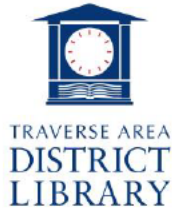


AGENDA

Board of Trustees Regular & Annual Meeting
Thursday, February 16, 2023 at 3:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

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 January 19, 2023
 - b. Department Reports
 - c. Finance and Facilities Committee Report – February 7, 2023
 - d. Policy and Personnel Committee Report – February 7, 2023
 1. Renumber: 7.7 Social Media Policy to 5.7
 2. Revision: 4.1 Behavior Policy
 3. Revision: 4.6 Public Meeting Room Use 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:** Dave Mengebier and Alison Metiva, GT Community Foundation
9. **Old Business**
 - a. Elliot-Larsen Civil Right Amendment Support Letter
 - b. Director Review Update
10. **New Business**
 - a. Request to allow for alcohol to be served at a TADL hosted Community Foundation Funders Event
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 and Annual Meeting MINUTES

Thursday, January 19, 2023 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 4:05pm. Present were: Odgers (President); Pakieser (Vice President); Wescott (Secretary); Vickery, Deyo, and Jones (Trustees). Sullivan (Treasurer) was absent. Also present were: Howard (Director); Radjenovich (Assistant Director for Finance and Human Resources); Morey, Baldwin, 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. **Re-appointment of Trustee (Odgers) Oath of Office**

Secretary Wescott administered the Oath of Office to Trustee Odgers for her re-appointment by Grand Traverse County to the TADL Board of Trustees, with affirmation from Odgers.

4. **Approval of the Agenda**

It was MOVED by Jones, SUPPORTED by Pakieser, to approve the agenda as presented. Motion CARRIED.

5. **Public Comment**

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

6. **Annual Meeting**

a. *Election of Officers*

President Odgers announced the Slate of Officers selected by the nominating committee and asked if there were any other nominations. There were none. It was MOVED by Deyo, SUPPORTED by Jones, to nominate the 2023 Slate of Officers presented which consists of: Odgers, President; Pakieser, Vice President; Sullivan, Treasurer; and Deyo, Secretary. Motion CARRIED. All nominated Trustees agreed to accept their positions. It was MOVED by Deyo, SUPPORTED by Jones, to approve the 2023 Slate of Officers as presented. Motion CARRIED.

b. *Committee Appointments*

President Odgers inquired if trustees would like to remain on their 2022 committee assignments and all affirmed. Deyo proposed moving the Finance and Facilities meeting from 4:00pm to 2:00pm.

It was MOVED by Jones, SUPPORTED by Pakieser, to affirm the appointments of Vickery (Chair), Pakieser, and Wescott to the Policy and Personnel Committee, which will meet the first Tuesday of the month at 10:00am; and to affirm the appointments of Sullivan (Chair), Jones, and Deyo to the Finance and Facilities Committee, which will meet the first Tuesday of the month at 2:00pm. Motion CARRIED.

c. *Approval of Board Meeting Schedule February 2022-2023*

It was MOVED by Jones, SUPPORTED by Wescott, to approve the February 2023 – January 2024 board meeting schedule as presented which proposes the meetings be held the third Thursday of the month at 3:00pm, rather than the current time of 4:00pm.

Pakieser questioned why the time had moved from 4:00pm to 3:00pm. She felt that this is a concern for working trustees and it would present a hinderance for attracting younger trustees in the future with conflicting daytime work schedules. Comment was made that this would help after dark traveling, is proposed for the coming year only, and could change with the needs of a different group of trustees. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 aye, 1 nay. One trustee was absent.

d. *Approval of TADL Main Library and Branch Operational Hours and 2023 Closure Dates*

Howard noted that operational hours are very slow in the evenings and suggests maintaining the 8:00pm closure rather than the pre-pandemic closure at 9:00pm. She also suggested closing at 5:00pm for the Cherry Festival Community Parade so that more staff can participate, and closing early at 6:00pm each evening between Christmas and New Year’s Eve. It would help staffing levels while at the same time provide more staff more time with their families during the holiday. It was MOVED by Jones, SUPPORTED by Wescott, to approve the TADL Main and Branch library operational hours and closure dates for 2023 as presented. Motion CARRIED.

e. *Approval of TADL Main Library and Branch Operational Hours and 2024 Closure Dates*

It was MOVED by Jones, SUPPORTED by Wescott, to approve both the TADL Main and Branch library operational hours and closure dates for 2024 as presented. Motion CARRIED.

f. *Annual Conflict of Interest Statement | Annual Ethics Statement*

Howard requested that, per policy, each board member complete and sign both the Annual Conflict of Interest and the Annual Ethics Statement for public record.

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*

- Howard read aloud a note from the Suggestion Box from a patron expressing thanks for the Security Officers at TADL, noting that it is much calmer in the library.

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

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

There were no items removed from the Consent Agenda.

9. **Director Report**

Howard was happy to announce that usage statistics are back up, and better, than pre-pandemic levels. TADL has teamed with Harm Reduction of Michigan to be a host site for an outdoor, 24/7, Narcan dispensing box for the community. It will be maintained by Harm Reduction and is the only spot in Traverse City at this time.

Howard attended a webinar on Intellectual Freedom and feels that the library has prepared as much as it can should a materials challenge arise. She noted that 2022 was a record year for book challenges across the country and that all signs point to even higher numbers in 2023.

Howard thanked Radjenovich, retiring Assistant Director for Finance and Human Resources, for her time with TADL. Radjenovich literally saved a life while on the job and Howard felt Radjenovich saved her during the pandemic by being a rock-solid person who has also left a great legacy at TADL. President Odgers then welcomed incoming Finance and Human Resources Manager, Danielle Baldwin.

The new sign has been installed and getting a lot of positive attention. There is a small visibility issue with the white 'LIBRARY' letters against their backdrop during a very short window of time each day, however a remedy is already underway.

Howard also highlighted the paintings on the walls of the McGuire Community Room which are a new addition to TADL's Library of Things. Patrons will be able to check them out.

10. **Presentation: New Website ~ Scott Morey, Assistant Director for Technology**

Morey presented the new website which went live in November 2022. He discussed several aspects including: goals for accessibility enhancements, functionality, cloud-based hosting, and ease of use on mobile devices; the process and decision to select Library Market as the vendor; demonstration of before and after changes; and new content that was not on the previous website, such as a local community resources page and a FAQ page generated by staff. Morey noted that the project came in under budget and met nearly all of the original goals and, although the new website has been published, it is an active document that will continue to develop.

11. **New Business**

a. *Financial Authorization Changes*

With Radjenovich retiring at the end of January, it is necessary to make several financial account authorization changes in order to maintain smooth operations. Howard verified that she has the authority to make these changes, however is asking for the board to affirm her authority before doing so. It was **MOVED** by Wescott, **SUPPORTED** by Pakieser, to recognize and affirm Howard's authority to remove Radjenovich and add Baldwin to the appropriate financial accounts. Motion **CARRIED**.

b. *Resolution – 2023 Member library Agreement Payments*

Howard noted that the member library payments presented were calculated per the terms of the member library agreements, an increase over last year of about 3.5%. It was **MOVED** by Jones, **SUPPORTED** by Pakieser, to approve and disperse member library agreement payments in the amounts of \$180,408 to Fife Lake Public Library, \$231,953 to Interlochen Public Library, and \$236,076 to Peninsula Community as presented. A roll call vote was taken with the following results:

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

Sullivan – absent
Motion CARRIED with 6 aye.

c. *Resolution – Annual Approval of Routine Invoices over \$25,000*

It was MOVED by Jones, SUPPORTED by Pakieser, to approve the Resolution for Annual Approval of Routine Invoices Over \$25,000 for 2023 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 aye.

d. *Approval to Support the Elliot-Larson Civil Rights Act*

Howard presented an opportunity for the board to join other local entities as a supporter of an effort by Traverse Connect to codify the expansion of the Elliot-Larsen Civil Rights Act to include protections for sexual orientation and gender identity on the basis that this would benefit employee recruitment and underscore to candidates that we are open and accepting to all. It was MOVED by Deyo, SUPPORTED by Wescott, to authorize Howard to show support and sign Traverse Area District Library, on behalf of the board.

After much discussion, the board was overall supportive. However, Vickery suggested that, as a matter of practice in this case and into the future, that the board should see the final document, prior to signing or voting on it. After further discussion and consideration, Deyo WITHDREW his motion. Howard will provide the referenced letter to the board for consideration at the next board meeting.

e. *Discussion: Board Retreat Details*

A draft agenda was provided for a board retreat to be held in place of the regular committee meetings on March 7, 2023, offsite at the Chamber of Commerce Building. The members were pleased to have Dr. Michael Stephens facilitate a discussion of the library of the future. There were no objections or additions to the draft.

12. **Public Comment**

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

13. **Trustee Comment**

Wescott expressed gratitude for those who have taken on officer roles on the board and thanked Morey for his website presentation. President Odgers liked the comparison portion of the website presentation in particular since she felt it was helpful. She thanked Brady, TADL's Marketing and Communications Manager, for copying the board on media press releases, and also thanked Radjenovich for her service to TADL.

President Odgers noted that her desire to service as President again this year was based on her joy working with all of the trustees, wanting to help TADL get ready for the millage, and operating under an exciting Strategic Plan. She is glad to have been nominated and approved for the position.

14. **Closed Session (if needed)**

A closed session was not needed.

15. **Adjournment**

With a motion to adjourn by Pakieser, supported by Wescott, President Odgers adjourned the meeting at 5:46pm.

Respectfully submitted,

Approved by board vote on February 16, 2023

V. Carpenter, Recording Secretary

P. Deyo, Board Secretary

DRAFT



Departmental Reports
for the month of January
(February 16, 2023 Board Meeting)

Adult Services

- January has been spent planning all the things for 2023 - programs, volunteer opportunities, new services, and displays. They're all coming soon!
- On January 21st, Tilt Think Improv came to the library for their first of two events. This first one was themed more for adults & teens. We had 43 people attend for an hour of laughs, play, and even songs. It was just what everyone needed at this gray time of year and so many attendees thanked us for having the program. (*Innovative Engagement*)
- Partnership Highlights (*Purposeful Partnerships*):
 - [Traverse Area Historical Society](#) held their January program in the McGuire Room with 43 people in person and 17 joining via zoom.
- In January, the following programs were held (in addition to those listed above):
 - Tai Chi met twice with 19 total attendees.
 - Books & Brewskis had 15 total attending the discussion of [As If We Were Prey](#) by Michael Delp. (*Purposeful Partnerships, Targeted Outreach*)
 - Queer Tales, continues to meet online and had 2 people attend this month to discuss [One Last Stop](#) by Casey McQuiston. (*Inclusive Space*)
 - TADL Stitchers met five times in-person with a total attendance of 28.
- January Adult Services Statistics:
 - Questions Answered In-Person - 1685
 - Questions answered via Phone - 678
 - Questions Answered via Email/Chat - 150
 - RA/Tech Help - 114
 - Notary Signatures - 22
 - Craft Kits Distributed - 45 (3-D Snowflakes)

Local History Collection

- Robin began her full time hours in the LHC this month. So far she's spent her time reorganizing the collection to condense it and make more room for growth of the collection; moving TADL history materials from various offices in the Library to the LHC; attending planning meetings for volunteer projects and marketing; and sub training in all the Woodmere Library departments. It's been a busy month!

Respectfully Submitted,
Melissa McKenna
Head of Adult Services

Youth Services

Youth Services had a great first month of 2023. We started back up with the ever popular TSO Tots @ TADL program with the Traverse Symphony Orchestra. This monthly program will run through May on the first Saturday of the month and feature different musicians and instruments from the symphony at each program, in addition to a thematic story and craft provided by Youth Services. The January program featuring percussionists Keith Aleo and Robert Sagan engaged 149 patrons. Our other Saturday programs proved popular, as well, including a STEM Kit open play, Chinese New Year craft, and Improv for Families with the Tilt Think Improv Players.



By far the biggest event of January for Youth Services was the Battle of the Books Book Release Event held on Friday, January 20th at TADL. Staff and Battle volunteers helped set up the first floor of the library for the big event, which featured 8 stations for the 8 different titles in the program. This year was with largest sign-up for Battle of the Books with 64 teams of 4th and 5th graders. We celebrated books and friendship with close to 400 readers well into the night with this event!



Storytimes and afterschool programs also started the second week of January to our families. In terms of Early Literacy programming this month, we held 20 storytimes for 257 patrons. For afterschool and outreach programs, we engaged 843 patrons over the course of 18 different programs.



We are also excited to be part of the Winter Library Challenge for TADL Libraries from January through March. Early Literacy Librarian Courtney Moyses designed the Pre-Reader (ages 0 - 5) BINGO Challenge and Youth Services Department Head Andy Schuck designed the Reader (ages 6 - 12) BINGO Challenge. Families have been very excited to learn about the library through the BINGO format. For those age groups, we currently have 87 patrons registered with 697 completed activities, and even 30 challenges completed. We're sure there are many more participating, though, as families have been using the paper handout we've put out.

Thank you to Systems Architect William Rockwood for creating STEM Kit statistics tracking within Evergreen. This helps us show how well-loved and used these kits are throughout the year, both internally and to our community partners. In January alone, our STEM Kits circulated 302 times and have 86 holds. Needless to say, interest in STEM and STEM activities have not slowed down in our community.

Department Head Andy Schuck is continuing the partnership with the STEAM/Maker Alliance as we plan the 2023 TADL MakerFest and Pop-up Events at various partner organizations in the group. An integral part of the alliance is the 2023 Passport which encourages STEM experiences at educational organizations across our region, including the 20+ libraries in our region (many of whom received STEM Kits thanks to a grant TADL wrote with Newton's Road).

Planning has also begun internally for the 2023 Summer Library Challenge. We have talked

about the theme, books, programs, prizes and badges and are looking forward to another excellent Summer Library program.

Statistics from January 2023:

- 14 Early Literacy programs with 175 community members in attendance
- 12 afterschool programs with 720 community members in attendance
- Reference Questions: 895 total, 823 walk-in, 72 phone, 0 digital
- STEM Kits: 271 circulations, 86 total holds

Respectfully submitted by
Andy Schuck
Department Head, Youth Services

Sight & Sound

January started out with a fun project. I finally had time to unpack and hang the new McGuire Community Room full of art. This is the first time, in many years, we own our own art collection. Below is a sample. This artwork will eventually be available for public circulation. The next big objective is to get it framed and packaged for patrons to come and check it out. I hope with some help from my team, to get that done in the next few months.



We want to welcome our new part time staff member Chris Loomis. Chris had been working in the Technology Center and also paging in Sight & Sound. Chris brings lots of great customer service and a true passion for music and movies.

We also are excited to announce that Nina Cook is our new S&S Page. She is happy to be working in Sight & Sound and we are very happy to have her on our team. Once again we are fully staffed. Yea!

I hosted a new program on Jan. 23rd. Drawing Together: is a drop in drawing event that's open to all skill levels, self directed, low pressure & just for fun. Drawing can

help us focus and tune out of the digital world even if just for a moment. We had a very modest turnout but I'm hosting another one in February and looking forward to having a larger turnout.

Honorable mentions:

- Keith has been working away on the new ELM Eco Master.
- I have been working with Scott Morey, Mitchel Holm and Matt Kern @ TACM to configure LiveStreaming video possibilities in the McGuire Room.
- Packaging and prepping the new GTAS telescope donation
- Updates have been made to the Hybrid Mobile Cart with updated documentation to follow.
- So many new Library of Things in the works for early 2023.
- Cinema Curiosa was canceled in January due to me being under the weather with covid.

TADL Meeting Room Stats JANUARY 2023

Total: 130

TADL meetings: 25

Personal/Outside Group Meetings: 105

Paid Meetings: 3

Unpaid Meetings: 127

Walk ins: 29

Advance Reservation: 101

Number of Meetings by Rm JANUARY 2023

McGuire Room: 22

Thirlby Room: 55

Study Room D: 53



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

Thanks for reading.

Aaron

Circulation

The new year has started off with a bang! We created 261 new patron accounts in January 2023, compared with 184 new accounts created in January of 2022. I've heard from many new patrons that they were drawn in by our new sign, which is great! Kate has been in high demand for notary services, and the whole team has been hard at work with the upswing in our MeLCat requests.

January Circulation Numbers

New patron accounts created: 261

Curbside pickups for January 2023: 22

Notary Public Service requests filled: 17

Circulation Statistics for MeLCat, January 2023:

- TADL items sent to borrowing institutions: 1617
- TADL items received from lending institutions: 2448

Respectfully Submitted,

Josh Denby

Department Head, Circulation

Marketing and Communications

January got off to a fast start with our first Winter Library Challenge. I assisted with setting up the graphics and promotional items, the program will run through March (**Innovative Engagement**). I met with Rotary, Oryana, the Senior Center, and members of NorthwestEd to discuss promoting library services (**Purposeful Partnerships**), started on Summer Library Challenge items, and assisted with other events as requested (Battle of the Books, etc.) (**Purposeful Partnerships, Targeted Outreach**). We collected book and material suggestions for the bookmobile for the month of January (**Inclusive Space, Innovative engagement**), that listing is now with the departments for review. I watched multiple webinars to get more familiar with types of library users (**All categories**), these included Veteran & Military Personnel and Alzheimers/Dementia Patients/Caregivers. Lastly, I volunteered for the Tee Time at TADL mini golf (**Innovative Engagement**) event committee, and we're planning for a great March 10 event



Press: Reading Challenge (9&10 News Jan. 5); MLK Day (upnorthlive.com Jan 11); MLK Day feature (9&10 News Jan. 16); Improv events (Mynorth social media); Kurt Vonnegut movie (Record-Eagle Jan. 27)

Website: 17,825 users; 56,567 pageviews

Heather Brady

Marketing & Communications Manager

Human Resources

As TADL's new Finance and Human Resources Manager, this is my first department report. I'm excited and humbled to be part of TADL's Leadership Team! January was a busy month of training: I was training my replacement Kristi Jackowski on accounts payable and payroll. I was also being trained by Deb Radjenovich right up until her last day. Best wishes to Deb on her adventures in retirement!

New Employees for January:

- Erin Dixon, PT Library Assistant 1, Kingsley Branch
- Mary Meredith, PT Desk Attendant, Technology Center

Employee Position Transfers for January:

- Danielle Baldwin, FT Finance and Human Resources Manager, Admin (transfer from Admin)
- Kristi Jackowski, FT Library Assistant 3, Admin (transfer from Processing)
- Chris Loomis, PT Library Assistant 1, Sight & Sound (transfer from Technology Center)
- Robin Stanley, FT Library Assistant 1/Floater, LHC (transfer from PT Kingsley/PT LHC)
- Shannon Wilton, FT General Clerk 1, Processing (transfer from Sight & Sound)

Employee Resignations for January:

- Deb Radjenovich, FT Assistant Director for Finance and Human Resources (Retirement)

Finance

As proven every year, January is an incredibly busy month. Annually there is always extra work that must be completed such as W-2's, 1099's, 1095-C's, Year End closing entries, Sales Tax reporting/payment for our merchandise sales, and more. Add all those extra tasks to a month of training due to position rotations within the accounting department while *also* simultaneously switching to a new accounting software and it makes for an extremely busy month. Kristi and I have hit the ground running in our new positions and I'm excited to see how our new accounting software can help TADL operations be more efficient.

Danielle Baldwin
Finance and Human Resources Manager

Facilities

Focus on mapping out large-scale projects for the year with Michele, with other highlights being:

- Verify Storywalk sign installation, help YS set out the first story.
- Install boiler vent gutter solution to prevent ice accumulation by Staff Entrance.
- Schedule painting services and get updated window blind and reupholstery quotes.

- Consult with roof contractors and specialists to facilitate roof repair planning.
- Maintain sidewalks free from snow/ice between contracted plowing/shoveling visits.
- Prepare for the “Great Clean Out” Spring event.
- Assemble new shelving at EBB.

Thank you,
 Bret R Boulter
 Facilities Manager

Technology

Updated Mobile App - Near the end of 2022, we began receiving some reports of the TADL mobile app not loading correctly on some newer iOS devices. While we figured out some workarounds for those that encountered the problem, we determined that we need to upgrade to a new version of the mobile framework we use, Ionic, to solve the root problem. Unfortunately, the new platform meant that a lot of our old code needed to be rewritten. We set an ambitious goal to complete this rewrite project in six weeks, but I am happy to report that we were able to complete the work in just 4 weeks and the new app is now available for download from both their iOS App Store and the Google Play Store. Kudos to William Rockwood for all his work on this project and dedication to making it happen.

Suttons Bay Library Card Project - Suttons Bay Bingham District Library, one of the organizations with which we have a technology support agreement, reached out to us last fall about creating a library card program for their area elementary school modeled after the work we had done with TCAPS and Grand Traverse Academy. Because of our experience on this front, we were able to help them achieve this goal quickly using a lot of our existing code and card assignment techniques. The end result was us being able to deliver ~150 library cards to Suttons Bay Bingham District Library which were then delivered to their elementary school students. Only ~10 of the students we assigned cards too had preexisting library accounts, so we hope our friends in Suttons Bay will start seeing a lot of young people visiting their library with their new cards for the first time. Special thanks to Jeff Godin who has been critical to this and all our previous school collaborations.

Hosting Michigan Digital Preservation Network Node - I am happy to report that the Michigan Digital Preservation Network (MDPN) has reached out to us and asked if we would be willing to serve as one of 5 nodes in their new distributed archival network. Spanning from Kalamazoo to Houghton, the network will use archival software called LOCKSS (Lots of Copies Keeps Stuff Safe) to ensure that precious data like what we keep in our local history collection remains safe over the long term. MDPN has received a grant that will allow node hosts to build 200TB storage pools at each site and allocate approximately 10TB for each host at each location at no cost beyond a discounted yearly membership fee. While we are still waiting on MDPN to approve their final service agreement, we are very excited and honored to be part of this effort. 10TB of storage would be approximately 20 times the size of our current archives so this would definitely give us room to grow as well as to potentially provide this service to other local history organizations. I'd like to thank everyone who has been involved in our local history digitization work over the past decade. Their work has allowed us to be in the position to take a

leadership role in this exciting and statewide effort.

- Scott Morey, Asst. Director for Technology

TADL Talking Book Library

January is Braille Literacy month. January 4th is World Braille day in honor of Louis Braille's birthday. I updated the book lists that featured characters with visual impairments and shared them with the other departments. For Youth, I also shared Write Your Name in Braille craft kits.

I had a request from a teacher at one of the TCAPS elementary schools for braille activities for her students. I was able to give her some Write your name in braille craft kits and Fun with Braille activity sheets.

Notaries- I had 12 notaries in January

This month, the Tuesday @ Two book group read "Anxious People" by Fredrik Backman.

Anita Chouinard
Talking Book Manager

East Bay Branch Library

The start of a new year has brought a lot of new things to the East Bay Branch. Most exciting is Jody Wilson joining our team! Jody has had years of experience in the Circulation department at Woodmere, and has recently been subbing quite a bit here. We are thrilled to have her energy and enthusiasm at East Bay regularly!



We also have some beautiful new shelves for our Juvenile Nonfiction and Beginning Readers, thanks to a generous grant from the Northland Library Cooperative. Not only do they look amazing, they allow us to fit more books into our small branch, and organize them more efficiently, making our space and our overall patron experience more accessible.

We've been increasing our after-hours Teen programs: in addition to another Escape Room, offering a Game Night. We've got some regular attendees, as well as new people signing up for each event we host. Our goal is to create and maintain a thriving teen presence in the library.

Sing & Stomp has been well attended each week. After our MLK, Jr. Day storytime, we handed out free books and take-home STEM activities, courtesy of the United Way and Newton's Road. We were also invited by Newton's Road to join the STEAM/Maker Alliance.

Our regular programs have seen steady or growing attendance as well, including Adult Coloring Night, Stitch Together, and a robust discussion of *West With Giraffes* by Lynda Rutledge at Chantel's Book Club. (And we enjoyed another fun Staff Euchre Night!)

Respectfully Submitted,

Matt Archibald
East Bay Branch Manager

Kingsley Branch Library

First, a warm welcome to our new library assistant, Erin Dixon! Erin is a voracious reader, loves people, and is enthusiastic about sharing her passion for learning and exploring. In short, she fits right in! KBL staff are looking forward to helping her grow in her role.



We have trained our patrons to express their needs, and they are now very adept at it. This winter, they've asked for more group play and exploring, and our January events on those themes were all packed! "Got Lego?©" drew a crowd of 72 people and our two weekly storytimes regularly have 20 children a piece, who usually stay for our post-storytime playgroup, a self-directed program that encourages social interaction and

creativity.

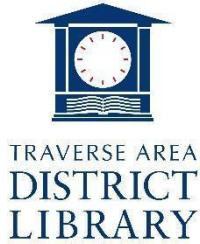
A Purposeful Partnership we have fostered for several years with the STEM-promoting nonprofit Newton's Road reached new highs this month! We jointly hosted a reception for the members of Impact100, who awarded Newton's Road a grant in 2020 to support adding STEM Kits to every library in our region. The members were given a tour of our partners in STEM education, The Rock of Kingsley after school teen program, then came back to the Kingsley Library for snacks, learned more about the impact and importance of the STEM Kit program to our patrons, and played with the STEM Kits!



Also, many thanks to Andy in Youth Services for coordinating with United Way of Northwest Michigan so we would have books and STEM kits to hand to children on Martin Luther King Jr. Day, and to Anita in the Talking Book Library for the Braille practice kits we handed out to interested patrons for World Braille Day! We would be hard pressed to offer so much that fosters an Inclusive Space without the support of our fellow libraries and outside partners.

Respectfully submitted,

Amy Barritt
Branch Manager



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

February 7, 2023
2:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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

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

Minutes Approval: It was motioned by Jones and approved by Deyo that the minutes from the December 6, 2022 Finance and Facilities and Services Committee be approved. All were in favor. The minutes were approved.

Public Comment: No public comment.

Facilities:

- **Committee Chair Discussion:**
After some brief discussion, all Trustees agreed to keep the Committee Chair the same.
- **Bathroom Renovation**
Boulter presented some brief information about the bathroom renovation. Howard explained that there is \$1.3 million dollars in the Public Improvement Fund. Howard asked the Board if the bathrooms are a priority for 2023. All Trustees agreed that they were. Howard and Boulter will move forward with this project. Howard and Brady will begin working on grants.
- **Roof Update**
Boulter explained that he and Howard had met with and hired Keen Technical to help with identifying solar needs and options for the roof. Boulter continues to work with Spence regarding the insulation of the remaining areas.

Finance:

- **Bathroom Renovation**
Discussed with this item under the Facilities portion of the agenda.
- **Community Foundation**
Howard is interested in providing a mechanism for long range financial health of the library and establishing an endowment. Baldwin and Howard were looking at the rates of return for the two TADL restricted funds, Slear and Lewis. The rates of return were 1.26% and 1.7% respectively. Currently, the Grand Traverse Community Foundation gives a 4% rate of return. Any money invested with the Foundation is irrevocable.

Howard informed the Trustees that Dave Mengebier, CEO of the Foundation said he would gladly present to the Board. All agreed to have Howard contact Dave to set up a presentation.

Other:

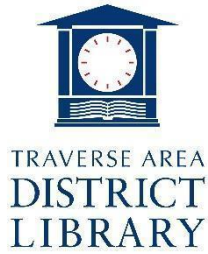
- Elliot-Larson Civil Rights Act Amendment Support
Trustees reviewed the letter sent by Traverse Connect to the Michigan Legislators. All agreed that Howard will make some revisions and add the letter to the February Board Agenda.

Next Meeting Date / Time: Board Retreat March 7 | April 4, 2023

Next Meeting Topic Suggestions:

Public Comment: No public comment.

Adjournment: It was motioned by Jones and seconded by Deyo to adjourn. The meeting adjourned at 3:07 pm.



TADL Board of Trustees Policy and Personnel Committee

February 7, 2023
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Vickery, J. Wescott, and M. Pakieser, Trustees. M. Myers, D. Baldwin, M. Howard, staff.

Agenda Approval: The agenda was approved.

Minutes Approval: The minutes of the December 6, 2022 meeting were approved.

Public Comment: There was none.

Policy Committee:

- **Committee Chair Nomination:**
It was motioned by Wescott to nominate Pakieser as Committee Chair. Pakieser declined. It was motioned by Wescott and supported by Pakieser that Vickery remain the Chair. All were in favor and the motioned passed.
- **Renumber: 7.7 Social Media Policy to 5.7**
Howard explained that this is just a renumbering issue for this policy. It was motioned by Wescott and seconded by Pakieser to approve of this change and put the item on the Consent calendar for the February Board meeting. Motioned passed.
- **Revision: 4.1 Behavior Policy**
Howard explained the minor changes to the Behavior Policy. It was motioned by Vickery and seconded by Wescott to approve of these changes and put the item on the Consent calendar for the February Board meeting. Motioned passed.
- **Revision: 4.6 Public Meeting Room Use Policy**
Howard explained the changes and reorganizing to this policy. It involves the removal of the fee structure from the Policy which will be incorporated into the Meeting Room Agreement on the website. All Trustees agreed it would be helpful to have the red-lined version in the February Board packet. It was motioned by Vickery and seconded by Wescott to approve of these changes and put the item on the Consent calendar for the February Board meeting. Motioned passed.

Personnel Committee:

- **Director Review**
Vickery explained the progress of the Director review. This will be the first time ever for

a 360 review of the director. There was much discussion about the process. Howard will include the Union Representatives in the group that will receive the survey. Howard will also clarify with Axios the language used for the Leadership Team survey.

Trustees agreed that Vickery will report the progress at the February Board meeting. Trustees also agreed that any change in the Director's compensation will be retroactive to January 1, 2023.

Other:

- Elliot-Larson Civil Rights Act Amendment Support
Trustees reviewed the letter sent by Traverse Connect to the Michigan Legislators. Vickery suggested making minor edits and shortening the document. Howard will do so and add the letter to the February Board Agenda.

Next Meeting Date / Time: Retreat is March 7, 2023. February April 4, 2023 at 10:00 am.

Next Meeting Topic Suggestions:

Public Comment: None

Adjournment: The meeting adjourned at 11:26 am.

4.1 Behavior Policy

In observance of its mission and to make Library facilities and services available to everyone on a safe and equitable basis, to ensure the ability of staff members to conduct Library business, and to safeguard Library property against misuse or abuse, **rules of behavior** ~~and allows for the following rules for behavior~~ are established by the Traverse Area District Library Board. These **behavioral** rules apply to TADL facilities in Traverse City, the Village of Kingsley and East Bay Township, **and to any outreach/mobile library unit and its immediate location.**

All Library staff and patrons are expected to conduct themselves in a respectful and responsible manner that allows for effective use of the Library and its shared resources. The Library Director and their representatives shall be responsible for enforcing this policy.

TADL PROHIBITS **the following behaviors:**

- **Category A - For Public Safety and Security:**
 1. Being under the influence, consuming, possessing, giving away or selling alcohol, marijuana or any illegal substance on Library property; enticing or asking others to participate in the use of;
 2. **Usage of** profane, obscene, injurious, or abusive language; written, verbal or physical harassment, intimidation or threat of any person by word or act;
 3. Fighting or provoking fighting or engaging in any act of violence;
 4. Unlawful possession of a weapon.
 5. Improper use or abuse of Library materials, **social media/communications**, or equipment;
 6. Engaging in sexual acts or behaviors or indecent exposure;
 7. Stealing or vandalizing on Library property;
 8. **Any illegal activity.**

- **Category B - To ensure proper use of Library Facilities:**
 1. Any violation of the **Smoke, Tobacco, Alcohol, and Drug Free Campus** Policy;
 2. Noisy or boisterous conduct inappropriate to the Library location;
 3. Lying down or appearing to sleep in the Library or on library grounds; having feet on furniture; or blocking aisles, exits or entrances;
 4. Misuse of restrooms, including but not limited to, washing clothes, shaving or bathing (simply washing one's hands and face is not considered "bathing");
 5. Fragrance, odor, or personal hygiene or body odor so offensive as to constitute a nuisance to other persons;
 6. Beverages in the Library unless secured in a container with a lid, or in designated areas;
 7. Food inside the Library, except in designated areas or otherwise previously approved by TADL;

8. Animals unless involved in a Library-approved event or service animals as defined in 28 CFR 36.104;
9. Cell phone conversations in areas designated as “quiet” areas, or overly loud conversations in any area of the library;
10. Petitioning, canvassing (e.g., seeking signatures on a petition), conducting surveys, distributing written material, or soliciting donations, selling merchandise, or otherwise raising funds anywhere on Library property, unless approved in advance by TADL;
11. Any violation of the Unattended Child Policy;
12. Unattended **or intentionally abandoned** personal property;
13. Using audible devices without headphones. Headphones must be at a volume that will not disturb others;
14. Use of wheeled or motorized devices inside the library, including but not limited to, skateboards, roller blades, scooters, grocery carts, or other similar items inside the Library or on Library property or on Library property unless it is an ADA assistive device or baby stroller necessary for child;
15. Failing to wear shirt, pants, and/or shoes;
16. Refusing to leave the Library and/or grounds as requested by TADL staff;
17. Violation of the Library internet policy **or social media policy**;
18. Entering areas designated “private” or “staff only” unless approved by TADL staff;
19. No camping or overnight parking on Library grounds;
20. Littering;
21. Failing to wear required Personal Protective Equipment such as face coverings and/or maintaining six (6) feet physical distancing, as required by federal, state or local law, rule, regulation, recommendation, or order.

Penalties

Patrons who choose to violate the Behavior Policy could result in removal from the premises and expulsion from the library for a period of one day to indefinitely. Returning to the library while suspended and violations perceived as criminal in nature may result in an extended suspension, arrest and/or prosecution. Any expulsion may be appealed to the library Board per this policy.

For All Suspected Violations

1. Police will be called if the Library believes a crime has been committed.
2. Police will be called if a violator suspended under this policy appears on Library property.
3. If a violator returns while under suspension, that suspension shall be extended.
4. Police will be called when a violator refuses to comply with Library rules.
5. Police will be called if a violator refuses to show identification.
6. Violators may be photographed by Library personnel.

Right to Appeal and Appeals Process

1. The right to appeal is based on the right to due process of law guaranteed in the 14th Amendment of the U.S. Constitution and the right of access to public libraries guaranteed to all citizens in the Michigan Constitution (Art. VIII, Sec. 9).
2. If the Library has an address on record or the suspended patron provides an address, the Library Director shall provide written notice to any individual whose Library privileges have been suspended within five (5) business days of the date of the violation, and shall include a copy of this policy with the notice. If the Library does not have an address on record and the patron refuses or fails to provide an address, verbal notice on the day of the violation shall be sufficient notice of the suspension, and the patron shall be hand-delivered a copy of this policy.
3. An individual who wishes to appeal a suspension must do so in writing to the Library Board within 10 days of the postmark of the Director's letter or the date of the verbal notice if no letter is sent. The notification of appeal must provide current contact information (address and phone number) and state the grounds upon which the appeal is based.
4. Upon receiving a request for an appeal, the Board shall hold a hearing to consider the appeal within one month. The Board may consider the appeal at a regularly scheduled Board meeting or at a special Board meeting, at the earliest opportunity, called for the purpose of a hearing.
5. The Board President will ensure the Appellant receives reasonable notice of the hearing.
6. Prior to the hearing the Board will be provided copies of the Appellant's letter appealing the decision and requesting a hearing. The Board and Appellant will also receive copies of the Library Director's letter giving notice of the suspension which describes the offense. Supporting information gathered in the administration's investigation shall be made available, including but not limited to all incident and police reports completed by Library staff, witnesses and the Director. The Board shall have access to Library records necessary to make an informed decision on the appeal. Any Library record (as defined in the Michigan Library Privacy Act) shall remain confidential and shall not be disclosed to the public unless in compliance with the Michigan Library Privacy Act.
7. The Appellant must have the opportunity to attend any hearing so scheduled personally or may make a written statement in support of his or her position. If the Appellant does not attend the hearing, the written statement must be received before the time set for the hearing.
8. The Appellant shall have the opportunity to present his/her claim for rejecting the Library Director's decision. The Board may ask questions in order to bring to light all the facts and issues involved.
9. The Board may affirm or reject the decision to suspend Library privileges.
10. The Board will make its determination as soon as reasonably possible.
11. The Board will issue a written decision and provide a copy to the Appellant if an address is known.
12. The decision of the Board is final.
13. In no case shall the filing of an appeal pursuant to this Policy act as a stay of the suspension imposed unless the Library Director makes a specific finding that the suspension would result in manifest injustice under the total circumstances.

~~The Library shall post this entire policy in at least two prominent areas in the Main Library building and in at each branch Library building.~~

The entire Library Behavior Policy and Right to Appeal notification and process will be prominently posted in the Main Library and at each Branch Library location.

Adopted July 15, 2004; Revised October 14, 2010; Revised January 20, 2011; Revised February 16, 2012; Revised July 18, 2013; Revised June 20, 2019; Revised September 19, 2019; Revised February 20, 2020; Revised June 18, 2020; Revised August 20, 2020; Revised October 15, 2020; Revised December 16, 2021; Revised February 17, 2022; Revised April 21, 2022; *Revised February 16, 2023*

Motion by: _____

Adopted: Yes No

Support by: _____

P. Deyo, Board Secretary

Date

4.6 Public Meeting Rooms Policy

General

TADL Library facilities, including public meeting rooms, are intended to be used to support the Library's mission and to maximize services to the community. Rooms available at the Main Library include: McGuire Community Room, Thirlby Room, and Study Rooms. Kingsley Branch Library shares Village Hall's public meeting space which is scheduled through the Village of Kingsley. East Bay Branch Library does not have a public meeting room.

When meeting rooms at the Main Library are not in use for library purposes, they are available for community use by individuals and groups under the following guidelines and/or responsibilities:

1. The meeting rooms are available only during hours the Library is open to the public.
2. All meetings held in TADL facilities must be free and open to the public.
3. Individuals and groups approved to use Library meeting rooms shall not discriminate with respect to access to Library space against any individual on the basis of actual or perceived ~~race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity~~ **race, color, religion, housing status, sex (including sexual orientation, gender identity, gender expression, and pregnancy), national origin, age, disability, genetic information, marital status, veteran status, height, weight, and any other characteristic protected by applicable law.**
4. Use of facilities does not imply Traverse Area District Library endorsement of the group or of the ideas presented at the meeting. A written disclosure is required in all advertising from outside groups that use advertising to promote their meeting. Verbal disclosure is required for all others. The following statement is required: "This program is neither sponsored nor endorsed by the Traverse Area District Library."
5. Presentations by a candidate or official ballot question committee, both as defined in the Michigan Campaign Finance Act, MCL 169.201 et seq, or any non-partisan organization regarding candidates or ballot questions, are allowed.
6. When screening a film as part of a public program, a Public Performance License is necessary from a licensing agent granting the right to screen (each) film publicly at TADL. This license is required even if the screening is offered to the public at no charge and is educational in nature. A copy of the license specifying the title and screening date of the approved film must be provided to TADL at least 24 hours prior to the screening.
7. Individuals reserving a meeting room for themselves or on behalf of their group:
 - a. Must be 18 years of age or older.

- b. Must provide complete setup details at the time the room reservation is made. Certain last-minute changes may or may not be permitted, but must be requested at least one day or 24 hours in advance of the meeting time.
 - c. Shall be responsible for supervision and security during the use of the meeting room. Any damage to the room arising from the use by any individual or organization shall be billed directly to the individual who secured use of the room.
8. All minors using a meeting room must be under supervision by an adult 18 years of age or older in attendance at all times.
9. In the event of an unforeseen emergency the Library reserves the right to cancel or preempt any public meeting room reservations along with a full refund under those circumstances.

Limitations

1. Use of the meeting rooms may not interfere with normal library functions or operations and must be in accordance with the library behavior policy.
2. An admission fee may not be charged to attendees of events in library meeting rooms, nor is the request for “free will” donations allowed.
3. No promotions or sales of services, products, merchandise, materials, or other items are allowed. Sales of service or merchandise are not permitted except during library programs. Pro-bono or fee-free services that are expressly acknowledged as such may be acceptable provided that the user agrees that the provision of these services shall not be used to develop potential client lists or databases for future commercial solicitation. Use of meeting rooms for depositions is not permitted.
4. No commercial services may be conducted in library meeting rooms, which includes depositions, tutoring, and other fee-based services.
5. Library meeting rooms and facilities may not be used for weddings, funerals, or private parties.
6. Rooms may not be reserved more than three months in advance. No organization or individual may reserve a room more than 12 times in a single year or one day in any single month. Meeting rooms are booked on a first-come, first-served basis. Payment is required to secure use of the McGuire Room. Walk-in use is defined as immediate and in-person. Reservations made over the phone are defined as advance reservations.
7. Use of alcohol or controlled substances on TADL property, including meeting rooms, is prohibited per the Library’s Smoke, Tobacco, Alcohol, and Drug Free Campus policy.

Fees

1. Advance reservations are secured upon receipt of a completed agreement and payment of rental fees. Rental fees are charged in accordance with current the room and resources fee schedule as indicated in the Meeting Room Agreement.
2. Individuals or groups that do not leave reserved rooms by Library closing or in time for the next scheduled use of the room will be charged an Overuse Fee.
3. Individuals or groups that fail to leave any room in a clean, undamaged condition; or fail to leave the rooms in their original condition; or fail to clean the kitchen, may forfeit the right to use of the Library meeting rooms in the future and will be charged a cleaning service fee.

Refunds

A refund shall be granted for any reservation cancelled at least seven (7) days prior to the scheduled day of the event.

Delegation

The Executive Director or designee is granted full authority to decide any exception to this policy and to establish procedures and fees necessary to implement it.

~~McGuire Room Use Fee – 1st Floor Main Library – 160 person fire code limit~~

~~The McGuire Room must be reserved in advance with a completed agreement and fee paid for individuals or groups when it is not required for library business needs. Half room rates are defined as under 40 people under 2 hours and exclude Monday – Friday from 5:00 to 9:00 p.m.~~

McGuire Room Fees	Up to and including 4 hours	4+ to 8 hours	More than 8 hours	
Full Room Use Fee – For Profit	\$200	\$400	\$600	
Full Room Use Fee – Not for profit (NFP)	\$100	\$200	\$300	
½ Split Room Use Fee – For Profit Excluding Mon-Thurs 5-9 pm	\$150	\$300	\$400	
½ Split Room Use Fee – NFP Excluding Mon-Thurs 5-9 pm	\$ 50	\$100	\$150	

<p>Room Use Fees include room set up of chairs and tables, use of projection screen, podium with microphone, marker board / easel, video projector, wireless microphones. Kitchen use— Coffee urn (no food prep). Detailed needs must be provided in advance, at the time of reservation.</p>		
Additional Equipment Use Fees	For Profit	Not For Profit
Kitchen use (food preparation)	\$50	\$20
Piano	\$100	\$50
Video Recording Equipment Rental Pursuant to: 4.7 Equipment Use Policy & Audiovisual Technology Equipment Use Agreement	\$100	\$50

Thirlby Training Room Scheduling and Use— 2nd Floor Main Library— 20 person fire code limit

Advance reservations for this space are made through the Sight & Sound Department. Immediate in person walk-in inquiries can be made at the 2nd floor Adult Reference Department. The use of installed equipment in this room is available at no cost. Users of this room may bring in personal laptops and silent projectors for group meetings but may not use sound projection.

Thirlby Room Fees	
Room with use of installed equipment	\$20 flat fee
Scheduled without use of installed equipment	No Charge

Study Rooms A, B and C— 2nd Floor Main Library— 2 person limit in room

Public access to these rooms is available on a first come, first served basis by inquiring at the 2nd floor Reference Desk. Study Rooms and their furnishings may be used for up to two hours. No additional equipment will be provided for use in these rooms, though laptop computers obtained in the Public Computing Center may be used in the study rooms. Except for library business needs, advance reservations for use of study rooms are not accepted. There are no charges for the use of the study rooms.

Study Room D— 2nd Floor Main Library— 8 person fire code limit

Study Room D may be reserved in advance by the Sight & Sound Department once per month for no charge when it is not required for library business needs. It may be used by walk ins when not previously scheduled after registering at the Adult Services desk.

Nelson Michigan History Room— 2nd Floor Main Library

This room is reserved for library use and may not be scheduled unless for official library business. When not in use, it is available to the public as a quiet study room and for use of the historical collections housed there.

Children’s Story Room – 1st Floor Main Library

~~This room may only be used for the business needs of the library.~~

Indemnification

Individuals responsible for reserving the use of a meeting room shall indemnify and hold harmless the Traverse Area District Library, its board members, employees, agents and representatives, from any and all suits, actions, claims or demands of any kind, character or nature arising out of or brought on account of any injuries or damages sustained by any person or property as a consequence or result of using the meeting room, its furnishings or its equipment. TADL takes no responsibility for personal items that are lost, stolen or otherwise missing from public spaces.

Individuals responsible for reserving the use of a meeting room shall release, waive any claims against, discharge the Traverse Area District Library and all affiliated entities, their directors, officers, trustees, agents and employees (Releasees) from all liability to the Individual or attendees for any and all loss or damage or any claim or demand on account of injury to persons or property of the individual or attendees whether caused by the negligence of the Releasees or otherwise and shall assume and accept full responsibility for any risk of personal injury, property damage or property loss arising out of or related to the use of the meeting room, whether caused by the negligence of Releasees or otherwise.

Revised 9-9-2010; Revised 3-15-2018; Revised 9-19-2019; *Revised February 16, 2023*

Motion by: _____

Adopted: Yes No

Support by: _____

P. Deyo, Board Secretary

Date



FEBRUARY 2023 DIRECTOR'S REPORT - VICTORIA SHURLY

Our Annual State Report for State Aid was submitted on time at the end of January. The report reflects PCL's fiscal year of July 1, 2021-June 30, 2022. A few interesting statistics from our small rural library: We checked out 29,693 items during that period up from 24,368 the year before. We loaned 8605 items to other libraries and borrowed 7122 for other libraries for or patrons. 3153 patrons attended a total of 201 programs. There were 6735 wireless logins last fiscal year.

Our annual appeal letter has generated \$33,000 toward the operating fund and another \$10,000 to the capital fund. This is \$11,000 over our budgeted guess!

Books at the Boathouse, our annual fundraiser, is back in person this year, March 20, after several COVID-related years of take-out. The \$100/person ticket includes a gourmet multi-course meal and wine. A live auction will be held that evening as well with 7&4 meteorologist Mark Watkins as our guest auctioneer. Tickets are available at PCL – cash or credit card only.

A patron has taken our popular Little Free Libraries to repair. They had been leaking from the roof so that the books were getting wet in inclement weather. The patron volunteer is planning on shingling the roof, sealing the sides and giving them a paint job. These little libraries are popular year-round with locals and visitors alike. As a side note, we have a third Little Free Library on Power Island. That one, for obvious reasons, is summer use only. The island caretaker gets the books from PCL to the island for us.

Mary Morgan, our local history librarian, held a training session with volunteers to learn how to translate hundreds of handwritten letters from text to voice. The letters reflect life on an Old Mission farm early in the last century as well as letters written home from the world wars. Thanks to TADL tech for their help with this project!

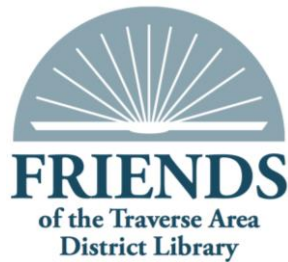
Our Spanish Meetup is now meeting every month in a hybrid session with patrons who spend winters in warmer parts of the country. The group is growing exponentially. Its purpose is to provide a platform to immerse one's self in the language in a social setting.

We have been having major issues with our AV system, having to resort to a 10-year-old portable projector at times. TADL's Scott Morey has taken a lead in helping sort out the issue for which I am MOST grateful!

PCL Fun Fact: Back in PCL's Old Mission Peninsula School days, PCL spent 16 months in the Peninsula Market due to a major renovation in the school.

***Circulation January 2023: 2418 + 142 manual checkouts, January 2022: 2174
January Volunteers: 9 people (2 teens), 24 hours of time to PCL. Curbside pickups: 3. New library cards: 5
Hold Transit Counts January: 696 to other libraries from PCL, 370 from other libraries to PCL
Programs January: 23 Program Participation January: 458 Reference Questions: 309
Website Hits: 1456, Twilight Baby Bags: 1, 1000 Books Before Kindergarten: 2
State of Michigan COVID Kit Distribution: 1680 to date, COVID card protectors: 750 to date***

***PENINSULA COMMUNITY LIBRARY 2893 ISLAND VIEW ROAD, TRAVERSE CITY, MI 49686231-223-7700
www.peninsulacommunitylibrary.org***



To: TADL Board

February 2023

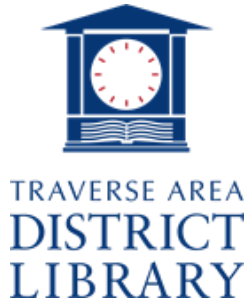
Apparently the name associated with the Friends EIN has been corrected. When the application to the IRS was submitted many years ago, there was a typo and the application was for **Friendds** of Traverse Area District Library. I sent a letter to the IRS on the Friends letterhead and got a phone call within a few weeks informing me that the spelling has been corrected by the IRS. I got no written confirmation and was so surprised by the phone call that I neglected to ask for one.

The next Friends book sale will be the first week end in June. The special Friends-only evening will be Thursday, June 1. The sale will go through Sunday, June 4 (ending a half hour before the library closes). Prices will be half off for Friends during the entire sale.

We have reserved the McGuire Room the first week end in November for the fall sale.

The Membership Committee has been meeting and planning for the Friends annual meeting, which will be on May 10, starting at 5:30. This will be an in-person meeting in the McGuire Room. There will be a short presentation about what the Friends have done since the last meeting, a program, and light refreshments. We will also elect board members and officers at the meeting. Regretfully we accepted the resignation of Patricia (Tricia) Frey due to her busy schedule and inability to attend board meetings. We wish her will.

Donna S. Hornberger
President



**Board of Library Trustees Regular Meeting
Library Director Report
Meeting Date: February 16, 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>
January 2022	76,650	25,826	102,476
January 2023	89,008	29,196	118,204

Lending

We have started the year off with a bang! We have exceeded lending in both physical and digital items over 2022. I think this is in part due to the new sign.

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

On February 1, 2023, I made the difficult decision to move Hoopla lending from 6 items to 5. I am hopeful that this will reduce any budget overages in digital spending TADL had in 2022.

Visitors – Woodmere, East Bay, and Kingsley Facilities

The busiest day for January was Friday, the 20th, with 1,968 patrons. This was the kick off day for Battle of the Books and we welcomed over 400 4th and 5th graders to the library. In January 2023, there were 31,210 visitors. In January 2023, TADL added 274 new patrons at Main, Kingsley, and East Bay.

Public Computing

In the Technology Center and other computer services throughout the district, there was a slight increase in visitors. This equates to 2,040 sessions in January as opposed to 1,645 sessions in December.

Additions to the Collection

In January 2023, 3,024 items were added to the district.

Behavior Issues

There were 14 incidents in January resulting in 6 suspensions and 5 calls to the TCPD. There is definitely an escalation of behavior incidents but this is still a 50% decrease in overall incidents. In January 2022 there were 28 incidents, most resulting in suspension and multiple visits from the TCPD.

Intellectual Freedom

We have had a few incidents of people writing foul words in our political books. We also found that someone had taken many of our non-fiction LGBTQ materials (call number 305s) and hid them within the library. Adult reference staff have been excellent at dealing with these issues and working to prevent future issues by monitoring those collections closely.

At a leadership meeting, we all practiced with each other by role playing being an upset patron and challenging the library materials. Everyone practiced being calm, listening, explaining the library policy, and directing patrons to items they might enjoy.

January Outreach, Partnership & Community Activities

Purposeful Partnerships

- Traverse Health Clinic is no longer able to provide a social worker to TADL. They will be bringing their Mobile Medical Unit at the same time every Wednesday. While we are disappointed to see Toni go, we have truly appreciated her wonderful service she provided at the library.
- Continued to host and participate in a meeting with the Safe Harbor Community meeting and the Day Shelter committee.
- Met with Mi Stanley from the Traverse Health Clinic about future partnerships.
- Met with representatives from the Senior Center about future collaborations.

Innovative Engagement

- Helped with the Battle of the Books Kick Off at the library
- Met with a University of Michigan School of Information Associate Professor about the needs of Returning Citizens from incarceration and how public libraries can help.

Community Activities

- Attended a partner meeting with the Community Foundation.

Stay Warm!

Michele P. Howard, MILS



GRAND TRAVERSE REGIONAL

community foundation



30
YEARS

of community impact



What is a Community Foundation?



- Grantmaking public charity dedicated to supporting defined geographic region
- Unique focus on endowment
- Dedicated to benefiting people and places
- Steward financial resources to support effective local partners (*nonprofit, governmental, educational, and Tribal*)
- Collaborate across sectors to support community improvements

Established 1992

Serve 5 counties

Support from
Rotary Charities

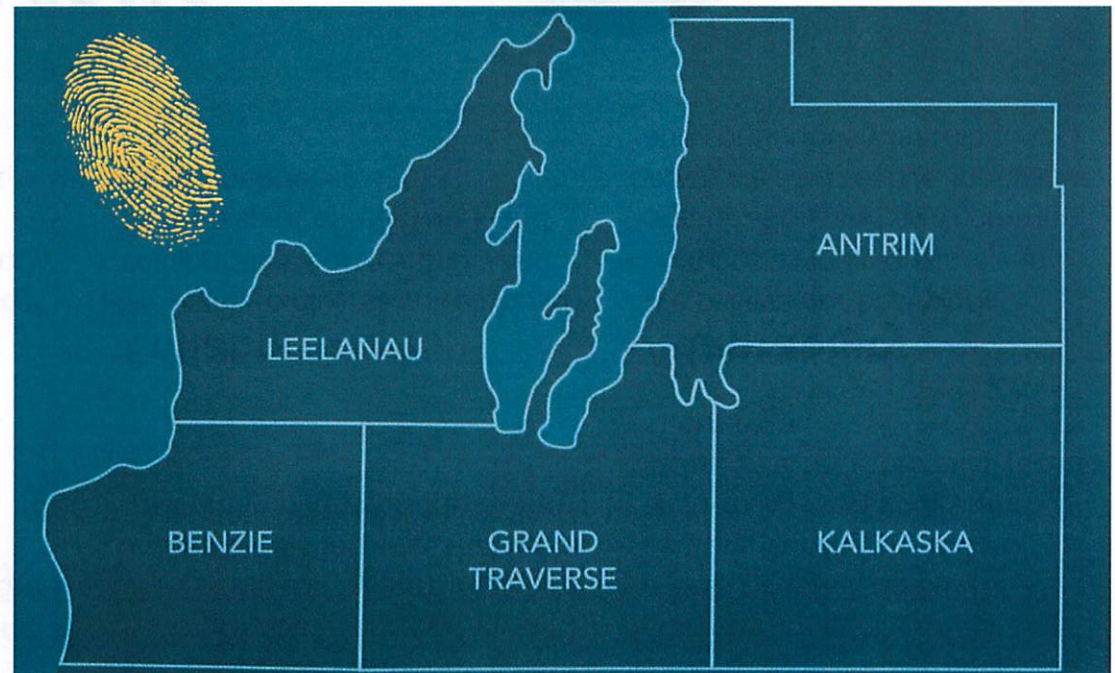
Kellogg Fdn. →
Youth Endowment

\$123M gifts
\$65.7M grants and
scholarships

Our History

30
YEARS

GRAND TRAVERSE REGIONAL
COMMUNITY FOUNDATION



VISION

A region of healthy, resilient, thriving communities for all.

MISSION

We invest in the people and places of our region and steward community assets for lasting impact.



OUR CORE VALUES

Stewardship

We are responsible stewards of the human, financial, and natural resources entrusted to our care and committed to those resources contributing to a sustainable society, environment, and economy.

Integrity

We build trust and confidence through honesty, transparency, open communication, and fairness; and engage in best practice through National Standards certification.

Generosity

We cultivate a culture of generosity by celebrating giving of all kinds and by nurturing authentic relationships that are built on empathy, kindness, and trust.

Collaboration

We listen to diverse voices, build collaborative partnerships, and foster a spirit of teamwork and interdependence.

Equity

We seek to ensure all people in our community have equitable access to opportunities for a healthy, thriving life and will ensure diversity, equity, and inclusion is reflected in all facets of our work.

Adaptability

We believe our best work happens as individuals, as an organization, and as a community when we are creative, innovative, and continuously learning.

OUR STRATEGIC GOALS

Accountability and Focus

Leverage our resources to ensure organizational strength and stability.

Awareness and Relationship Building

Increase affinity and build deeper relationships to cultivate a culture of generosity.

Collaboration and Community Impact

Expand collaborations and steward our resources to maximize community benefit.

Equity and Inclusion

Deepen investment in diversity, equity, and inclusion to fully integrate equity into our work.



2021 BY THE NUMBERS

GIFTS

\$5.7M

1,100 gifts, 800 donors, \$10-\$2M

GRANTS

\$3.1M

840 awards, 350 grantees

SCHOLARSHIPS

\$316K

212 awards, 184 students

TOTAL ASSETS

\$104M



Donor Partner Engagement



We partner with donors and steward their giving for community benefit.

- More than **340 funds** – both donor designated purpose and community funds
- Since 1992, donor partners have contributed more than **\$123M total** to support our region.

GIVING THROUGH YOUR COMMUNITY FOUNDATION

HOW IT WORKS...

WE STEWARD THOSE GIFTS,
POOLING AND INVESTING
OUR RESOURCES, TO CREATE
COMMUNITY ASSETS FOR
LASTING IMPACT



WE BENEFIT THE PEOPLE
AND PLACES OF OUR
REGION THROUGH ANNUAL
GRANTS, SCHOLARSHIPS,
and COLLABORATIVE
LEADERSHIP



MANY DONORS GIVE



community foundation

231.935.4066 | GTRCF.ORG



OUR COMMUNITY
THRIVES

MATCHING YOUR PASSION WITH PURPOSE

Grants and Scholarships

Awarded more than
\$3.3M in 2021



ARTS & CULTURE



EDUCATION



ENVIRONMENT



HEALTH & HUMAN
SERVICES

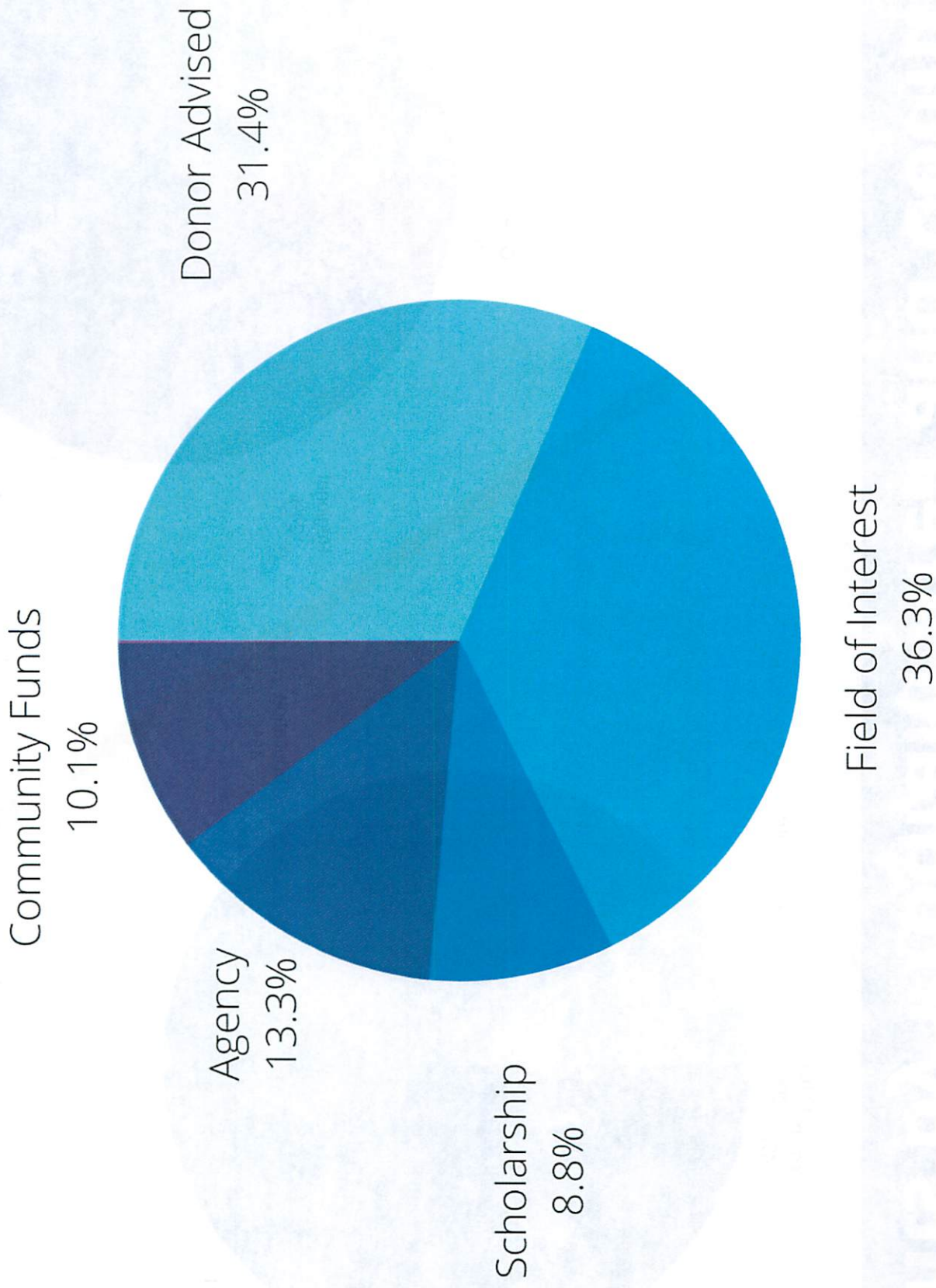


YOUTH

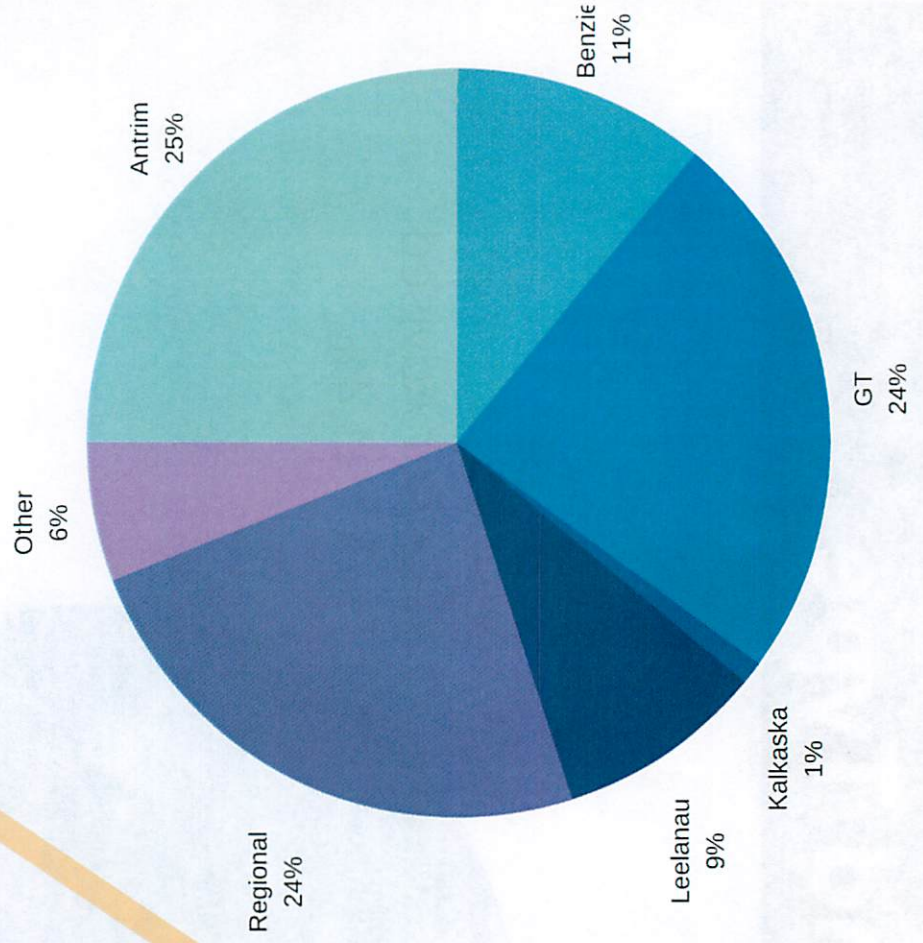
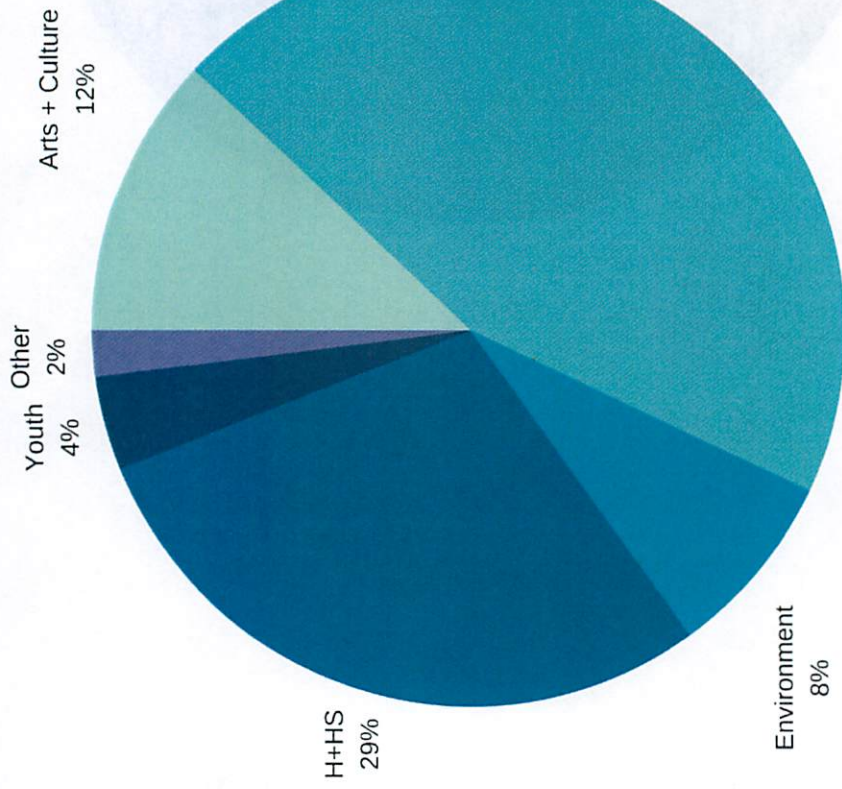


Photo credit: Child and Family Services of Northwestern Michigan

Grant Awards by Fund Type



Grants by Program Area and County

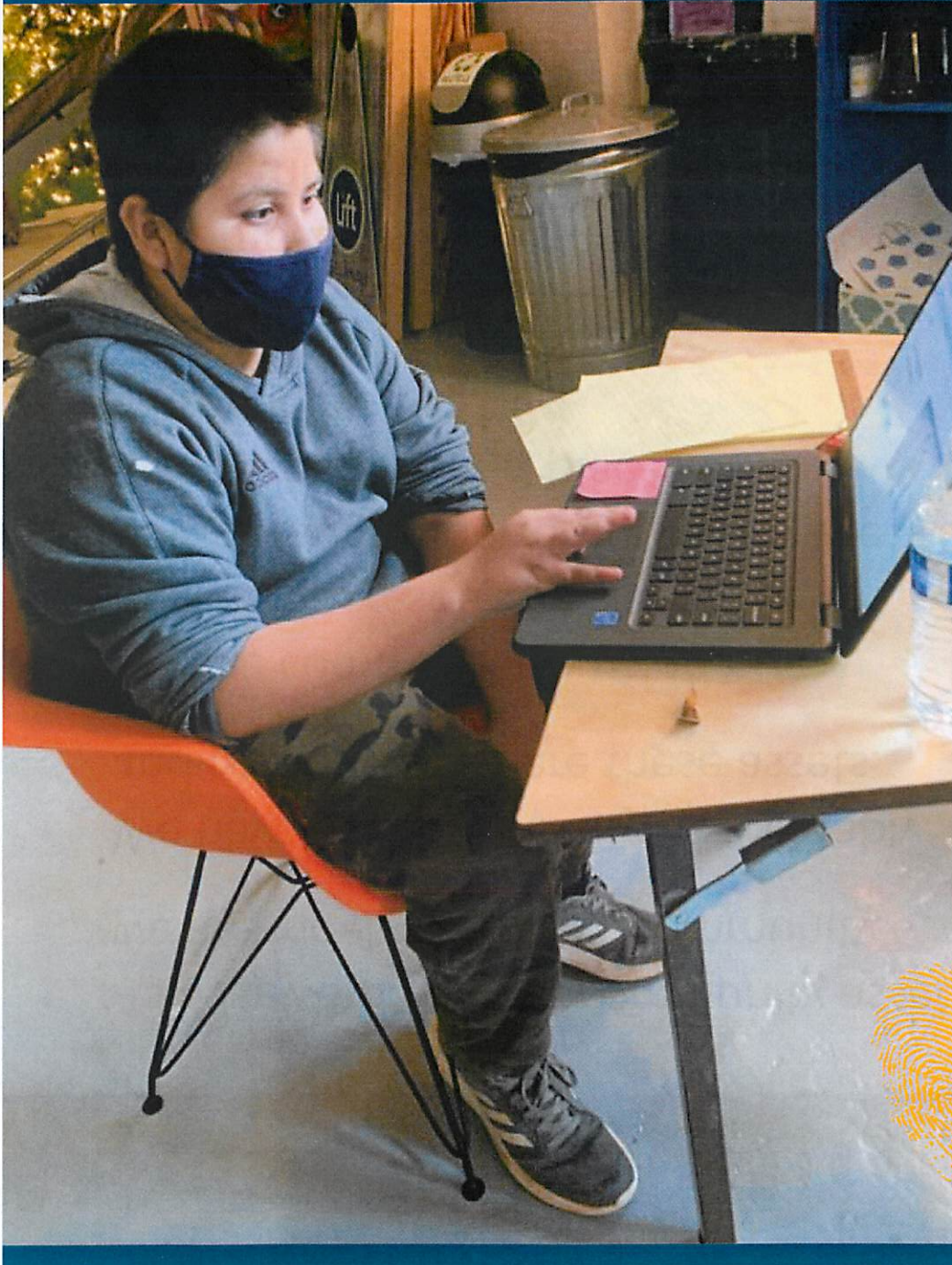


Diversity, Equity, and Inclusion

- As a steward of local community assets, we are indebted to our community.
- We have a responsibility to equitably and responsibly share these assets.
- We are committed to using our leadership, resources, and voice to build toward a better future for the diverse people and places of our community.
- We believe that this diversity encompasses, but is not limited to: race, ethnicity, economic circumstances, zip code, age, health and ability status, sexual orientation, gender identity, resident status, national origin, or religion.



Diversity, Equity, Inclusion Fund



- Launched June 2021
- Establishing gifts from CF and Youth Endowment
- Broadly supports DEI efforts across the region
- Advisory Committee with diverse representation
- **\$20K** in grants awarded since 2021

Photo credit: LIFT Teen Center/Friendship Community Center

COMMUNITY DEVELOPMENT COALITION

VISION ▶ Tapping into the power of *working together* to achieve transformational change for Northwest Michigan.

THE NEED THE APPROACH

Our region is full of vibrant leaders and organizations within the public, private, and nonprofit sectors of the community. In many cases these sectors work independently and miss the opportunity for interactive strategies that drive favorable societal, environmental, and economic issues and outcomes.

1

COMMUNITY COALITION

An effective Community Coalition – influential private, nonprofit, and government leaders working together to:

1. Identify and reach consensus on key development goals and strategies in our community.
2. Coordinate communication, policy, resources, and support among coalition member organizations and others.
3. Track and report progress on community development goals and milestones.

2

COMMUNITY SCORECARD

A Community Scorecard provides a simplified framework for establishing and measuring progress on a specific set of economic, environmental, and societal goals within our community. It also serves as a communication tool and an accountability mechanism for leaders, organizations, and their stakeholders.



DAVID MENGEBIER
President and CEO

Grand Traverse Regional
Community Foundation

ECONOMIC

VISION: Diversified, thriving regional economy that promotes sustainable growth and creates jobs

OBJECTIVE
 Increase professional, IT, scientific, technical jobs

2030 TARGET
10%
 Increase

KEY INDICATOR
1000
 New high skill jobs by 2023



OBJECTIVE
 Increase average wage per employee

2030 TARGET
90%
 Of Michigan average wage


KEY INDICATOR
3%
 Increase by 2023



OBJECTIVE
 Increase % of working families

2030 TARGET
5%
 Increase

KEY INDICATOR
30
 New residents (ages 35-49) by 2023



OBJECTIVE
 Increase educational attainment of post-secondary credentials of value

2030 TARGET
45%
 Of population has post-secondary degree or certification

KEY INDICATOR
5%
 Increase by 2023



OBJECTIVE
 Improve arts and culture resources and experiences


2030 TARGET
#1
 Become #1 arts-vibrant medium sized community in America

KEY INDICATOR
Top 5
 Secure top 5 ranking by 2023




SOCIETAL

VISION: Improved health and well-being for all people in Northwest Michigan

OBJECTIVE
 Improved community mobility

2030 TARGET
50%
 Increase in public transit use over ten years

KEY INDICATOR
20%
 Increase in public transit usage by 2023



OBJECTIVE
 Improve access to housing

2030 TARGET
10%
 Reduction in overburdened households

KEY INDICATOR
5%
 Reduction in overburdened households by 2023



OBJECTIVE
 Improve youth mental health and well-being through social-emotional learning

2030 TARGET
 Regional students meet or exceed national social-emotional learning benchmark

KEY INDICATOR
 % increase in social-emotional learning competencies by 2023




OBJECTIVE
 Improve youth mental health and well-being through child safety

2030 TARGET
2.23%
 Of children ages 0-17 in investigated families


KEY INDICATOR
1.39%
 Increase by 2023 of children ages 0-17 in investigated families



OBJECTIVE
 Increase school readiness


2030 TARGET
60%
 School ready

KEY INDICATOR
44%
 School ready by 2023




ENVIRONMENTAL

VISION: Restore and protect Northwest Michigan land, air and water resources

OBJECTIVE
 Reduce carbon emissions

2030 TARGET
60%
 Of energy provided from clean and renewable sources

KEY INDICATOR
27%
 Of energy provided from clean and renewable sources by 2023



OBJECTIVE
 Protect and preserve open space and farmland

2030 TARGET
13,000
 New acres protected

KEY INDICATOR
1,300
 New acres protected by 2023



OBJECTIVE
 Improve regional water quality resources

2030 TARGET
10
 Large-scale green infrastructure projects installed

KEY INDICATOR
3
 Large-scale green infrastructure projects installed by 2023



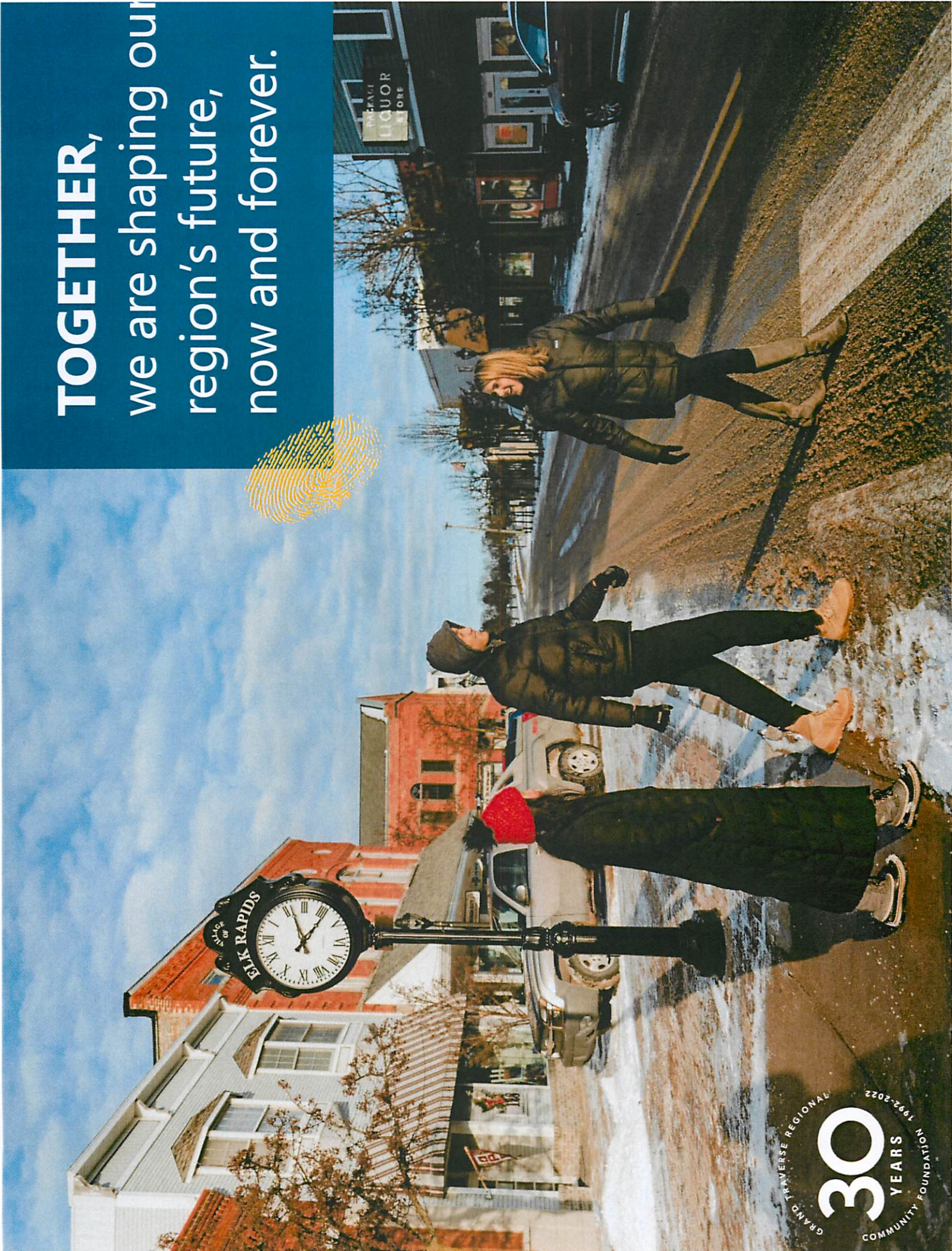
HOW ARE WE DOING?

BETTER

NO CHANGE

WORSE

TOGETHER,
we are shaping our
region's future,
now and forever.





community foundation

ANTRIM . BENZIE . GRAND TRAVERSE . KALKASKA . LEELANAU

FUND NAME FUND AGREEMENT

1. This Agreement dated **Month Day, Year** establishes a Grand Traverse Regional Community Foundation (*Community Foundation*) Designated Endowment.
2. **Foundation Status.** The Foundation was established to receive and administer funds for various charitable, scientific, literary, or education purposes in the Grand Traverse Region, including Antrim, Benzie, Grand Traverse, Kalkaska and Leelanau Counties. The Foundation is a charitable organization as described in sections 501(c)(3) and 509(a)(1) of the Internal Revenue Code.
3. **Component Fund.** The Fund shall be known as the **Fund Name**, referred to as the “Fund,” and is established as component fund of the Foundation. The Fund will be identified by this name in the course of its administration and grant distribution. The purpose of the Fund is to support **Name of Designated Grantee(s) - and purpose if other than general support.**
4. **Contribution(s).** Contributions to the Fund are irrevocable and are used to establish and maintain a charitable fund of the Foundation, subject to the Foundation’s governing documents and bylaws. Subject to the acceptance by the Foundation, contributions of cash and/or marketable securities from the Donor(s), other individuals, or businesses, as well as distributions of cash and/or marketable securities from trusts, wills, private foundations or other donor advised funds may be made to initially fund, or add to, the Fund.
5. **Investments.** Investments are in accordance with the approved policy of the Foundation Board of Directors. The Permanent Endowment Funds are pooled in the Foundation’s investment portfolio, which is managed by one or more professional advisors for purposes of stability and inflation protection over many years, recognizing that grant disbursements are intended to be made from the fund at least annually.
6. **Variance Power and Status of the Fund.** The Fund (1) shall be the property of the Foundation; (2) shall be held in its corporate capacity; and (3) shall not be deemed a trust fund held by it in a trustee capacity.

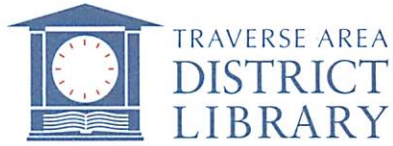
It is understood and agreed that all assets held in the Fund shall be subject to the policies, Articles of Incorporation and the Bylaws of the Foundation, including the power of the Board of Directors of the Foundation, to modify, through exercising its variance powers, any restrictions or conditions for the distribution of grant funds for any specified charitable purposes, if in its sole judgment, such restrictions become, in effect, unnecessary, incapable of fulfillment or inconsistent with the charitable need of the area served by the Foundation.

Certain terms and conditions including, but not limited to, administrative fees, grant disbursement rate and schedule, investment policy, and fund reporting may be modified or withdrawn at any time. The Board of Directors of the Community Foundation has full authority and responsibility over the control of all assets. Component funds are not trust, depository, custodial, or split-interest accounts or investment vehicles. The Community Foundation does not guarantee asset values, earnings, or disbursement regularity beyond the legal and regulatory requirements. Gifts are not considered investments per State and Federal Securities laws.

7. **Notification and Acknowledgment of Gifts.** Using its discretion, the Foundation shall acknowledge and publicize gifts to the Fund and distributions from the Fund in accordance with Foundation policies.
8. **Disbursements.** The Foundation Board of Directors will oversee grant disbursements from the Fund in accordance with the approved Spending Policy of the Foundation Board of Directors. Grant disbursements can begin once the minimum establishing gift size, as stated in Gift Acceptance Policies, in restricted gifts to the Fund have been received.
9. **Publicity.** Unless requested otherwise by the Donor, the Foundation may use materials submitted by the donor(s) and/or Fund Advisors and may use the name of the Fund in the Foundation's promotional efforts and printed materials.
10. **Fees.** The Foundation will assess administrative and investment management fees against this Fund in accordance with the Foundation's board approved fee schedule, as amended time to time.

_____ Date: _____
David Mengebier
Grand Traverse Regional Community Foundation

_____ Date: _____
Donor(s)



February 16, 2023

Re: Amend the Elliot-Larsen Civil Rights Act to include sexual orientation and gender identity

To the Members of the Michigan Legislature:

As a partner in moving Michigan's economy forward, we, the Trustees of the Traverse Area District Library **urge your support of amending the Elliot-Larsen Civil Rights Act (ELCRA) to include protections for sexual orientation and gender identity.**

Michigan's ELCRA is an act to define civil rights; to prohibit discriminatory practices, policies, and customs in the exercise of those rights based upon religion, race, color, national origin, age, sex, height, weight, familial status, or marital status.

Rouch World v MDCR, decided by the Michigan Supreme Court last July, found that discrimination on the basis of sexual orientation and gender identity constitutes a violation of ELCRA. We believe the time has come to recognize and codify this decision in statute and prohibit discrimination on these grounds.

Updating the ELCRA is the right thing to do, the smart thing to do, and it is time to do it.

Right: Everyone in Michigan, whatever race, gender, religion, physical characteristic, sexual orientation or gender identity deserves protection from discrimination under the law.

Smart: Michigan's continued economic growth relies on keeping and attracting talent.

Time: This amendment is long overdue, and research shows an overwhelming, bi-partisan number of Michigan residents believe this needs to change. We agree.

Please take action to amend the ELCRA and support a thriving and prosperous Michigan for ALL.

Thank you for your time, consideration and service to the people of Michigan.

Susan Odgers, Board President

Marylee Pakieser, Vice President

Carol Sullivan, Treasurer

Paul Deyo, Secretary

Micheal Vickery, Trustee

Jeffrey Wescott, Trustee

Joseph Jones, Trustee

BOARD MEMO

TO: TADL BOARD

FROM: MICHELE P HOWARD, MILS

SUBJECT: ALCOHOL AT A TADL HOSTED EVENT

DATE: 2/16/2023

TADL has the opportunity to host an event sponsored by the Community Foundation for Foundation Funders. They would like to serve alcohol at the event. No date has been selected but targeted dates are mid-April to May.

This event is an excellent opportunity for the Funders of the Community Foundation to see the library.