items for exhibition in a variety of mediums, reflecting an array of topics and interests, appealing to the diverse interests and concerns of the community.

A Library Arts Committee composed of the Library Director and designees have the sole discretion regarding selection, exhibition period, and in what manner any art at the Library or on the Library's website is to be exhibited. This committee retains the right to deny or refuse any exhibit proposal and also has the right to cancel an exhibit in its discretion.

### **Guidelines and Procedures**

#### Selection Criteria for Art Exhibits

The following are general selection criteria, a particular exhibition, contest, or competition may have additional selection criteria as determined appropriate and applicable by the Library Director:

*Aesthetics:* Exhibit is pleasing to the perceived public and in keeping with the exhibition space design or the theme, topic or purpose of the exhibition, display, competition or contest.

*Quality of Exhibit:* Art should be in good condition and capable of display in the intended display location.

*Suitability of Exhibit:* Exhibit must be suitable for the Library's physical and online limitations. Art to be displayed at the Library or any of its branches should not require climate control, physical security, or other special handling. Art must be available for a period of no less than the number of days the Library desires to hold the art for exhibition.

*Compliance:* All displays must meet existing State and Federal laws on obscenity, libel, defamation of character, and invasion of privacy. Displays may not promote or represent any activity or purpose that is in violation of local, state, or federal ordinances or laws, including copyright and public performance laws.

A display shall not be for a commercial purpose, for the solicitation of business, for profit or for fundraising by an outside agency, for religious proselytizing, or to support or oppose a candidate or ballot question.

Granting of permission to display materials does not imply Library endorsement of content; nor will the library accept responsibility for the accuracy or inaccuracy of statements made in such materials.

### **Art Exhibit Proposal Process**

Art submittals will be assessed for approval by the Library Arts Committee. To submit a proposal, please complete and return any application or other submission required in connection with the exhibit, competition or contest.

Prospective exhibitors should keep in mind that the display space is located in a very open and prominent area of the Library or the Library's website; as such, it will be viewable by patrons of all ages. Accordingly, the library discourages proposed exhibitions that include significant elements of sexually explicit imagery, nudity, or graphic depictions of violence.

The name of the artist/group responsible for the display must be included in any submission.

### **Terms Applicable to the Submission of Art to the Library**

#### **Grant of License**

If you submit your work for consideration, you grant to the Library (and its subsidiaries, successors, and assigns) a non-exclusive, perpetual, world-wide, unlimited, transferable, irrevocable, royalty-free license to: (a) use and publish your work, whether in whole or in part, for any Library related purposes, including but not limited to Library or Library event(s) promotional materials, in any form of media as selected by the Library; and (b) use and publish your name (including any professional name currently used or later adopted by you), likeness, and biographical information in connection with the Work for Library related purposes (collectively, "License").

#### **Representations and Warranties**

By submitting your work to the Library, you make the following representations and warranties to Library: (a) the work is an entirely original work, or original reproduction or adaptation of preexisting works in the public domain; (b) the work has never been published; (c) you have full power and authority to grant the License; (d) the Library's License will not infringe upon any rights of any third party; (e) at the time of submitting the work, you are the sole and exclusive owner of the work and any rights to the work; and (f) you have not previously assigned or otherwise transferred the work or any rights in the work to any third party that would be infringed upon by your submission of the work and the grant of License to the Library.

#### **Indemnification**

By submitting your work and in consideration of the Library reviewing or displaying your work,

you agree to indemnify, defend, and hold TADL harmless from and against any and all Claims that arise out of or are in connection with any claim of infringement by a third-party with respect to the work. For purposes of this paragraph, "Claims" means any request for payment for copyright infringement, liability, damage, expense, judgment, settlement, lawsuit, cause of action, proceeding, decree, costs, expense, or fees (including attorney fees).

### **Artist's Responsibilities**

The artist will meet with a designated Library representative to review guidelines and procedures for coordinating the logistical details of the exhibit.

The artist will complete and sign any submission required by the Library in connection with the exhibition, competition, or contents.

The artist will supply items that are consistent in form, quality, and content with the original proposal.

The artist assumes all responsibility for transporting exhibit items. For physical installations, receiving, installation and removal dates and times must be coordinated with designated library staff.

The artist will supply titles and desired descriptions for items and provide biographical or historical information as requested.

It is the responsibility of the Artist to insure any art loaned to the Library.

### **Sale of Art**

Sales in conjunction with the exhibit are allowed; however, transactions may not be conducted on Library property and it is the sole responsibility of the artist or organization to maintain a current sales tax license, collect, report and submit the appropriate forms and collected taxes to any taxing entities.

### **Request for Reconsideration**

Persons who object to material exhibited at the Library may file a Request for Reconsideration with the Traverse Area District Library Board. Following a hearing, the Board shall determine whether the material complies with the Selection Criteria as set forth herein. The Board will provide notice of the hearing to the Committee and artist(s) affected and provide an opportunity for the objector, the Committee, and the artist(s) affected to be heard regarding whether the material complies with the Selection Criteria. Any request shall be filed at least 15 days prior to the next regular Board Meeting at which the hearing will be conducted. The Board's decision will be final.

### **Care, Preservation and Exhibition**

The Library will exercise the same care with respect to physical art exhibitions as it does in the safekeeping of comparable property of its own. Precautions will be taken to protect the



exhibition from fire, theft, mishandling, insects and extremes of light, temperature and humidity while in the Library’s custody.

The Library shall not be responsible for any damage or injury to any art exhibit. And the artist expressly releases and holds the Library, its officers, employees or agents harmless from any claims due to loss or damage to or theft of an art exhibit while in the Library’s care and custody.

Evidence of damage at the time of receipt of the art or while in the Library’s custody will be reported to the Artist immediately. It is understood that art which in the opinion of the Library show evidence of infestation, may be treated at the discretion of the Library.

The Library has the right to determine which written and interpretive materials will accompany the exhibit.

**Delivery and Removal of Art Objects**

Arrangements for delivery of all art loaned will be the responsibility of the Artist. The Library cannot accept delivery and will not repack the art. Upon delivery, the Artist and designated Library representative will jointly complete an initial Inventory and Condition Report. The Artist will promptly remove a physical the art exhibit at the end of the exhibition period at a time agreed upon by both parties and the Library and the Artist will jointly complete a final Inventory and Condition Report.

**Reproduction and Credit**

Unless notified in writing to the contrary, it is understood that the art on exhibit at the Library may be photographed by the general public. Also, the Library may photograph or reproduce the art for educational, catalog, and publicity purposes. Unless otherwise notified in writing, the Library will give credit to the Artist in any publications.

**Change in Ownership or Address**

It is the responsibility of the Artist or their agent to notify the Library in writing, promptly, if there is any change in ownership of the object(s) or if there is a change in the identity or address of the Artist. The Library assumes no responsibility to search for an artist or owner who cannot be reached at the address of record.

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New Policy Adopted on September 17, 2020 / Re-numbered December 15, 2022

Motion by: \_\_\_\_\_

Adopted: Y N

Supported by: \_\_\_\_\_

Date: \_\_\_\_\_

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J. Wescott, Board Secretary

## **4.8 ~~4.13~~ Display Case Policy**

The Traverse Area District Library provides space for displays and exhibits of items from the library’s own collections, as well as exhibits and displays sponsored by other community agencies or individuals when not in use by the library. All displays must comply with existing library policies and procedures.

Exhibits are displayed for one month, and must be scheduled in advance by submitting a request through [tadl.org/displays](http://tadl.org/displays). The Library reserves the right to decide the appropriateness of exhibit material to the public library setting.

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New Policy Adopted October 15, 2020 / *Re-numbered on December 15, 2022*

Motion by: \_\_\_\_\_

Supported by: \_\_\_\_\_

Adopted: Y N

Date: \_\_\_\_\_

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J. Wescott, Board Secretary

## 5.1 ~~7.1~~ Conflict of Interest Policy

### Purpose

The purpose of this Conflict of Interest Policy (“Policy”) is to protect the interest of the Traverse Area District Library (“TADL”) when it is contemplating entering into a transaction, contract, or other arrangement that could benefit the private interest of an officer, director, or employee of TADL. The Policy is intended to be consistent with Michigan’s Contract of Public Servants with Public Entities Law found at MCL 15.321 et seq., and the Incompatible Public Offices Act, MCL 15.181 et seq. This Policy is intended to supplement, but not replace, any requirements of those statutes. In the event of any inconsistency between the Policy and the statute, the statute shall control.

### Definitions

- A. Public Servant. A Public Servant of TADL shall mean any current member of the Board of Trustees, officer, member of a committee with board delegated powers, or employee.
- B. Financial Interest. A Public Servant has a “Financial Interest” in a contract if the contract is between TADL and any of the following:
  - 1. The Public Servant, him or herself;
  - 2. Any firm, meaning a co-partnership or other unincorporated association, of which the Public Servant is a partner, member, or employee;
  - 3. Any private corporation in which the Public Servant is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on the stock exchange, or stock with a present total market value in excess of \$25,000 if the stock is listed on a stock exchange, or of which the Public Servant or his/her spouse or child is a director, officer, or employee;
  - 4. Any trust of which the Public Servant is a beneficiary or trustee.

### Procedure

- A. Prohibited Conduct. When a Public Servant has a Financial Interest in a contract or other arrangement with TADL; or when a Public Servant believes that his/her judgment could be impaired based upon his/her relationship with a person or company who has business before the TADL; then in such circumstances, a Public Servant shall not:
  - 1. Take any part in the negotiations for the contract, or the renegotiation or amendment of the contract, or in the approval of the contract; or
  - 2. Represent either party in the transaction.

- B. Duty to Disclose. When a Public Servant could be interpreted to have a Financial Interest in a contract or other arrangement with TADL, or when his/her independent judgment could be impaired in deciding matters pending before the TADL, then the Public Servant must disclose the existence of his/her Interest or Financial Interest as a matter of record in TADL's official proceedings in advance of the TADL Board voting to approve the contract. If a Public Servant is uncertain whether independent judgment can be exercised, he/she should contact the TADL's appointed legal counsel for assistance with such a review. The disclosure shall be made in one of two ways:
1. Disclose in writing to the TADL Board (or if the President is a Public Servant who is a party to the contract, to the Vice President), the relationship, Interest or Financial Interest in the contract at least seven days prior to the meeting at which a vote will be taken. The written disclosure shall be made public in the same manner as a public meeting notice; or
  2. Disclose the Financial Interest at a public meeting of the TADL Board. The vote either approving or disapproving the contract shall be taken at a meeting of the TADL held at least seven days after the meeting at which the disclosure is made. If the Financial Interest to the Public Servant is more than \$5,000 in value, disclosure must be made as provided under this subparagraph.
- C. Procedures for Consideration of a Contract where a Public Servant has a Financial Interest.
1. The Public Servant may not be involved in any official presentation to the TADL Board or any committee of the TADL.
  2. The contract must be approved by a vote of not less than 2/3rds of the total number of trustees (and not just 2/3rds of a quorum) in an open session.
  3. The Public Servant with a Financial Interest shall not vote.
  4. The minutes of the meeting of the TADL must contain the following information:
    - a. The name of the Public Servant involved in the contract.
    - b. The terms of the contract, including duration, financial terms, facilities, or services of the public entity included in the contract, and the nature and degree of assignment of employees of the public entity for fulfillment of the contract.
    - c. The nature of any Financial Interest by a Public Servant.
  5. Disclosure may be made in the form of a sworn affidavit signed by the Public Servant with the Financial Interest if the following exist:
    - a. The direct benefit to the Public Servant is less than \$250;

- b. The direct benefit to the Public Servant is less than 5% of the public cost of the contract; and
- c. The contract is for emergency repairs or services.
- 6. Notwithstanding the above provisions, sealed bid procedures may be used as provided under MCL 15.324(1).
- D. Procedures for consideration of a matter or action where a Public Servant's judgment will be impaired due to a relationship or Interest (which is not otherwise defined as a Financial Interest) with a matter or action pending.
  - 1. After declaring the impairment of interest, the Public Servant will not:
    - a. Take part in the discussion; and
    - b. Shall not vote.
- E. Violation of the Conflict of Interest Policy.
  - 1. If the TADL has reasonable cause to believe that a Public Servant has failed to disclose actual or possible conflicts of interest, it shall inform the Public Servant of the basis for such belief and afford the Public Servant an opportunity to explain.
  - 2. If, after hearing the response of the Public Servant and making any further investigation that may be warranted, the Board determines that the Public Servant has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## Confirmation

- A. Each Public Servant shall be provided with a copy of this policy and shall comply with its terms.
- B. Each Public Servant shall annually complete the TADL Conflict Disclosure Statement and return it to Administration within 30 days of receipt.

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Adopted on September 13, 2007 / Revised April 18, 2013 / Revised October 21, 2021 / *Re-numbered December 15, 2022*

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

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J. Wescott, Board Secretary

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Date

## **5.2 ~~7.2~~ Drug-Free Workplace Policy**

TADL is committed to providing a safe, healthy, and productive work environment. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. This policy is established to maintain a safe, healthy, productive, and drug-free environment for all employees and the public, and to protect TADL property, equipment, and operations from the negative effects of alcohol, marijuana, and controlled substances taken for medical and non-medical purposes.

The use and effects of controlled substances, alcohol, and marijuana pose very serious problems. Not only can the use and/or abuse of controlled substances, alcohol, or marijuana jeopardize the health, safety, and well-being of the individual user, it can also endanger the safety of our employees and the general public. In view of these concerns, TADL wants to clearly set forth the terms of its drug-free workplace policy to accurately detect and to deter the use of alcohol, marijuana, and other drugs that impair the user in our work environment, through testing and/or disciplinary action, up to and including termination of employment.

### **Illegal Controlled Substances and Legal Prohibited Controlled Substances**

Employees shall not use, possess, purchase, sell, manufacture, distribute, or be under the influence of alcohol, marijuana, or any illegal controlled substance or any legal prohibited controlled substance while on TADL property, while in a TADL vehicle, or while performing TADL business. Possession of related drug paraphernalia is also prohibited. Violation of this policy will result in disciplinary action, up to and including termination of employment.

An “illegal controlled substance” includes a controlled substance that is not legally obtained and/or a controlled substance not being used for its intended purpose or its prescribed quantity.

“Legal prohibited controlled substances” include prescription and non-prescription controlled substances that may impair working ability and/or create a safety hazard in the workplace. Any employee who is taking a legal controlled substance must notify their supervisor of any potential for impairment that would render employee unable to perform the essential functions of his/her job or pose a potential threat to the safety of others.

Employees who possess a medical marijuana registry card or who use legal recreational marijuana may not possess or use marijuana in the workplace, may not perform work for TADL while under the influence of marijuana, and must otherwise comply with this policy in all respects.

### **Testing**

To enforce this policy, TADL may implement drug or alcohol testing: (1) as a pre-employment screening device pursuant to a conditional offer of employment; (2) as required by law, including but not limited to any drug and alcohol testing requirements for employees subject to Department of Transportation and other applicable federal or state drug and alcohol testing

regulations; (3) when TADL has a reasonable suspicion that an employee has violated this policy; (4) in accordance with an agreement with an employee who previously violated this policy that provides for testing (a “Last Chance Agreement”); and (5) when an employee suffers an on-the-job injury or accident, including a traffic accident, or a safety violation, provided there is a reasonable possibility that alcohol, marijuana, or other drug use by the employee could have been a contributing factor to the reported injury, accident, or violation.

For example purposes, with respect to testing after an accident, there would be a reasonable possibility that alcohol, marijuana, or other drug use could have been a contributing factor to the incident if an employee violates a safety standard. On the other hand, if an employee is injured by lifting a box, for example, there is likely not a reasonable possibility of alcohol, marijuana, or other drug use contributing to the injury unless there are additional factors suggesting otherwise.

With respect to reasonable suspicion testing, reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, demeanor, appearance, performance decline, attendance or behavior changes, erratic behavior (such as involvement in an accident resulting in significant property damages), physical symptoms, and results of a search or other detection methods.

If an employee refuses to cooperate with or submit to any drug or alcohol test or investigation, or tampers with a test sample, at TADL’s sole discretion, he/she may be subject to disciplinary action, up to and including termination.

Any employee who tests positive on a drug or alcohol test will be offered the opportunity of a second test on the original sample. If a current employee tests positive on a drug or alcohol test, including a test for the presence of marijuana, TADL shall take any and all additional disciplinary actions it deems necessary and appropriate, up to and including termination of employment.

### **Confidentiality**

Information and records relating to test results and legitimate medical explanations provided to the medical review officer shall be kept confidential to the extent required by law and maintained in secure medical files separate from employee personnel files.

### **5-Day Notification Period for Drug-Related Criminal Convictions**

All employees are required, as a condition of employment, to report any drug-related criminal convictions, including but not limited to convictions for operating a motor vehicle while under the influence or while intoxicated. Employees must notify TADL Administration no later than five (5) days after a conviction. Federal contracting agencies will be notified when appropriate.

### **Safety Concerns**

To protect the safety of all employees and others, any employee who TADL reasonably suspects

has violated this policy may not be allowed to complete his/her shift. Safe transportation will be arranged for the employee.

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Adopted 2003 / Revised October 20, 2022 | *Re-numbered December 15, 2022*

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

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J. Wescott, Board Secretary

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Date



## **5.4 ~~7.10~~ Whistleblower Policy**

### **Objective**

Traverse Area District Library requires all library staff, 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 directors, officers, and employees to report violations of the law, or applicable rule, or TADL regulation, or even suspected violations in accordance with this Whistleblower Policy and in accordance with Michigan Whistleblowers' Policy Act (PA 469 of 1980).

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

### **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 or volunteer has a reasonable belief that an employee, volunteer or Trustee has engaged in any action that violates any applicable law, rule or regulation, including without limitation, those concerning accounting and auditing, or constitutes a fraudulent practice, or a conflict-of-interest, the employee is expected to immediately report such information to the Library Director. If the employee does not feel comfortable reporting the information to the Library Director, they are expected to report the information to the Assistant Director of Finance and Human Resources. If the conduct implicates one or both of the Library Director or the President of the Board of Trustees, or if the reporting individual is not comfortable speaking with or not satisfied with response of the foregoing individuals, the issue may be reported to any member of the Board of Trustees.

All reports will receive prompt follow-up and an investigation will be conducted. In conducting its investigations, TADL will strive to keep the identity of the complainant confidential whenever reasonably possible, while conducting an adequate review and investigation. 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.

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. 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 viewed as a serious disciplinary offense.

**Retaliation:**

No trustee, officer, or 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 may take disciplinary action (up to and including termination) against an employee who, in management’s assessment, has engaged in retaliatory conduct in violation of this policy.

In addition, TADL will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information in good faith relating to the action by TADL or any of its employees of a violation of any applicable law, rule or regulation. Supervisors will be trained on this policy and TADL’s prohibition against retaliation in accordance with this policy.

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New on June 16, 2022 / Re-numbered December 15, 2022

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

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J. Wescott, Board Secretary

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Date

### **5.5-7.5-Nepotism Policy**

In order to ensure fair and equal treatment for all Traverse Area District Library employees, TADL establishes the following policy:

The Library Director may approve the new hire of a current employee’s spouse, domestic partner, children, parents, siblings, in-laws, members of the same household, or bona fide dependents (as established by the IRS) as long as they are not hired under a direct reporting relationship between the parties.

Applicants will be required to declare any relatives/relations listed above who are currently employed by Traverse Area District Library. Applicants will be informed immediately if they cannot be considered for this reason.

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Presented for adoption November 19, 2012 / Revised August 19, 2021 / Re-numbered December 15, 2022

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

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J. Wescott, Board Secretary

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Date

## **1.7-5.1 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.

Final responsibility for materials checked out/viewed/**listened to**/read/ rests with the patron and/or parent or legal guardian if the patron is under 18 years of age.

### **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, and professional recognition
- 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 or Traverse City Area Public Schools. Given that space for housing these collections is at a premium and materials are seldom withdrawn, material consideration will necessarily be highly selective.

#### 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 provided consideration under due process. The challenges to library materials 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 Director staff, and revised as needed with review and approval by the TADL Board of Trustees. ~~It will also be formally reviewed by the Board of Trustees at least every five years.~~

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Revised February 13, 2003 / Revised September 16, 2021 / Revised December 15, 2022

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

\_\_\_\_\_  
J. Wescott, Board Secretary

\_\_\_\_\_  
Date

## 2.3 Credit Card ~~Use~~Purchase Policy

### Purpose

The Traverse Area District Library recognizes that it is in the best interest of the library to maintain a credit account for use by designated employees to assist in performing their assigned responsibilities and to streamline and enhance the purchase of Library materials and services. Therefore, the purpose of this policy is to authorize and regulate the use of credit cards by Library employees in compliance with Public Act 266 of 1995 which requires that local units of government adopt a credit card policy.

### Authority

The Library Director and/or the Finance and Human Resources Manager shall be responsible for the issuance, monitoring, and retrieval of the Library credit cards and for overseeing compliance with this Credit Card Use Policy.

~~The Traverse Area District Library wishes to use credit cards to streamline and enhance the purchase of Library materials and services and Public Act 266 of 1995 requires that local units of government adopt a credit card policy. It is the policy of the Traverse Area District Library that:~~

- ~~1. The Library Director shall be responsible for the issuance, monitoring, and retrieval of the Library credit cards and for overseeing compliance with this Credit Card Use Policy. The Business Manager shall be responsible for reconciliation of all credit card bills.~~
2. Credit cards shall be used only by an employee holding a managerial position or position requiring a purchasing function at the Traverse Area District Library and shall be used only for the purchase of goods or services for the official business of the Traverse Area District Library.
3. The total combined authorized credit limit of all Library credit cards shall not exceed 5% of the total budget for the current fiscal year.
4. Limits will be placed on each card based on budget and role of each authorized user. Pre-approval of credit card usage may be required per limits established in internal guidelines.
5. Reconciliation of all credit card bills shall be done monthly and reviewed/approved by the Finance and Human Resources Manager and /or the Library Director. The balance due shall be paid on or prior to the due date by automatic deduction from the Library checking account, ~~only after review by the Business Manager and approval by the Library Director.~~
6. An employee using a Library credit card is responsible for the protection and custody of the card and shall immediately notify the Library Director, Finance and Human Resources Manager and/or the issuing bank ~~Traverse Area District Library~~ if the card is lost or stolen.

- 7. An employee using a Library credit card must submit to the ~~Business Manager Finance Assistant and Human Resources Specialist~~ a form showing an itemized list of goods or services purchased with the card, the cost of purchase, date of purchase and official business for which purchased. The original sales receipt must be signed by the employee cardholder and should be attached to the form. Forms will be submitted in a timely manner in order to reconcile credit card statements.
- 8. Unauthorized use of a Library credit card by any employee shall be cause for disciplinary action up to and including dismissal. The employee will be held responsible for the payment of unauthorized purchases.
- 9. Employees must surrender the Library credit card immediately upon termination.

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Adopted on April 12, 2011 / Revised April 21, 2016 / Revised October 21, 2021; Revised December 15, 2022

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

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~~M. Pakieser~~ J. Wescott, Board Secretary

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Date

## 2.5 Gift and Donor Recognition Policy

**Recognizing** that the donor, whether individual or corporate, is ~~the~~ a crucial **and appreciated** element in any giving program, Traverse Area District Library acknowledges that importance through the following ~~Donor Recognition~~ policy.

~~A prompt acknowledgement of the gift is made to the donor, and if it is a memorial or tribute, a card is sent to whomever the donor requests, notifying them of the gift to the library (no monetary amount is included).~~

### Types of Gifts

#### 1. Monetary

The Library accepts all levels of monetary gifts (including financial securities, bequests, and trusts). One-time gifts are recognized\* on the Donor Wall for permanent recognition and displayed accordingly in one of the following giving levels:

- Bronze Level - \$500 - \$4,999
- Silver Level - \$5000 - \$9,999
- Gold Level - \$10,000 or more

*Unrestricted* monetary gifts **under \$30,000** will be used at the discretion of the Library Director. *Unrestricted* monetary gifts **over \$30,000** will be used at the discretion of the Library Board of Trustees, under advisement of the Library Director. ~~in accordance with this Gift policy and/or the Library's Collection Materials Selection Policy.~~

*Restricted* monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library.

The Library Board of Trustees will acknowledge and formally accept gifts of \$10,000 or more at a regularly scheduled Board meeting. Gifts over \$10,000 **which are** used for a specific purpose will be acknowledged\* on the Donor Wall, and if **appropriate** ~~a gift is used for a specific purpose~~ a plaque acknowledging\* the donor will be displayed in the area where monies have been spent.

\*Donors reserve the right to remain anonymous.

#### 2. Non-Monetary / In-Kind

The Library ~~Traverse Area District Library~~ accepts **in-kind (goods or services other than cash)** gifts at the discretion of the Library Director and/or the Board of Trustees under the following conditions:

- *Gifts of library materials* (books, DVDs, CD's, Things, ~~magazines, tapes,~~ etc.) are accepted with the understanding that the Library reserves the right to add them to its collection, distribute them to other libraries, donate them to the Friends of

TADL for fundraising purposes, or discard them. Any proceeds derived from such disposal may be used at the discretion of the Administration for library improvement or staff development.

- *Gifts other than library materials* (personal assets or property, art objects, collectibles, services etc.), *if accepted*, are accepted only on the condition that they may be sold, kept, given away or discarded at the discretion of the Library Board and/or the Library Director. However, specific requests for the disposition of an item will be taken under advisement by the Board, and the gift will be returned if the request is not deemed to be suitable to the goals and objectives of the Library.

The Library will not appraise or estimate the value of non-monetary gift donations. The responsibility for such assessment lies with the donor. The Library also reserves the right to temporarily suspend acceptance of non-monetary gifts at any time.

**Non-monetary** gift items will be formally acknowledged, **if appropriate, at the donor’s request.** ~~if the donor wishes.~~

**3. Historical**

The Library accepts items of local historical value to the community that are within the parameters of the Traverse Area District Library’s Local History Collection. Items donated must meet the right to donate and transfer ownership requirements under the Museum Disposition of Property Act or any other applicable law. Intellectual property rights shall be conveyed and assigned to TADL when the gift is made. The donor(s) must agree that TADL would hold the sole ability to provide conservation efforts for the materials and in determining the disposition of these materials. In the event that TADL determines to dispose all or any portion of the Property following the donation, TADL shall follow all disposal procedures within the Deed of Gift for Local History Collection of the Library.

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Revised 15 November 2007 / Revised September 18, 2014 / *Combined Gift and Donor Recognition Policies December 15, 2022*

Motion By: \_\_\_\_\_

Support By: \_\_\_\_\_

Adopted: Y N

Date: \_\_\_\_\_

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J. Wescott, Board Secretary



## 2.6 TADL Fund Definitions Policy

### General Fund – Operations

- Revenue received throughout the year is posted here as well as expenditures for annual operations. **The** budget identified for use of this fund is approved by the TADL Board of Trustees on an annual basis with occasional budget amendments if required. Finance Policy defines the authority of the Library Director with respect to the budget and this fund.
- To provide protection against unexpected revenue shortfalls as the year progresses, this balance should fall within a range of 12% to 15% over budgeted expenses.

### General Fund – Employee Benefit Options Fund (Committed)

- This fund is committed to meeting employee benefit liability incurred through contractual obligations with TADL employees. These liabilities include retirement obligations or leave balances taken at termination of employment.
- This fund may be built from remainder at the end of the year or intentionally budgeted from operations at the beginning of the year.
- Expenditures for meeting employee benefit obligations will be made from this fund by Administration as needed.

### Debt Retirement Fund

- This Restricted Fund is used to meet the obligations of the voter approved bonds. Bond payments are made by Administration directly from this fund, as they are due.
- Tax revenues specifically for this obligation are posted directly to this fund.

### Public Improvement —~~Building~~ Fund (Restricted)

- For future use to maintain library facilities throughout the district **as needed**, these funds are restricted for the purchase of equipment, **technology**, and furnishings or for construction or building improvement.
- Expenses from this fund are restricted by state law to “public Improvement” and available to administration by board authorization upon the recommendation of the Finance Committee.
- This fund is built from charitable contributions or grants or other non-tax revenue sources.

### ~~Public Improvement —Technology Fund (Restricted)~~

- ~~• Funds placed here are restricted to the purchase of technology and telecommunications equipment and computer operating and applications software for use throughout the district.~~
- ~~• Expenses from this fund are restricted by state law to “public Improvement” and available to administration by board authorization upon the recommendation of the Finance Committee.~~

- ~~• This fund is built from charitable contributions or grants or other non-tax revenue sources.~~

**Public Improvement – YA Area Fund (Restricted)**

- ~~• Donated fund, restricted by the Board for Refurbishment of the Teen Area.~~
- ~~• Expenses from this fund are restricted by state law to “public Improvement” and available to administration by board authorization upon the recommendation of the Finance Committee.~~
- ~~• This fund is built from charitable contributions or grants or other non-tax revenue sources.~~

**Library Building Construction Fund:**

~~This is a capital projects fund and is used to record receipts and expenditures for the construction of a library building. The life of the fund is limited to the length of time required to complete the construction; any remaining balance is normally transferred to the Debt Service Fund when a bond issue is involved. The money for the operation of this fund is usually supplied by the sale of bonds, special tax levies, grants, transfers from the Public Improvement Fund and/or other restricted contributions.~~

**Committed Endowment**

Slear Trust

This fund was established in 1999 with \$80,950.06 by the Slear Trust without restrictions or conditions on its use. In the same year, the TADL Library Board resolved that the principal amount of the fund “shall not be spent and the interest income generated by the Slear Trust principal shall be expended exclusively to support children’s programming throughout the Traverse Area District Library system, until the Board of Trustees resolves otherwise”. ~~In 2009,~~ the balance identified for this fund ~~at the end of 2009~~ was \$81,000.

- Expenditures from this fund may be executed by Administration for children’s programming purposes when interest income is generated by the fund.

**Restricted ~~Unspendable~~ Endowment**

Katharine D. Lewis Bequest

This fund was established in 1977 with \$20,000 by Katharine D. Lewis in her last will and testament with the following restriction “The interest on this money is to be used only for the purchase of new books.” ~~The balance identified for this fund at the end of 2009 was \$20,000.~~

- Expenditures from interest on this fund may be executed by Administration for the purchase of new books when interest income is generated by the fund.

Affirmed on August 13, 1992 / Revised May 13, 2010 / Revised December 15, 2022

Motion by: \_\_\_\_\_

Adopted: Yes No



Support by: \_\_\_\_\_

\_\_\_\_\_  
J. Wescott, Board Secretary

\_\_\_\_\_  
Date

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~~6.35.8~~ **Public Relations Policy**

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The purpose of this policy is to ensure that the public receives consistent and accurate information about library policies, procedures, programs and services with the intent to promote community awareness, stimulate public interest in and usage of the library, and to develop public understanding and support of the library and its role within the community.

**Communication Materials and Sources**

~~Regular promotional and communication materials designed to be disseminated to the public shall be disseminated in will meet a high standard of quality in a format that best suits the type of information and intended specialized and/or diverse target audience. These may include traditional and non-traditional styles and methods.~~

~~The Director is responsible to see that such promotional and informational materials produced by or for the Library meet those standards.~~

**Media Contact and Spokesperson**

The Library Director ~~or designee~~ will arrange contacts with the media for the Library.

Contacts by the media made directly to the Library will be directed to the Library Director, Marketing and Communications Manager, the Board President.

Library Staff and Trustees will not make statements to the media on behalf of the Library without prior approval from either the Director or Board President. ~~All communications will be handled professionally, courteously, and within the terms of other library policies.~~

**Emergency Situations**

In an emergency situation, all ~~press media~~ inquiries ~~and announcements~~ will be referred to the Director ~~or designee(s)~~ who will make official statements to the public and the media ~~outlets~~.

~~If staff are asked to provide the public with information related to Library business or policy, Library administration will provide clear guidelines for responding to such requests.~~

Adopted March 9, 2006 / ~~Revised November 20, 2022~~ / *Revised December 15, 2022*

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Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

\_\_\_\_\_  
J. Wescott, Board Secretary

\_\_\_\_\_  
Date

## Financial Report Analysis for November 2022

**Revenue** – We continued to add to our revenue in November. Fees/Services went up \$1650 with a payment for services provided to the Benzie Shores District Library. We also received payment for the last of the Services in December in the amount of \$12,000. I am including it with this month's analysis as I don't do a normal monthly report for December. Sales added another \$2120 and Fines/Fees added \$3205. Our investments went in a positive direction for the first time this year as we actually gained back \$6028. Contributions were at \$9108 with most of donations earmarked for the Sign Project. Looking at December, we hope to continue the trend in Sales and Contributions.

**Expenditures** - Under Personnel expenses, all medical benefits have been paid for the year leaving just the cost of wages and retirement plans. Our Supply category will most likely be over and will require a budget adjustment. Online databases are causing some of the overage with the rest of the overage due to more spending to fulfill our grant requirements. There are a number of line items that make up Other Services and Charges that will be coming in under budget. However, our Building and Grounds maintenance may be going over due to additional costs for the retaining wall and elevator repairs. Finally, our Capital Outlay will need to be adjusted as we had some extra expenses for the Bookmobile that weren't covered by the money set aside in the PIF and we have the expenses for the sign going into this category.

Overall, the percentage of the year completed is 92% and our costs are at 92.1%.

Deb Radjenovich  
Assistant Director for Finance and Human Resources

**TRAVERSE AREA DISTRICT LIBRARY**  
**EXPENDITURES**  
**MONTH ENDING**  
**NOVEMBER 30, 2022**

<b>CATEGORY</b>	<b>BUDGET</b>	<b>2022 YTD</b>	<b>2021 YTD</b>	<b>VARIANCE</b>	<b>% OF BUDGET</b>
Salaries & Wages	2,534,599	2,285,785	2,114,876	248,814	90.2%
Social Security/Medicare	71,900	58,814	54,492	13,086	81.8%
Health/Hospitalization	378,330	357,329	336,020	21,001	94.4%
Vision Insurance	4,150	3,933	4,003	217	94.8%
Dental Insurance	30,150	27,189	28,194	2,961	90.2%
Life Insurance	8,850	7,928	7,575	922	89.6%
MERS Defined Contribution Retirement	160,000	147,109	133,790	12,891	91.9%
MERS Unfunded Liability	234,173	224,173	310,000	10,000	95.7%
401K Retirement Contribution	120,400	93,858	95,896	26,542	78.0%
Unemployment Comp.	0	427	0	(427)	0.0%
Workers' Compensation	8,000	7,766	7,860	234	97.1%
Disability Insurance	15,500	14,024	6,842	1,476	90.5%
Office/Cat./General Supplies/Postage	166,450	190,787	126,781	(24,337)	114.6%
Covid-19 Supplies	1,000	126	3,756	874	12.6%
Books/Media/Online Resources	606,300	570,758	578,330	35,542	94.1%
Repair & Maintenance Supplies	6,750	4,489	5,196	2,261	66.5%
Professional & Contractual Services	242,674	213,219	188,117	29,455	87.9%
Communications	36,480	23,850	26,769	12,630	65.4%
Education & Travel	55,657	35,028	22,600	20,629	62.9%
Printing & Microfilming	2,900	0	3,075	2,900	0.0%
Advertising & Outreach	19,250	9,122	15,137	10,128	47.4%
Insurance & Bonds	38,490	32,136	33,563	6,354	83.5%
Utilities	103,200	90,789	91,285	12,411	88.0%
General Building & Grounds Maintenance	320,991	295,871	231,556	25,120	92.2%
Member Allocations	629,000	639,000	569,720	(10,000)	101.6%
Miscellaneous	3,800	0	59	3,800	0.0%
Property Tax Reimbursement	6,500	2,892	6,504	3,608	44.5%
Furniture/Equipment/Software	53,550	68,085	85,507	(14,535)	127.1%
Contingency	6,000	0	0	6,000	0.0%
<b>TOTAL EXPENDITURES</b>	<b>5,865,044</b>	<b>5,404,488</b>	<b>5,087,504</b>	<b>460,556</b>	<b>92.1%</b>
<b>2022 APPROVED BUDGET</b>					
<b>EXPENDITURES BY CATEGORY</b>					
Personnel	3,566,052	3,228,336	2,850,777	337,716	90.5%
Supplies	780,500	766,160	636,547	14,340	98.2%
Other Services and Charges	1,458,942	1,341,906	1,129,535	117,036	92.0%
Capital Outlay	59,550	68,085	85,507	(8,535)	114.3%
<b>TOTAL EXPENDITURES</b>	<b>5,865,044</b>	<b>5,404,488</b>	<b>4,681,275</b>	<b>460,556</b>	<b>92.1%</b>

This statement reflects activity through the eleventh month of the 2022 fiscal year.

Percentage of the year completed 92%.

Certain items with higher percentages may have been paid annually for the fiscal year.

**TRAVERSE AREA DISTRICT LIBRARY**

**REVENUE**

**MONTH ENDING**

**NOVEMBER 30, 2022**

<b>CATEGORY DESCRIPTION</b>	<b>BUDGET</b>	<b>2022 YTD</b>	<b>2021 YTD</b>	<b>VARIANCE</b>	<b>% OF BUDGET</b>
Property Tax (Current, Delinquent, Other)	5,323,447	5,357,525	5,170,516	(34,078)	100.6%
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	59,243	112,284	(48,613)	557.3%
Fees/Services	41,650	31,485	41,903	10,165	75.6%
Sales	19,080	32,811	20,443	(13,731)	172.0%
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	27,173	15,709	(12,173)	181.2%
Interest & Dividends/Gains/Losses on Inv.	5,650	(71,118)	1,887	76,768	-1258.7%
Rents & Royalties	2,200	2,300	0	(100)	104.5%
Contributions	30,850	75,454	64,714	(44,604)	244.6%
Misc Revenue & Reimbursements	0	1,584	28,000	(1,584)	
<b>TOTAL REVENUE</b>	<b>5,750,871</b>	<b>5,822,736</b>	<b>5,755,764</b>	<b>(71,865)</b>	<b>101.2%</b>
Transfer In	114,173	114,173	200,000	0	
Use of Fund Balance		135,638		(135,638)	
<b>TOTAL</b>	<b>5,865,044</b>	<b>6,072,547</b>	<b>5,955,764</b>	<b>(207,503)</b>	<b>103.5%</b>
<b>TOTAL REVENUE, TRANSFERS &amp; USE OF FB</b>	<b>5,865,044</b>	<b>6,072,547</b>	<b>5,955,764</b>	<b>(207,503)</b>	<b>103.5%</b>
<b>TOTAL EXPENDITURES</b>	<b>5,865,044</b>	<b>5,404,488</b>	<b>5,087,504</b>	<b>460,556</b>	<b>92.1%</b>
<b>REVENUE OVER (UNDER) EXPENSE</b>		<b>668,059</b>	<b>868,260</b>		
This statement reflects activity through the eleventh month of the 2022 fiscal year.					
Percentage of the year completed is 92%.					



## **DECEMBER 2022 DIRECTOR'S REPORT - VICTORIA SHURLY**

Our snail mail newsletter was sent out to 3800 households, all residents on Old Mission as well as anyone else by request.

Our Men's Group has evolved into a new group for everyone called Peninsula Insights with a focus on speakers of interest to Old Mission residents. The programs, which meet on the third Wednesday of the month at 7 pm, will be preceded by a light supper, no meeting in December.

The Friends of Peninsula Community Library are holding a small holiday book and puzzle sale with the like-new items that have been donated over the past few months. All bundled items are \$5 and are in such great condition they could be given as gifts!

We have a new procedure for the takeout craft bags. The bags, which were first offered during the pandemic shutdown, have taken on a life of their own. They are still very popular but some people are coming in and taking five or six at a time. We have decided to offer children's bags once a month (formerly twice a month) and adult bags seasonally (formerly once a month). We always have table crafts out so will also offer those as make in or make and take, with bags patrons can fill on their own. It will encourage people to actually come into the library beyond the craft bag shelves.

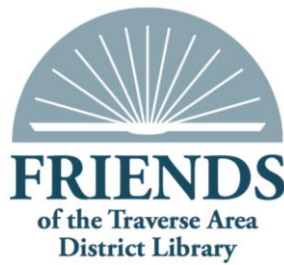
Our Library of Things is finally ready for checkout. We are not cataloging them into Evergreen right away as we want a soft start to see how they circulate and how staff manages. They will be listed on our website and there is also a display in the library.

The lighting system seems – for the most part – to be fixed with the replacement of the control box. The parking lot lights are still an issue, but I am working with Touché Lighting to assure that those stay on until an hour after close and then turn off to meet the Township's Dark Sky Ordinance. They are currently either going out early, leaving staff and occasionally patrons to find their way out in pitch darkness, or staying on all night. At least we now have control over the Community Room lights which previously were not coming on. There is no option for an "old-fashioned switch" which would seem to be the obvious solution. The wiring for the lighting is all low voltage data cable.

Our annual audit was completed on November 28. We are on a July 1 – June 30 fiscal year. All looks good. I do not yet have final copies of the report.

***PCL Fun Fact: PCL had the first Reading Therapy Dog in the District way back in 2006. Toady, we have 2 dogs who come every week to listen to children read.***

*Circulation November 2022: 2155 + 162 manual checkouts, November 2021: 2339  
November Volunteers: 18 people, 24.5 hours of time to PCL. Curbside pickups: 4. New library cards: 10  
Hold Transit Counts November 2022: 525 to other libraries from PCL, 318 from other libraries to PCL  
Programs November: 18 Program Participation November: 231 Reference Questions: 431  
Website Hits: 1013, Twilight Baby Bags: 1, 1000 Books Before Kindergarten: 1  
State of Michigan COVID Kit Distribution: 1200 to date, COVID card protectors: 750 to date*



December 8, 2021

I am happy to report that the FTADL Board voted to approve donating \$5,000 toward the Library's bookmobile. We also voted to donate \$8,750 toward the Library's sign.

At our December meeting, we also approved the FTADL budget for 2023. Our Membership Committee is investigating broadening our efforts to recruit FTADL members and the budget reflects an increase in income from that source in 2023.

At our January FTADL board meeting, we plan to discuss future book sales and ways to maximize profits and also take into account the limitations of volunteer workers.

Carol Anderson, one of our board members, reported that she will be leading two discussion groups as part of NMC Extended Ed in 2023 and will be donating her proceeds to FTADL.

We will all of you Happy Holidays!

Sincerely,

Donna Hornberger  
President





TRAVERSE AREA  
DISTRICT  
LIBRARY

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

**Library Activity**

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

<b>Circulation Transactions</b>			
<b><u>Year-to-Date Activity</u></b>			
<b><u>As of month end</u></b>	<b><u>Print/audio/video Circulation</u></b>	<b><u>Electronic Books/audio/video</u></b>	<b><u>Total Circulation/Electronic Usage</u></b>
November 2021	754,646	256,732	1,011,378
November 2022	914,880	289,045	1,203,925

Lending

Physical item circulation and digital item circulation continues to surpass 2020 and 2021 levels. This is great news! Physical lending has increased 21.2% over last year and is getting closer to pre-pandemic levels of approximately 1,011,55 physical item circulated in 2019.

E-Book, magazine, downloadable audiobook, and database utilization

Digital lending continues to be a source of reading for our patrons. Digital lending has increased 12.5% in 2022. For comparison, digital lending has increased 41% as compared to 2019.

Visitors – Woodmere, East Bay, and Kingsley Facilities

The busiest day for November was Saturday, the 5th, with 1,417 patrons. This was the Friends Book Sale. In November 2022, there were 29,033 visitors which is about the same as October. In November 2022, TADL added 191 new patrons at Main, Kingsley, and East Bay, and 217 total district-wide.

Public Computing

In the Technology Center and other computer services throughout the district, there was a slight increase in visitors over October but overall usage is 16.9% above 2021. This equates to 1,802 sessions.

Additions to the Collection

In November 2022, 1,628 items were added to the district. This is a large decrease as the main book ordering site we use was down and spending ended near the end of November.

Behavior Issues

There were 15 incidents in November resulting in 7 suspensions and one call to the TCPD. This is a



significant decrease since November 2022 when there were 22 incidents resulting in 16 suspensions and multiple visits from the TCPD. The security guards have been a big help in this area with administrators and staff feeling less stress.

### Staff In-Service

On November 18, we held our first in-person In-Service since the pandemic. It was a wonderful day at the Hagerty Center. All the Member Libraries staff were invited but no one from Interlochen attended.

The speakers included:

- Ms. Marylee Pakieser, MSN, RN, FNP-BD & TADL Trustee
  - Topic: Narcan Training
- Dr. Michael Stephens, Associate Professor, School of Information at San Jose State University
  - Topic: Wholehearted Libraries
- Ms. JoAnne Cook, Local Indigenous Leader
  - Topic: Native American Culture
- Ms. Janis Adams, Attorney
  - Harassment and Whistleblower Training
- Scott Morey – TADL Website
- Amy Barritt – Kingsley Fun Facts
- The day closed with Strategic Plan Brain Storming

### Board Retreat Facilitator

I have secured Dr. Michael Stephens, Professor, School of Information at San Jose State University on March 8, 2023. This is normally the committee meeting day but I'm hoping we can use this day instead for the Board retreat at TADL from 12:30-4:30pm. Dr. Stephens' teaching focuses on information communities, evolving library service, and reflective practice for librarians. I think he will be able to effectively and dynamically guide a discussion about the library of the present and future with the Board.

### October Outreach, Partnership & Community Activities

#### **Purposeful Partnerships**

- Lunched with the Grand Traverse Region Executive Committee which includes leadership from local government and non-profit organizations.
- Read a story at Readers are Leaders community read event sponsored by Born to Read and Sunrise Rotary.

#### **Innovative Engagement**

- Participated in the new 988 Crisis Line Stakeholder meeting.

#### **Community Activities**

- Interviewed with 9&10 News about the Light Parade.
- Walked in the Light Parade.

Happy Holidays!

Michele P. Howard, MILS

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**BOARD MEMO**

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**TO:** TADL FINANCE COMMITTEE

**FROM:** MICHELE P HOWARD

**SUBJECT:** FINANCE AND FACILITIES COMMITTEE RECOMMENDATION –  
INSURANCE CARRIER

**DATE:** 12/15/22

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A Special Meeting was held in lieu of the Finance and Facilities meeting in part to discuss the choices for an Insurance Carrier and make a recommendation to the Board of Trustees.

After some discussion, it was moved by Deyo and seconded by Jones to recommend to the Board of Trustees that Municipal Underwriters of Western Michigan (MUWM) be chosen as the Library's insurance carrier. The reasons for selecting MUWM include:

- A cost savings of \$3,000
- The policy is as good as, or better than, the coverage in the current plan.
- MUWM has over 45 years of experience servicing municipalities like TADL including 21 libraries.

More discussion followed including the Worker's Compensation plan expiring in July 2023. Vickery offered a friendly amendment to the motion including the statement that the Library keep the Worker's Compensation plan with Larkin until July 2023 when the policy expires. Deyo and Jones approved of the amendment.

A suggested final motion could be:

Motion that the Library Director and Assistant Director of Finance and Human Resource, select Municipal Underwriters of Western Michigan as the insurance carrier for TADL for General Liability, Property, Directors and Officers, Volunteer, Cyber and Automobile Insurance. TADL will retain Larkin for Worker's Compensation Insurance until the Policy expires in July 2023, after which Municipal Underwriters of Western Michigan will provide Workers Compensation Insurance.

## 2.10 Credit Card Acceptance Policy

The Traverse Area District Library (TADL) accepts credit and debit cards as a form of payment for fines, fees, merchandise or donations by adults aged 18 and older. TADL uses three third-party providers (Square, Inc., Heartland, and Worldpay Holding, LLC) to process credit card transactions at TADL. Payment via credit/debit card can be made both in-person and online. TADL accepts credit/debit cards from a range of commonly used third-party providers. NFC (Near Field Communication) contactless payments are also accepted. The minimum amount to use a credit/debit card for payment is \$1.00.

The following may be paid for via credit/debit card:

- Overdue fines
- Copies and computer prints
- 3D Prints
- Lost and/or damaged material (TADL materials only)
- TADL merchandise, used materials, and surplus equipment
- Donations to the Traverse Area District Library.

Monetary donations to the Friends of the Library can be made by contacting the Friends of Traverse Area District Library.

### Security

The Library reserves the right to refuse service or cancel transactions at any time if fraud or an unauthorized or illegal transaction is suspected.

Completion of a payment transaction is contingent upon both the authorization of payment by the applicable credit card company or financial institution and acceptance of payment by the Library. In the event that a credit/debit card payment is unable to be processed, the patron will be responsible to provide payment via cash or check for all amounts due.

### Prohibited Credit/Debit Card Activities

The Library prohibits certain credit/debit card activities that include, but are not limited to:

- Accepting payment cards for cash advances or cashback
- Discounting fines or fees based on the method of payment
- Adding a surcharge or additional fee to card transaction
- Refunds in excess of the original amount paid
- Payments over the phone or via email

### Refunds

When a fine or fee has been paid using a credit/debit card and a refund is necessary, the refund must be credited to the account that was originally charged. Credit/debit card refunds cannot

be made more than 60 days after the transaction. Refunds may take up to 14 days to process. If a refund is deemed necessary after the 60 days, a refund may be made via a check issued by the Library. Refunds over \$200 are made at the discretion of the Director.

**Chargebacks/Disputes**

In the event that the Library is notified of a dispute, the Finance and Human Resources Manager will investigate the transaction and respond as necessary.

**Privacy Statement**

Credit/debit card transaction details collected are encrypted at point of swipe. TADL’s third-party providers comply with all required PCI-DSS (PCI-DSS stands for Payment Card Industry Data Security Standards).

The Library will have access to the last four digits of the credit/debit card number used in the transaction only. TADL does not retain payment card data on the mobile device or within the application. This information will only be used for transaction retrieval. This information is kept private and is not used for any other purpose. Transaction information is available until TADL terminates its account with the third-party provider.

**Disclaimer**

By processing, you agree to accept and assume all risks and responsibilities for the losses and damages that may arise from your use of this payment service and release TADL from all liability.

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*New and Adopted December 15, 2022*

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

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J. Wescott, Board Secretary

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Date

## 4.9 Film and Photography Policy

### Introduction

The purpose of this policy is to establish the terms and conditions under which Traverse Area District Library (TADL) Library facilities and property may be used for still photography, filming and/or video production (collectively referred to herein as “Filming”). TADL may accommodate requests for Filming provided such the Filming does not interfere with ordinary Library operations or the patrons’ right to privacy. In order to reduce distractions and protect the rights of Library patrons and staff, and to promote safety. Filming in the Library is restricted as set forth in this policy.

The Library’s express permission, unless noted below, is required for any Filming in or on the Library facilities and property or at Library sponsored events. The Library reserves the right to prohibit any Filming for any reason, including, but not limited to, if the Filming creates the potential for:

- a) disruption of TADL operations;
- b) damage to or alteration of Library property;
- c) inappropriate use of TADL’s name, logo or image;
- d) disruption of pedestrian or vehicular traffic;
- e) disruption of patrons or their right to privacy;
- f) other safety hazards;
- g) violation of the Library’s behavior and/or privacy policies; or
- h) individual or corporate financial gain.

### Non-Commercial Filming

Under no circumstances may the public or members of the media take photographs, video recordings, film, or live stream without the express permission of any Library patrons or staff who would be prominently included within the composition. Capturing identifiable likenesses of individuals or their computer screens, books, documents, or other materials and registration and circulation records is not permitted without an individual’s consent. If any person to be photographed or filmed is under 18 years of age, permission must be obtained by the photographer or videographer from a parent or legal guardian on behalf of said minor child. Individuals who photograph or film must honor requests from patrons and staff who do not want to be included in photos or recordings.

If the Filming requires a significant amount of time and/or equipment setup, the Library Director must be contacted at least seven (7) days prior to Filming so that proper accommodations can be made. All Filming must be carried out so as not to disturb Library users or staff and not block aisles, walkways, stairwells, doors or exits.

Filming is never allowed in restrooms and is not permitted in non-public (staff only) areas unless written consent is given by the Library Director to do so. Access to the Library by photographers or videographers may be limited either by time constraints or to specific areas depending upon TADL’s determination of the impact or effect the Filming could have on other

Library users. In all instances, the Library reserves the right to require the cessation of Filming if it results in disruption of the ordinary Library environment or operations.

### **Commercial Filming**

The Library does not permit commercial Filming on or in its facilities. This includes, but is not limited to, using library buildings, grounds or interiors as a stage set for portraiture, professional model photography, and product photography. It includes Filming used to advertise goods or services unrelated to the Library for commercial sale or promotion. Exceptions to the use of the Library grounds for commercial portraiture such as family photos, and senior photos may be allowed with permission.

### **News-related Filming**

The Library will consider reasonable requests for journalistic, non-commercial Filming. Notification is not required but is appreciated for news-related Filming. News-related Filming is subject to the same terms and conditions as set forth for Non-Commercial Filming.

### **Library Filming**

The staff of the Library regularly takes photographs or videos of patrons and staff at Library programs, workshops, classes and in other Library spaces. Many of these photos/videos will be used in print and electronic marketing materials. Others will be posted on the Library's website and on the Library's various social media accounts. Attendance at Library programs, events or Library spaces constitutes consent to be photographed or filmed for the Library's use in print and/or electronic publicity of the Library. Photos, images and videos submitted by users for galleries or contests may also be used by the Library for promotional purposes.

To ensure the privacy of individuals and children, images will not be identified using the full name of an individual without written approval from the individual or parent or legal guardian of the individual if a minor. If an individual does not want the Library to use a photo or video of them or of their child, they must inform the Library staff member who is coordinating the event prior to the conclusion of the event. This policy extends to Filming by Library staff at Friends of the Library events and at any of the Library's outreach efforts in the community, including at public events.

### **Failure to Comply**

Those not following this policy or violating other behavior policies may be asked to put away their equipment or leave the Library.

**Requests for Permission for Filming** Non-news related requests must be made in writing at least seven (7) business days in advance by emailing the Marketing Manager, [ask@tadl.org](mailto:ask@tadl.org). All requests for Filming must include the following information:

- 1) Name and description of the organization or individual making the request.
- 2) Project description, including the context and way in which the Library is to be portrayed and the intended use of the resulting material.
- 3) Date(s) requested.

- 4) Time and duration of proposed shoot.
- 5) Number of people and amount and type of equipment involved, including vehicles.
- 6) Potential disruption (sound, light, physical, etc.) of Library activities.
- 7) Location releases, if necessary, must be submitted for review by the Library in advance.
- 8) Proof of adequate insurance coverage and a signed indemnification agreement (student photographers/student filmmakers are exempt.)

**Additional Guidelines**

- Use of TADL’s name, logos, trademarks or images in connection with any Filming is prohibited without written permission of the Library.
- No set construction or alteration of Library facilities, buildings, or property is permitted.
- All areas occupied in connection with the Filming must be returned to their normal condition.
- No connections to the electrical system other than through plugging into standard duplex receptacles shall be permitted. Covers from electrical panels or boxes must not be removed.
- Any person Filming shall be responsible for the cost to repair any damage to the Library building, grounds, collections or furniture caused by the person or occurring as a result of the Filming.
- Any person Filming shall defend, indemnify and hold harmless TADL and its board members, servants, agents, or employees from and against any and all liabilities, losses, suits, claims, judgments, fines, and demands arising by reason of injury or death of any person or damage to any person or property.

**Open Meetings Act**

In compliance with the Michigan Open Meetings Act, MCL 15.263(3), all TADL public meetings are open to the public and a patron has “the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings of a public body at a public meeting.” The exercise of this right shall not interfere with the meeting or the overall decorum and proceedings of the meeting (i.e., the machine and/or operator must be quiet and unobtrusive and shall remain in the area designated for the public). The Library will make reasonable accommodations for those wishing to record the meeting.

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*New and Adopted on December 15, 2022*

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

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J. Wescott, Board Secretary

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Date