

AGENDA

Board of Trustees Regular & Annual Meeting
Thursday, January 19, 2023 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Re-appointment of Trustee Odgers [Oath of Office](#) | [Policy](#)**
4. **Approval of Agenda**
5. **Public Comment***
6. **Annual Meeting**
 - a. [Election of Officers](#)
 - b. [Committee Appointments](#)
 - c. [Approval of Board Meeting Schedule February 2023 – January 2024](#)
 - d. [Approval of TADL Main Library and Branch Operational Hours and 2023 Closure Dates](#)
 - e. [Approval of TADL Main Library and Branch Operational Hours and 2024 Closure Dates](#)
 - f. [Annual Conflict of Interest Statement](#) | [Annual Ethics Statement](#)
7. **Consent Agenda**
 - a. Approval of Minutes – [Regular Meeting of December 15, 2022](#)
 - b. [Department Reports](#)
 - c. Finance and Facilities Committee Report – no meeting in January
 - d. Policy and Personnel Committee Report – no meeting in January
 - e. Financial Report – [Narrative](#) | [Expenses](#) | [Revenues](#)
 - f. Member Library Communications – [FLPL](#) | [IPL](#) | [PCL](#)
 - g. [Friends of TADL Report](#) – Donna Hornberger, President
 - h. Correspondence
8. **Items Removed from the Consent Calendar**
9. **[Director Report](#)**
10. **Presentation: [New Website](#) ~ Scott Morey, Assistant Director for Technology**
11. **New Business**
 - a. Financial Authorization Changes
 - b. [Resolution – 2023 Member Library Agreement Payments](#)
 - c. [Resolution – Annual Approval of Routine Invoices over \\$25,000](#)
 - d. [Approval to Support the Elliot-Larsen Civil Rights Act](#)
 - e. Discussion: [Board Retreat Details](#)
12. **Public Comment***
13. **Trustee Comment**
14. **Closed Session (if needed)**
15. **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.



TRAVERSE AREA
DISTRICT
LIBRARY

Oath of Office

I do solemnly affirm that I will support the constitution of the United States, and the constitution of the State of Michigan, and that I will faithfully discharge the duties of Member of the Board of Trustees of Traverse Area District Library, according to the best of my ability.

Trustee Signature

Date

Trustee Name (printed)

Witness Signature

Date

Witness Name (printed)

1.3 Oath of Office for Trustees Policy

The Traverse Area District Library Board of Trustees requires each new or re-appointed trustee to be sworn in by repeating or affirming the Oath of Office at the beginning of each new term on the Library Board.

Oath of Office

"I do solemnly affirm that I will support the constitution of the United States, and the constitution of the State of Michigan, and that I will faithfully discharge the duties of Member of the Board of Trustees of Traverse Area District Library, according to the best of my ability."

Process

The Oath of Office will be administered at the beginning of the first regular board meeting at which the Trustee begins a new term. The Board Secretary, Board President, or Administrative Assistant shall administer the Oath of Office. After being sworn in, the Trustee will sign the Oath of Office which will then become part of the TADL Board permanent records.

New on January 20, 2011 / Revised October 21, 2021

Motion by: Pakieser

Adopted: Yes No

Support by: Wescott

Marydee Pakieser
M. Pakieser, Board Secretary

10/21/21
Date



Traverse Area District Library Board of Trustees 2023 Election of Officers

Nominating committee members: Susan Odgers
Marylee Pakieser

The committee proposes the following Slate of Officers for 2023:

<u>Office</u>	<u>Nominee</u>
President	Susan Odgers
Vice President	Marylee Pakieser
Secretary	Paul Deyo
Treasurer	Carol Sullivan

Motion By: _____

Support By: _____

Approved: Y N

Date: _____

P. Deyo, Board Secretary



Traverse Area District Library Board of Trustees Committees 2023

Policy & Personnel Committees _____ (Chair)

(Meets 1st Tues. of the month, at 10:00am, on an as needed basis)

Finance & Facilities and Services Committees _____ (Chair)

(Meets 1st Tues. of the month, at 4:00pm, on an as needed basis)

Motion By: _____

Support By: _____

Approved: Y N

P. Deyo, Board Secretary

Date: _____



TRAVERSE AREA
DISTRICT
LIBRARY

PUBLIC NOTICE
2023/2024 REGULAR BOARD MEETING DATES

The Board of Trustees of the Traverse Area District Library meets in regular session the third Thursday of each month, unless otherwise indicated. Committee meetings are scheduled as needed. Special meetings may be called as necessary.

Date	Time	Location
2023		
Thursday, February 16	3:00 PM	Woodmere McGuire Room
Thursday, March 16	3:00 PM	Woodmere McGuire Room
Thursday, April 20	3:00 PM	Woodmere McGuire Room
Thursday, May 18	3:00 PM	Interlochen Public Library
Thursday, June 15	3:00 PM	Fife Lake Public Library
Thursday, July 20	3:00 PM	No Meeting
Thursday, August 17	3:00 PM	Peninsula Community Library
Thursday, September 21	3:00 PM	Kingsley Branch Library
Thursday, October 19	3:00 PM	Woodmere McGuire Room
Thursday, November 16	3:00 PM	Woodmere McGuire Room
Thursday, December 14	3:00 PM	Woodmere McGuire Room
2024		
Thursday, January 18	3:00 PM	Woodmere McGuire Room

Pursuant to Act 267 of the Public Acts of 1976, meetings are posted and, except as provided by law, the public is invited to observe and to comment during public comment sessions.

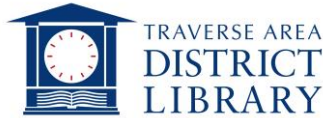
Motion: _____

Passed: Y N

Support: _____

P. Deyo, Board Secretary

Date



2023 LIBRARY SERVICE HOURS

*subject to change due to unforeseen circumstances

Main Branch (open 67 hours/week)

Monday – Thursday 9:00 am – 8:00 pm
Friday & Saturday 9:00 am – 6:00 pm
Sunday 12:00 noon – 5:00 pm

East Bay Branch (open 41 hours/week)

Monday Closed
Tuesday & Thursday 10:00 am – 7:00 pm
Wednesday & Friday 10:00 am – 5:00 pm
Saturday 10:00 am – 3:00 pm
Sunday Closed

Kingsley Branch (open 48 hours/week)

Monday - Wednesday & Friday 9:00 am – 5:00 pm
Thursday 9:00 am – 7:00 pm
Saturday 9:00 am – 3:00 pm
Sunday Closed

2023/2024 LIBRARY CLOSURE DATES

Tuesday, February 28 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Sunday, April 9 Easter
Tuesday, May 2 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Monday, May 29 Memorial Day
Tuesday, July 4 Independence Day
Thursday, July 6 Cherry Festival Community Parade ~ close at 5:00pm
Tuesday, August 8 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Monday, September 4 Labor Day
Tuesday, November 7 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
Friday, November 10 Staff In-service
Wednesday, November 22 Thanksgiving Eve ~ close at 5:00pm
Thursday, November 23 Thanksgiving
Sunday, December 24 Christmas Eve Day
Monday, December 25 Christmas Day
Tuesday, December 26 - Thursday, December 28 ~ close at 6:00pm
Sunday, December 31 New Year’s Eve
Monday, Jan. 1, 2024 New Year’s Day

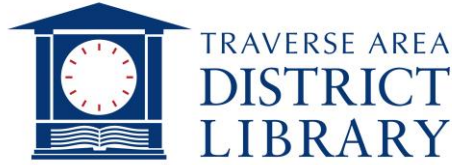
Motion: _____

Passed: Y N

Support: _____

P. Deyo, Board Secretary

Date



TRAVERSE AREA
DISTRICT
LIBRARY

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*subject to change due to unforeseen circumstances

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Kingsley Branch (open 48 hours/week)

Monday - Wednesday & Friday 9:00 am – 5:00 pm
 Thursday 9:00 am – 7:00 pm
 Saturday 9:00 am – 3:00 pm
 Sunday Closed

2024/2025 LIBRARY CLOSURE DATES

Tuesday, February 27 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
 Sunday, March 31 Easter
 Tuesday, May 7 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
 Monday, May 27 Memorial Day
 Thursday, July 4 Independence Day
 Tuesday, August 13 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
 Monday, September 2 Labor Day
 Tuesday, November 5 Election Day ~ East Bay Branch closed (*if needed for election precinct*)
 Wednesday, November 27 Thanksgiving Eve ~ close at 5:00pm
 Thursday, November 28 Thanksgiving
 Tuesday, December 24 Christmas Eve Day
 Wednesday, December 25 Christmas Day
 Thursday, December 26 close at 6:00pm
 Monday, December 30 close at 6:00pm
 Tuesday, December 31 New Year’s Eve
 Wednesday, Jan. 1, 2025 New Year’s Day

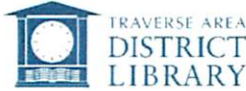
Motion: _____

Passed: Y N

Support: _____

 P. Deyo, Board Secretary

 Date



CONFLICT DISCLOSURE STATEMENT

Pursuant to the purposes and intent of the Traverse Area District Library's ("TADL") Conflict of Interest Policy within the TADL policy Manual, I hereby disclose that I, or members of my immediate family (spouse, child or parent), have the following affiliations or material financial interests which, when considered in conjunction with my position with or relationship to TADL, might possibly constitute a conflict of interest. (If none, write "None".)

1. **Members, Director, Trustees, Employees, or Agents of Related Organizations:**

Please list the organizations, profit and non-profit, in which you are a member, director, trustee, employee, or agent that have or may have any direct or indirect financial relationship with TADL.

With respect to each such organization, provide the following: name of organization, capacity (officer, etc.), effective dates and nature of relationship with TADL and your financial interest.

2. **Investments:** If you have had an investment relationship with any of the organizations in 1. Above, disclose the nature and amount of the investment.

3. Disclose any other activity or relationship which you, or members of our immediate family may have and that may be regarded as constituting a conflict, or potential conflict of interest.

It shall be the duty of the trustees and employees of TADL to disclose on a regular basis the occurrence of any event which produces a conflict, or potential for conflict, between the dates of execution of any Conflict Disclosure Statement.

The undersigned hereby certifies that the information contained on the Conflict Disclosure Statement is complete and true.

(signature)

(date)

(print name)

5.1 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.

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

Motion by: JD JONES

Adopted: Yes No

Support by: M PAKIESER

12/15/22
Date



J. Wescott, Board Secretary
J. Jones, Acting Secretary

1.4 Traverse Area District Library Trustee Ethics Statement

Traverse Area District Library Trustees are accountable for the resources of the Traverse Area District Library (TADL) as well as to see that TADL provides the best possible service to its community. Trustees recognize that their authority lies only within the legal actions of the Board and not with the individual actions of its members. Every TADL Trustee makes a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor and integrity. In order to protect the integrity of TADL deliberations and decisions, trustees, by their signature, accept their ethical obligations to:

- Comply with all local, State, Federal and Freedom of Information laws, rules and regulations that apply to them and TADL.
- Encourage and respect the opinions and participation of TADL trustees, staff, patrons, and members of the public in deliberation of matters before Board.
- Act independently of public pressure and partisan interests in fulfilling their responsibilities as Library Trustees.
- Support and protect all TADL patrons' rights to access and to privacy in the use of TADL's resources.
- Acknowledge and support the actions and decisions of the Board and to distinguish clearly in their public actions and statements between their personal opinions and attitudes and those of TADL.
- Respect and protect confidential information related to TADL business.
- Comply with TADL's Conflict of Interest Policy, avoiding any situation in which personal or financial benefits for either themselves or others could result from their position on the Board or access to privileged TADL information.
- Disqualify themselves immediately whenever the appearance of or a conflict of interest exists.
- Avoid actions that would result in unwarranted TADL privileges or advantages for themselves or anyone else who uses and does business with TADL.
- Support the Library Director and avoid actions that interfere with the Director's responsibility to manage TADL and supervise TADL staff.
- Support TADL librarians in responding to efforts by groups or individuals to censor library materials or programs.

Approved March 21, 2019 / Re-affirmed November 16, 2021

Motion by: Vickery

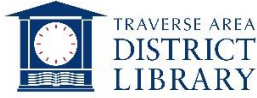
Adopted: Yes No

Support by: Wescott

M. Pakieser

M. Pakieser, Board Secretary

11-18-2021
Date



**TADL TRUSTEE ETHICS STATEMENT
SIGNATURE FORM**

Traverse Area District Library Trustees are accountable for the resources of the Traverse Area District Library (TADL) as well as to see that TADL provides the best possible service to its community. Trustees recognize that their authority lies only within the legal actions of the Board and not with the individual actions of its members. Every TADL Trustee makes a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor and integrity.

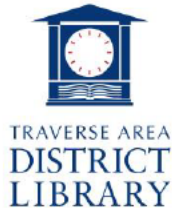
- Comply with all local, State, Federal and Freedom of Information laws, rules and regulations that apply to them and TADL.
- Encourage and respect the opinions and participation of TADL trustees, staff, patrons, and members of the public in deliberation of matters before Board.
- Act independently of public pressure and partisan interests in fulfilling their responsibilities as Library Trustees.
- Support and protect all TADL patrons’ rights to access and to privacy in the use of TADL’s resources.
- Acknowledge and support the actions and decisions of the Board and to distinguish clearly in their public actions and statements between their personal opinions and attitudes and those of TADL.
- Respect and protect confidential information related to TADL business.
- Comply with TADL’s Conflict of Interest Policy, avoiding any situation in which personal or financial benefits for either themselves or others could result from their position on the Board or access to privileged TADL information.
- Disqualify themselves immediately whenever the appearance of or a conflict of interest exists.
- Avoid actions that would result in unwarranted TADL privileges or advantages for themselves or anyone else who uses and does business with TADL.
- Support the Library Director and avoid actions that interfere with the Director’s responsibility to manage TADL and supervise TADL staff.
- Support TADL librarians in responding to efforts by groups or individuals to censor library materials or programs.

In order to protect the integrity of TADL deliberations and decisions, trustees, by my signature, accept the preceding list of ethical obligations while serving as Trustee on the TADL Board.

(signature)

(date)

(print name)



Board of Trustees Regular Meeting MINUTES

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

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); Jones, and Vickery (Trustees). Sullivan (Treasurer); Wescott (Secretary), and Deyo (Trustee) were absent. Also present were: Howard (Director); Radjenovich (Assistant Director for Finance and Human Resources); and Carpenter (Staff).

2. Pledge of Allegiance

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

3. Approval of the Agenda

Jones noted that a temporary Secretary needed to be elected due to Secretary Wescott's absence. Howard requested to move item 8, new website presentation, to the January meeting. It was MOVED by Jones, SUPPORTED by Pakieser, to approve the agenda as amended. Motion CARRIED.

Following Zeits' (Counsel) confirmation that, per the by-laws, a motion was needed to elect a temporary Secretary, it was MOVED by Pakieser, SUPPORTED by Jones, to elect Jones as the temporary Secretary for the December board meeting.

4. Public Comment

President Odgers opened the floor for public comment. The following people addressed the board: Heather Brady, TADL Marketing and Communications Manager, highlighted that pdf documents on the new website are now accessible and optimized for screen readers. She also distributed to each trustee present a 3D ornament that was printed at TADL, and a New Year bookmark to list books read in the coming year.

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
 - i. Policy Removals: 2.6 Donor Recognition Policy | 4.7 Equipment Use Policy
 - ii. Policy Reaffirmations: 2.7 Investment Policy Statement | 2.8 Tax Capture Policy
 - iii. 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

- iv. 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

It was MOVED by Jones, SUPPORTED by Pakieser to accept and affirm receipt of the Consent Calendar information and to approve the meeting minutes therein. Motion CARRIED.

6. Items Removed from the Consent Calendar

There were no items removed from the consent calendar.

7. Director Report

Howard announced great news. TADL has met the requirement for the MEDC matching grant for the Learning Lawn and sign project. The grant allowed for dreaming 'bigger' and opened up more programming possibilities for the community. The project is also directly in alignment with the strategic plan. President Odgers thanked everyone for their contributions.

8. Presentation: New Website – Scott Morey, Assistant Director for Technology

This item was removed from the agenda.

9. Old Business

a. *2022 Budget Amendment Resolution*

Howard briefly reviewed the amendment resolution and answered questions from trustees. It was MOVED by Vickery, SUPPORTED by Pakieser, to adopt the 2022 final budget amendment as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

b. *RFP Insurance Carrier Selection*

Jones gave a brief synopsis of the process of selecting an insurance carrier through the RFP process and discussion at the last board meeting with the responding carrier representatives. The Finance and Facilities Committee reached a consensus that the offering presented by Municipal Underwriters of West Michigan, Inc (MUWM) was the best selection for TADL and recommends that the board approve the selection. MUWM provided more coverage, for less cost, and has good history and experience in the field of libraries and governmental units. It was MOVED by Jones, SUPPORTED by Pakieser, that the Library Director and Assistant Director for Finance and Human Resources, select Municipal Underwriters of West Michigan, Inc. as the insurance carrier for TADL for General Liability, Property, Directors and officers, Volunteer, Cyber and Automobile Insurance. TADL will retain Larkin for Workers Compensation Insurance until the policy expires in July 2023 after which MUWM will provide Workers Compensation insurance. A roll call vote was taken with the following results:

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

Motion CARRIED.

10. New Business

a. Nominating Committee Selection

Howard noted that traditionally the President and Vice President created a Slate of Officers and recommended committee members for the year to be voted upon at the annual meeting in January. It was agreed that President Odgers and Vice President Pakieser would fill that role and make recommendations for approval at the annual meeting.

b. New Policy: 2.10 Credit Card Acceptance Policy

It was MOVED by Vickery, SUPPORTED by Pakieser, to approve the new policy, 2.10 Credit Card Acceptance Policy, as presented. Motion CARRIED.

c. New Policy: 4.9 Film and Photography Policy

Vickery noted that the new policy provides for consistent parameters and protocols for film and photography at the Library which also do not infringe upon Open Meetings Act guidelines or a citizen's protected rights. It was MOVED by Vickery, SUPPORTED by Pakieser, to approve new policy, 4.9 Film and Photography Policy, as presented. Motion CARRIED.

d. Discussion: 2023 Wish for TADL

President Odgers asked trustees to share a wish for the Library in the coming year. Pakieser would like TADL to continue the amazing outreach efforts and to begin a visibility campaign of what the library offers as the 2024 millage vote is approaching. Vickery noted that Pakieser's sentiments were a good topic for the upcoming Board Retreat. President Odgers expressed a desire to see the board members out in the community more. It was also suggested that the Social Worker available at the library addressed the board in the coming months.

11. Public Comment

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

12. Trustee Comment

Pakieser wished everyone good health for the holidays and coming year.

President Odgers thanked the board, patrons, and staff for all of their involvement and support of the Library throughout the year.

13. Closed Session

A closed session was not needed.

14. Adjournment

With a motion to adjourn by Jones, supported by Pakieser, President Odgers adjourned the meeting at 4:51pm.

Respectfully submitted,

Approved by board vote on January 19, 2023

V. Carpenter, Recording Secretary

P. Deyo, Board Secretary



Departmental Reports
for the month of December 2022
(January 19, 2023 Board Meeting)

Adult Services

- We welcomed two new pages this month and said goodbye to two veteran pages. Barb McTaggart and Morgan Lammers had their last shifts shelving books for us in December and Amber Stine and Emily Botkin had their first ones. We appreciate all of our pages everyday, because the rest of us would not be able to do our jobs and/or find things without them!
- Our statistics saw a bit of a bump in assistance with our ebooks resources this month. Lots of people were traveling, or planning to travel, for the holidays and wanted to learn how to use Libby and Hoopla to get books for the road. All left so thrilled that they don't have to pay for their ebooks or eaudio (or even streaming videos) thanks to their library! (*Innovative Engagement*)
- Adult Craft Kits by the numbers - we totaled it all up and we gave out 786 craft kits for adults in 2022! What an amazing way to add a bit of craftiness to our patrons' lives and introduce them to a potential new hobby. (*Innovative Engagement*)
- Melissa was able to schedule one-on-one meetings with all her direct report staff to touch base about 2022 and make some plans for 2023. It was a good time to find out ideas and suggestions for improvement as well as celebrate all that we did in 2022.
- Local History Collection News - Thanks to some creative budget juggling by the TADL administration and budget approval by the Board, we were able to add a full-time staff person to the LHC for 2023! Robin Stanley has been making tremendous headway in organizing the materials on the new mobile shelves in the LHC during her 10 hours a week and now she's going to be able to do even more of that, plus beginning to accession the shelves of donations that accumulated during the years between archivists in the LHC. Look for displays, photos on social media of interesting items, and even some programming coming up later in the year!
- In December, many of the regularly scheduled programs are on hiatus, but the following programs & outreach activities were held:
 - Circulation Dept Head Josh Denby hosted his first Tai Chi program on 12/16. He had 14 people come for this introduction to this martial art that has health and meditative benefits. This program will continue on the 1st and 3rd Fridays of each month at noon.
 - Four holiday themed programs were held on December 11th & 18th - Cherry Capital Men's Chorus (75 attendees); A Christmas Carol 2 person play (50 attendees); Music by Peter Bergin (50 attendees); and TLC Handbell Choir (120 attendees)
 - TADL Stitchers met four times in-person with a total attendance of 30.
 - Melissa filled in for Anita taking the bookmobile and Talking Book Library items to

folks at Cedar Creek Apartments on 12/28. It was a great time and she talked to over 20 people and checked out dozens of items!

- December Adult Services Statistics:
 - Questions Answered In-Person - 1149
 - Questions answered via Phone - 538
 - Questions Answered via Email/Chat - 81
 - RA/Tech Help - 87
 - Notary Signatures - 14
 - Craft Kits Distributed - 58 (Tiny yarn hat ornaments)

Respectfully Submitted,
Melissa McKenna
Head of Adult Services

Youth Services

Youth Services had a fun-filled December. We'll fill you in on more statistics in our January report, but wanted to share some photos from our activities.



New StoryRoom mural created and painted by Brianne Farley



Santa and Jenny the Storytelling Elf





The Candy Houses program using our new reservation system.



New StoryWalk installed in Walkthrough Garden.

Happy Noon Year was also celebrated with 140 of our closest friends on Friday, December 30th (not pictured here, though a photo was run in the Record Eagle).

Submitted by Andy Schuck
Head of Youth Services

Teen Services

Some highlights from 2022 in Teen Services, most have not been in previous board reports:

- Passed out 996 craft kits (Innovative Engagement)
- Had 106 teen volunteers who worked 520 hours

- Put together 263 Blind Book Boxes (Innovative Engagement)
- Finished our first diversity audit (Inclusive Space)
- Participated in 10 outreach programs connecting with 408 people
- Established a closer relationship with Greenspire Middle School, Greenspire High School and Montessori Middle School (Purposeful Partnerships)
- Had a successful NaNoWrimo program run by volunteer Jacque Burke (Innovative Engagement)
- Our most popular monthly program was the Escape Room run by Colleen Hatch (Innovative Engagement)

Linda Smith
Head of Teen Services

Sight & Sound

December was a busy month with lots and lots of holiday snacks! S&S was the first Dept. to lay out our spread of holiday cheer! It was a fun and tasty time! All those great snacks fueled some fun accomplishments during the month.



The highlight in Sight & Sound came late in the month. A long running goal of mine to have the fantastically talented artist Em Randall paint four small murals in the department. Throughout the fall Em and I worked together to define the spaces, talk about colors and ideas. Em presented her drafts in mid November. I prepped a special rolling scaffolding as a working platform. On Dec. 19th Em started her work. She finished up on Thursday Dec. 22 the work was complete. It would be an understatement to say we are thrilled. The work is beautiful and will hopefully be part of Sight & Sound for many years to come. Thanks to Michele Howard for supporting great local art! A fun side note is that Brienne Farley and Em Randall were here in the building working at the same time. They are friends and have collaborated on projects before. It was so cool to see the friendship and the creativity flowing.



Another goal of mine was to finalize the Charles Saunders Jazz Donation before the end of 2022. I am happy to report that we dissolved the last of the credit at RPM records with the redemption of new LP Vinyl for our patrons in mid December. There are still Saunders Jazz records being added to our lending collection, but the business of the management of the donation has been completed. It all started in Baltimore Maryland in 2017. Whew!

End of the Year Changes: Shannon Wilton has taken a full time position as the new TADL receptionist. I want to thank Shannon for all the wonderful efforts she made while working here in Sight & Sound. Shannon has been involved in the management of the Silent Films list, updated the Foreign film list, Local/Michigan DVD list, Saunders Rare Book Pricing, McGuire Community Room layouts and configurations, learning the new Library Calendar software, long overdue equipment tracking and recovery and of course the Audio Description list. Shannon has also kept up with various improvements to signage and displays like "S&S Staff Picks" and monthly displays. We are excited for Shannon as she starts her new career path, her time and service were and will continue to be appreciated.

Noteworthy:

- Holiday Music and Movies enjoyed a busy season.
- JINGLE BELL ROCKS! A cinematic sleigh-ride into the strange and sublime universe of alternative Christmas music. Movie program on Dec. 17
- New Things: [Binoculars](#), [Ghost Hunting Kit](#), [Multiport USB-C Hub](#), [Staple Gun](#), [Starter Weaving Loom](#), [Knitting kit](#), [Wooden music set](#)

TADL Meeting Room Stats DECEMBER 2022

Total: 109

TADL meetings: 43

Personal/Outside Group Meetings: 66

Paid Meetings: 3

Unpaid Meetings: 106

Walk-ins: 28

Advance Reservation:81

Number of Meetings by Rm DECEMBER 2022

McGuire Room: 32

Thirlby Room: 37

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

December is a great month for gifts, and Circulation was given some at the beginning of December:



New shelves! These hold our MeLCat items and our totes for other member and branch libraries. They allow two of us to work on projects at the same time, which has been very helpful.

I was very excited to assist Adult Services by leading an Introduction to Tai Chi session. Relaxation was enjoyed by all (a key ingredient for the holidays).

December Circulation Numbers

New patron accounts created: 126

Curbside pickups for December 2022: 20

Notary Public Service requests filled: 9

Circulation Statistics for MeLCat, December 2022:

- TADL items sent to borrowing institutions: 1125
- TADL items received from lending institutions: 1750

Respectfully Submitted,

Josh Denby
Department Head, Circulation

Marketing and Communications

December is always a fun and festive time, and this year was no exception! We set up our first library-wide, non-summer Beanstack reading challenge with a winter bingo theme, which provided an opportunity for a lot of fun badges and images - as well as creative reading ideas. We repurposed the Bookmobile Light Parade lights (thanks Bret!) for the trees outside, to brighten up the shorter days.

In addition to assisting with department programs and events as requested, I got caught up on webinars. These included Creating a Style Guide; Social Work Approaches to Library Services (**Inclusive Space**); Library Approaches for Adults with Low Literacy Levels (**Inclusive Space**); and a Library of Michigan Virtual Millage Session.

Happily our front lawn project met the MEDC match, and we are looking forward to a very interactive lawn area this summer (**Inclusive Space, Innovative Engagement, Purposeful Partnerships**). We ordered a new promotional tent with lots of fun graphics for events (**Innovative Engagement**), which includes a matching tablecloth and a backwall that coordinates with the Bookmobile. I've included a picture of the tablecloth.



Press: Lawn Project - Ticker (12/29); Record-Eagle (12/15); Upnorthlive (12/1); Happy Noon Year - 9&10 (12/30); Record-Eagle in Brief (12/16); PNO - Record-Eagle (12/23)

Website: Total Pageviews - 44,853; users 12,502

Heather Brady
Marketing & Communications Manager

Human Resources/Finance

Human Resources - There wasn't much that took place as far as HR is concerned in November but it certainly has made up for it in December and January so far. We filled three Page positions with the hiring of Emily Botkin and Amber Stine for the Adult services department and Nina Cook for the Sight & Sound department. With my imminent retirement, we promoted Danielle Baldwin into my position which left a void that we then filled with long time employee, Kristi Jackowski. Kristi had been working in our Technical Services department (not to be confused with the Technology department). We then interviewed internally and hired Shannon Wilton from the Sight & Sound department to fill Kristi's position. This left a void in that department that we are in the middle of interviewing for now. In the meantime, we created a new position that is both curator for our Local History Department and Substitute for our public

service desks. We filled this full time position with Robin Stanley who has been working part time in the LHC and part time at the Kingsley Branch. So...you guessed it, we are now interviewing to fill the part time position at Kingsley. Also during this time, we had a part time employee at the East Bay Branch leave for new adventures so we interviewed and promoted Jody Wilson from a Substitute position. Jody had worked in the Circulation department for several years before stepping down to a Sub position and was now ready to move back into a regular part time position.

Finance - I keep complaining that most people slow down and do less once they announce their retirement but my schedule seems to be busier than ever! All of this hiring was going on while we were in the middle of the conversion to the new Chart of Accounts and the new accounting program, taking time off for the holidays and closing out the fiscal year. Along with the conversion, learning to conduct interviews, training her replacement and learning her new position, Danielle has also been going through the Financial Management course that Michele and I went through last year. I have no doubt that Danielle will fill my shoes easily as long as she doesn't drop from exhaustion first!

And now, I say "adieu" and thank you for allowing me the opportunity to have the last job of my career also be my most rewarding job. I would also like to thank Michele and all of my co-workers for creating this wonderful work environment where ideas are allowed to flow!

Deb Radjenovich

Soon to be retired, Assistant Director for Finance and Human Resources

Technology

New Catalog Computers: The catalog computers used by patrons to find items in the district's collection are currently powered by computing devices called RaspberryPis. These low cost and low power devices have served the district well, but as user expectations for speed and the district's online services become more processor intensive, the need to replace them is becoming clear. Unfortunately, the newer, more powerful versions of the RaspberryPi are very difficult to obtain right now / cost substantially more than we are comfortable spending at this time. To remedy this dilemma, we will be repurposing the small form factor Intel NUC computers that we recently decommissioned to now serve as the new card catalog computers. These devices were set for disposal but now have found a new life! While the NUC devices no longer met the general purpose needs of staff or patrons, they excel in a single purpose use case. The end result is a far better user experience at no extra costs to the district. We are currently testing this new setup on select catalog computers at the Woodmere branch, but plan on rolling out the new devices across the district within the next few weeks with a goal of having the upgrade completed at all locations by the end of February. Cheers to Mitch Holm for his work on this front.

Carolyn Gay Taft Farm Letter Collection: The technology team received a request from Peninsula Community Library to assist in importing a collection of historical letters into the district's online local history collection. This collection consists of 383 handwritten letters between a farm owner on Old Mission Peninsula who spent most of her time teaching at the Illinois State School for the Deaf and the people she employed to maintain her farm and span from 1911 to 1939. The Technology team created a script to automate the uploading and metadata assignment for the collection which turned a process that would have traditionally

taken weeks into something that was completed in a handful of minutes. Technology staff are also working with staff from PCL to support crowdsourcing the transcription of the collection to increase accessibility. I'd like to thank William Rockwood for his work on this project.

- Scott Morey, Asst. Director for Technology

TADL Talking Book Library

The Talking Book Library's Holiday party was on December 8. Kelly Maxwell and Kristi Jackowski helped out with it. 24 people attended. Good food and a great trivia contest was enjoyed by all.

The Traverse Area District Library staff adopted a family from Generation Ahead. The TADL staff is truly amazing with their generosity. We were able to give our Generation Ahead family a very Merry Christmas.

Anita Chouinard
Talking Book Library Manager

East Bay Branch Library

During the past few months, the East Bay Branch has been enjoying several new programs, as well as some tried and true favorites. In November, we hosted our first after-hours Teen Escape Room, and all the attendees said they enjoyed it and would come back to do it again next time.

We also hosted our first (annual?) Harvest Festival. More than 50 patrons joined us for games, autumn-themed crafts, and apples, cider, and donuts, and wrote things they were thankful for on leaves for our thankfulness tree. Chantel's November Book Club discussed *The Sentence* by Native American author Louise Erdrich.

Then we had almost 40 patrons at our Holiday Open House in December, featuring music by Miriam Pico and David Chown.

East Bay has also enjoyed contributing to team-building by hosting a monthly staff Euchre Night. In the last two months, we've had card players representing one branch, one member library, and five departments at Woodmere.



Respectfully Submitted,
Matt Archibald
Branch Manager

Financial Report Analysis for December 2022

Revenue – We adjusted our revenue up and still managed to come in slightly over that amount. With an increase of just over \$3000 coming from Sales, I think there may have been a fair amount of library swag that showed up under the Christmas tree this year. We also had some grant money come in from the Library of MI and the Northwest Co-op for educational purposes that paid for a couple of employees to participate in end of year conferences. We continued to bring in money for lost materials and some overdue fines on certain hot items. Our investments had some end of year gains which was nice after a year of losses. However, our biggest gain for the month came from the community as they accepted the challenge of meeting the goal set for the MEDC grant. We saw an increase in donations of just under \$20,000 in the month of December! In the end, we surpassed our budget adjustment amendment by \$20,850.

Expenditures – We are continuing to enter a few bills for December purchases and services so there will be some changes to the Expenditure report prior to closing out the year. However, we will have funds left over. Perhaps not quite as much as what we have been used to in year's past but inflation is hitting us just like everyone else. I would like to recommend that some of the funds that are left be moved back to the Employee Benefit Obligation fund to ensure that all obligations are covered. To cover current obligations that would mean a transfer of \$81,000. In all, we accomplished some amazing things this year while remaining within budget.

TRAVERSE AREA DISTRICT LIBRARY
EXPENDITURES
MONTH ENDING
DECEMBER 31, 2022

<i>CATEGORY</i>	<i>BUDGET</i>	<i>2022 YTD</i>	<i>2021 YTD</i>	<i>VARIANCE</i>	<i>% OF BUDGET</i>
Salaries & Wages	2,545,855	2,564,239	2,384,015	(18,384)	100.7%
Social Security/Medicare	71,900	65,781	61,312	6,119	91.5%
Health/Hospitalization	378,330	353,324	331,245	25,006	93.4%
Vision Insurance	4,150	3,756	3,778	394	90.5%
Dental Insurance	30,150	27,006	27,949	3,144	89.6%
Life Insurance	8,850	7,928	7,575	922	89.6%
MERS Defined Contribution Retirement	160,000	165,078	150,846	(5,078)	103.2%
MERS Unfunded Liability	234,173	234,173	320,000	0	100.0%
401K Retirement Contribution	120,400	106,081	107,783	14,319	88.1%
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	201,450	198,192	138,307	3,258	98.4%
Covid-19 Supplies	1,000	126	3,780	874	12.6%
Books/Media/Online Resources	715,268	606,729	640,122	108,539	84.8%
Repair & Maintenance Supplies	6,750	6,210	5,222	540	92.0%
Professional & Contractual Services	242,674	218,986	196,705	23,688	90.2%
Communications	36,480	25,298	28,390	11,182	69.3%
Education & Travel	55,657	41,803	23,724	13,854	75.1%
Printing & Microfilming	2,900	0	5,702	2,900	0.0%
Advertising & Outreach	19,250	11,765	16,102	7,485	61.1%
Insurance & Bonds	38,490	32,136	33,563	6,354	83.5%
Utilities	103,200	94,343	99,286	8,857	91.4%
General Building & Grounds Maintenance	340,991	326,951	266,466	14,040	95.9%
Member Allocations	629,000	639,000	569,720	(10,000)	101.6%
Miscellaneous	3,800	0	2,712	3,800	0.0%
Property Tax Reimbursement	6,500	2,892	8,679	3,608	44.5%
Furniture/Equipment/Software	96,301	71,464	111,883	24,837	74.2%
Contingency	6,000	0	0	6,000	0.0%
TOTAL EXPENDITURES	6,083,019	5,825,478	5,559,568	257,542	95.8%
TRANSFERS OUT	21,466	21,466	157,000		
TOTAL	6,104,485	5,846,944	5,716,568		
2022 APPROVED BUDGET					
EXPENDITURES BY CATEGORY					
Personnel	3,577,308	3,549,583	3,409,206	27,726	99.2%
Supplies	924,468	811,257	787,431	113,211	87.8%
Other Services and Charges	1,478,942	1,393,174	1,251,048	85,768	94.2%
Capital Outlay	102,301	71,464	111,883	30,837	69.9%
Transfers Out	21,466	21,466	157,000		
TOTAL EXPENDITURES	6,104,485	5,846,944	5,716,568	257,542	95.8%

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

Percentage of the year completed 100%.

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

TRAVERSE AREA DISTRICT LIBRARY

REVENUE

MONTH ENDING

DECEMBER 31, 2022

CATEGORY DESCRIPTION	BUDGET	2022 YTD	2021 YTD	VARIANCE	% OF BUDGET
Property Tax (Current, Delinquent, Other)	5,323,447	5,357,525	5,171,504	(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	50,433	60,643	112,284	(10,210)	120.2%
Fees/Services	41,650	43,498	48,335	(1,848)	104.4%
Sales	19,080	35,857	22,623	(16,777)	187.9%
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	30,128	17,322	(15,128)	200.9%
Interest & Dividends/Gains/Losses on Inv.	5,650	(58,380)	2,050	64,030	-1033.3%
Rents & Royalties	2,200	3,200	0	(1,000)	145.5%
Contributions	94,850	95,140	68,549	(290)	100.3%
Misc Revenue & Reimbursements	0	1,635	28,030	(1,635)	
TOTAL REVENUE	5,854,674	5,875,525	5,771,006	(20,851)	100.4%
Transfer In	114,173	114,173	200,000	0	
Use of Fund Balance	135,638	135,638		0	
TOTAL	6,104,485	6,125,336	5,971,006	(20,850)	100.3%
TOTAL REVENUE, TRANSFERS & USE OF FB	6,104,485	6,125,336	5,971,006	(20,850)	100.3%
TOTAL EXPENDITURES	6,104,485	5,825,478	5,716,568	279,007	95.4%
REVENUE OVER (UNDER) EXPENSE		299,858	254,438		
This statement reflects activity through the twelfth month of the 2022 fiscal year.					
Percentage of the year completed is 100%.					



The Friends of Peninsula Community Library held a pop-up book sale with some of our nicer used items. The sale earned over \$700 with minimum effort. Books were bundled and bows tied around them to look festive. Plans are to do this again next year with more publicity since it was an unexpected success.

Peninsula Township Fire Chief Fred Gilstorf and Grand Traverse County Emergency Services, asked if PCL could serve as an emergency shelter during the holiday week storm. We agreed, but as there were no power outages, there was no need. With our new generator, we are willing and ready to serve in this capacity when the need arises again.

Our annual appeal letter went out to all Peninsula Township residents December 8. As of 1/5/2023, over \$30,000 has been gifted to the operating fund and \$10,000 to the capital fund. Checks are still coming in. We are grateful to our residents and patrons for the support!

Several DIY craft projects were offered in December successfully. A STEM program for children during holiday break attracted 78 patrons on a rainy afternoon!

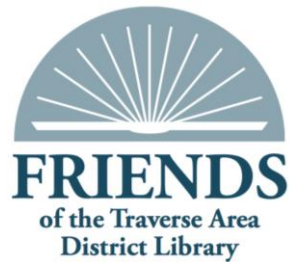
A gift from an anonymous donor allowed us to order two more Adirondack chairs with matching tables for the Children's Garden as well as a Cricut machine to use for craft prep by staff. We also received a donation to purchase Melissa and Doug Sandwich Shop and Pizza Making toys from a parent who visited in the summer and loved our play area. The kids adore the new items which are in constant use. Several parents come in on a weekly basis to use the play area.

A quilt of Old Mission Peninsula donated by lifelong resident Helen Vogel has finally been prepped for mounting in a frame to be crafted of native maple by patron Bill Soutear. When finished, it will hang in the Children's Area across from the antique map hanging over of the fireplace which has a frame made of the same wood, also crafted by Bill.

Our Men's Group has evolved into a new group for everyone called Peninsula Insights. Format will be the same with quality speakers with topics of interest to Peninsula residents. The program will start with a small meal – hot dogs, chili, sloppy joes, etc. January's speaker is County Commissioner TJ Andrews. Meetings happen on the 3rd Wednesday of the month from 7-8 p.m.

PCL Fun Fact: The antique door in PCL's Local History Room is the original from the Carroll Homestead and the doorbell still rings!

*Circulation December 2022: 2456 + 155 manual checkouts, December 2021: 1370
December Volunteers: 8 people (2 teens), 20.2 hours of time to PCL. Curbside pickups: 2. New library cards: 11
Hold Transit Counts December 2022: 512 to other libraries from PCL, 354 from other libraries to PCL
Programs December: 21 Program Participation December: 638 Reference Questions: 401
Website Hits: 1370, Twilight Baby Bags: 1, 1000 Books Before Kindergarten: 3
State of Michigan COVID Kit Distribution: 1200 to date, COVID card protectors: 750 to date*



Report to TADL Board

December 2022

The year 2022 has been very successful for the Friends. We helped fund the Bookmobile as well as the lawn area and sign in front of the Library. Of course, we funded our usual programs such as the Summer Reading Program, visits to the library for classes, Ancestry.com, and the Library newsletter. The combined 2022 book and media sales in 2022 realized a gross income of over \$14,000. The budget that was passed in December 2021 predicted total gross income, including among other items dues and donations, of approximately \$20,000 but we actually brought in over \$31,000.

The plans for 2023 include another book sale in the spring or summer, an annual meeting on May 10, and possibly fundraising projects to be determined.

This year we moved our brokerage account to Hightower Great Lakes, a firm with a local office in Traverse City.

Donna Hornberger, President



TRAVERSE AREA
DISTRICT
LIBRARY

**Board of Library Trustees Regular Meeting
Library Director Report
Meeting Date: January 19, 2023**

Library Activity

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

Year to Date Circulation Activity			
<u>As of month's end</u>	<u>Print/Audio/Video</u>	<u>Electronic Books/Audio/Video</u>	<u>TOTAL</u>
December 2021	829,088	278,715	1,107,803
December 2022	995,875	323,824	1,319,699

Lending

We are back to pre-pandemic levels of lending! Total lending in 2018 was 1,319,984 and 2019 was 1,315,582. While the lending of digital items is significantly higher than before, it is great that our patrons are using our resources! Physical lending has increased 20%.

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

TADL Patrons broke the record for Digital lending in 2022! Digital lending has increased 16% in 2022.

Visitors – Woodmere, East Bay, and Kingsley Facilities

The busiest day for December was Friday, the 30th, with 1,094 patrons. In December 2022, there were 27,182 visitors which is about 2,000 less visitors than November. In December 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 decrease in visitors over November but overall usage is 8.7% above 2021. This equates to 1,645 sessions.

Additions to the Collection

In December 2022, 2,352 items were added to the district.

Behavior Issues

There were 19 incidents in November resulting in 3 suspensions and one call to the TCPD. Most of these incidents resulted from minor infractions like smoking on property. This is an increase in overall incidents

in December 2021 which had 16 incidents but these resulted in 11 suspensions and multiple visits from the TCPD.

Operational Hours for 2023 and 2024

You will notice on the Proposed Main and Branch Operational Hours in your packet, I have added some new days to close early. The first day is the day of the Cherry Festival Children's parade. I'd like to close at 5pm to allow more staff to participate.

Second, I'm hoping to close early the few days between Christmas and New Year's Eve. We usually close at 8pm but I'd like to close at 6pm. It's the time of year when many ask for days off to be with their families which we try to support. Often during this week, many employees work 11- and 12-hour days to keep the library open while noticing that the library was quiet with few patrons. By closing at 6pm, we'd only need one shift of employees thus preventing this from occurring.

Library Director Out and About

With the busy holidays and a number of employees out ill, I had a chance to fill in at a number of service desks during December. These included Adult Services, Circulation, Youth and East Bay. Patrons were happy to see me and took the chance to proclaim their love of the library, our staff, and the direction the library is moving in. It was encouraging to hear the wide support for what we all do.

December Outreach, Partnership & Community Activities

Purposeful Partnerships

- Lunched with the Grand Traverse Region Executive Committee which includes leadership from local government and non-profit organizations.
- Continued to host and participate in a meeting with the Safe Harbor Community meeting.

Innovative Engagement

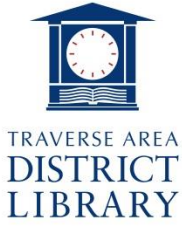
- Attended the community Open house with Santa @ KBL.
- Met with Representatives from Munson and Connected Michigan regarding a hotspot lending program collaboration.

Community Activities

- Met with leadership at Traverse Area Historical Society.
- Attended a stakeholders input session at the Community Foundation.
- Helped with the Main Library Gingerbread Houses and Santa!
- Spoke at the County Commission meeting during public comment in support of the Library's ARPA grant submission. Unfortunately, we did not get the grant.

Think Snow!

Michele P. Howard, MILS



RESOLUTION

2023 Member Library Payments

January 19, 2023

Pursuant to *Part 2.A Funding* provisions of the *Member Library Agreements*, terms beginning Jan. 1, 2022 and ending Dec. 31, 2031, with Fife Lake Public Library, Interlochen Public Library, and Peninsula Community Library, the Traverse Area District Library Board authorizes its Director to make the 2023 payments in full as follows:

Fife Lake Public Library	\$180,408.00
Interlochen public Library	\$231,953.00
Peninsula Community Library	\$236,076.00

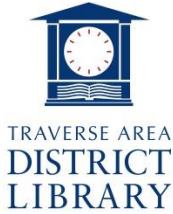
Motion by: _____

Support by: _____

Approved: Y N

Date: _____

P. Deyo, Board Secretary



RESOLUTION

Annual Approval of Routine Invoices over \$25,000

January 19, 2023

WHEREAS, the Traverse Area District Library policy requires prior approval by the Board of any disbursements of an amount greater than \$25,000; and

WHEREAS, at the May 28, 2013, Finance Committee Meeting the trustees agreed that monthly approval of routine invoices over \$25,000 was cumbersome and could be done on an annual basis;

It is RESOLVED that the Traverse Area District Library shall approve payment for 2023 invoices from Priority Health Insurance, Municipal Employee Retirement System, Biblioteca Inc, Brodart Co., Municipal Underwriters of West Michigan, Inc., and Northland Library Cooperative that exceed \$25,000.

Motion to adopt the resolution was introduced by: _____

And supported by: _____

Motion adopted Yes / No _____

Date

P. Deyo, Board Secretary

From: Leah Bagdon McCallum <leah@greatblueorange.com>
Sent: Thursday, January 12, 2023 11:43 AM

Hello Coalition Contributors -

On behalf of our partner, Traverse Connect, we wanted to bring an important advocacy opportunity to your attention. Please see below and attached, and consider joining the Community Foundation in signing on to this effort. If you have questions, please reach out to Henry.

*Reminder, our first Coalition Gathering of 2023 will be at 11 AM at West Shore Bank, immediately followed by lunch at our first Speaker Series event at noon. Calendar invitation and agenda coming soon.

-Leah

On Jan 11, 2023, at 8:11 AM, Henry Wolf <Henry.Wolf@traverseconnect.com> wrote:

Good morning,

Traverse Connect is working on rallying support to codify the expansion of the Elliott-Larsen Civil Rights Act to include protections for sexual orientation and gender identity.

As a business and community leader in the Grand Traverse Region, we are asking if you are interested in adding your business to the growing list of supporters for the expansion of the ELCRA.

Talent attraction and recruitment is vital to business growth in northern Michigan, and this expansion helps to show potential employees that we are open and accepting to all.

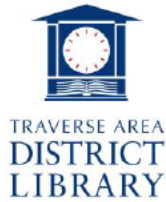
Attached is a draft letter to be sent to members of the Michigan Legislature on January 23. The final letter may be worded slightly differently, but the spirit remains the same.

Thank you for your consideration. Please let me know if you would like to sign on by **Wednesday, Jan. 18**. Happy to answer any questions.

Henry Wolf
Director of Government Relations
Traverse Connect
Northern Michigan Chamber Alliance
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Traverse City, MI 49684

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Leah B. McCallum
Blue Orange Consulting
517-944-0376



AGENDA

Board of Trustees Study Session/Retreat

Tuesday, March 7, 2022

12-4pm

Traverse Connect Economic Development Organization

Blue Room/First Floor

202 E. Grandview Pkwy., Traverse City, MI 49684

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1. **Call to Order**
 2. **Pledge of Allegiance**
 3. **Approval of Agenda**
 4. **Public Comment***
 5. **Retreat “Wholehearted Library” Presentation – Michael Stephens, Facilitator**
 6. **Discussion Topics**
 - a. Future of Libraries
 - b. Evolution of TADL into the future
 - c. Attracting Non-library Users
 - d. Moving into 2025 Millage
 - e. Student/Youth Board Member & Government for Tomorrow (non-voting)
<https://www.govfortomorrow.org/>
 7. **Public Comment***
 8. **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.