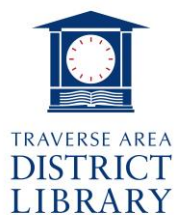


AGENDA

Board of Trustees Regular Meeting
Thursday, April 20, 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
 1. Regular Meeting of February 16, 2023
 2. Study Session Retreat of March 7, 2023
 - b. Department Reports
 - c. Finance and Facilities Committee Report – No March Meeting / April 4, 2023
 - d. Policy and Personnel Committee Report – No March Meeting / April 4, 2023
 1. Revision: 3.1 Borrowing and Library Account 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. **Old Business**
 - a. Community Foundation
 - b. Board Retreat Survey and Next Steps
 - c. Library Annual Review 2022 and TADL Community Survey
 - d. Strategic Plan Update
 - e. Director Review
 - f. Director Contract
9. **New Business**
 - a. Evergreen Management Company
 - b. TADL Millage
10. **Public Comment***
11. **Trustee Comment**
12. **Closed Session (if needed)**
13. **Adjournment**

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



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

1. Call to Order

The meeting was called to order by President Odgers at 3:03pm. Present were: Odgers (President); Pakieser (Vice President); Wescott (Secretary); Vickery, Deyo, and Jones (Trustees). Sullivan (Treasurer) was absent. Also present were: Morey (Assistant Director for Technology filling in for Director Howard's absence); Baldwin (Finance and Human Resources Manager); 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

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

4. Public Comment

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

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*

It was MOVED by Jones, SUPPORTED by Pakieser, to remove item a, January 19, 2023 regular board meeting minutes, for an amendment. Motion CARRIED.

It was MOVED by Jones, SUPPORTED by Wescott, to accept and affirm receipt of the Consent Calendar information items b-h. Motion CARRIED.

6. Items Removed from the Consent Calendar

It was MOVED by Jones, SUPPORTED by Wescott, to amend a typo in item 5. It reads 'President Jones' and should be 'President Odgers'. Motion CARRIED.

7. Director Report

Scott Morey, Assistant Director for Technology, provided the Director report in Director Howard's absence. Morey was excited to see an increase in physical and electronic circulation numbers above pre-pandemic year reports.

In response to Vickery's inquiry regarding the loss of a weekly social worker presence at the library, Morey indicated that Traverse Health Clinic's outreach team now has a walk-up service vehicle in the library parking lot during the same hours the social worker was present. McKenna, Head of Adult Services, added that the library hopes to see the social worker return in 2024 and also that, as part of the new community policing effort in the neighborhood this year, there is a social worker who serves along with Officer Nowland, which are available and are often seen at the library on their regular routes.

In response to Odgers' inquiry about gun violence information following the recent tragic event at Michigan State University, McKenna emphasized that the library has multiple resources and formats to help those with reference and information needs. Morey added that the leadership staff discussed active shooter training for both public and staff. Follow-up plans will ensue pending Howard's return.

8. **Presentation: Dave Mengebier and Alison Metiva, GT Community Foundation**

Dave Mengebier, the President and CEO of the Grand Traverse Regional Community Foundation, provided a background of the Foundation's history, a general discussion of their conservative investment portfolio, and how TADL might benefit from investing through a financial endowment to the Foundation.

A lengthy discussion ensued with a focus on risks and returns. A main concern from trustees was the types of investments made by the Foundation, with several trustees wanting to ensure that they matched the library's ethical boundaries. Zeits (Counsel) clarified that once the library gave funds to the Foundation, they become the Foundation's funds and invested under the Foundation's policies at which point the library has no control over the investment management. Vickery asked the board to look at this investment option as simply a fiduciary tactic to protect and increase funds to use for the library.

9. **Old Business**

a. *Elliot-Larsen Civil Rights Amendment Support Letter*

Vickery noted appreciation for the pause taken to finalize the letter of support before approving signature and to the board for committing to that same standard in future requests. It was MOVED by Wescott, SUPPORTED by Pakieser, to accept and sign the Elliot-Larsen Civil Rights Amendment support letter. Motion CARRIED.

b. *Director Review Update*

Vickery reviewed the methodology used in the past and the desire of the Policy Committee to incorporate survey responses from the leadership staff on the Director's annual evaluation in addition to the review completed by each board member. Vickery did not feel there was sufficient time to compile the responses to complete the review at the March board retreat and noted that whichever month the review would be given it was with the understanding that any compensation increase be retrospective to January 2023 to coincide with other pay changes at the library. After discussion and determination that some members would not be present at the March board meeting, it was unanimously decided that the review would take place in April when all members planned to be present.

10. **New Business**

- a. *Request to allow for alcohol to be served at a TADL hosted Community Foundation Funders Event*
Mengebier explained that Community Foundation Funders Events for funders and local philanthropists are periodic social networking events for attendees to gather and share thoughts and ideas. The library, while serving as a host for the event, would have an opportunity to talk about future plans, projects, and upcoming renovations in the 25-year old building with those in attendance.

Brady noted that she and Howard had already met with Mengebier and Wade from the Community Foundation about funding needs for public bathroom renovations and other projects, and stressed that it would be a good opportunity for the group to learn first-hand what possible grant requests the library might pursue from the Community Foundation.

It was **MOVED** by Jones, **SUPPORTED** by Pakieser, to invite the Community Foundation to use the McGuire Community Room for their meeting and allow them to have wine and beer during the event. Vickery felt that having alcohol at the event put the library in conflict with the drug-free campus policy, however, would support pursuing a liquor license for the occasion at the discretion of the Director. Motion **CARRIED**.

11. Public Comment

President Odgers opened the floor for public comment. The following people addressed the board: Heather Brady, TADL Marketing and Communications Manager, noted in reference to the Community Foundation, that one benefit of funds given to a community foundation is that the donor is more visible to the public.

12. Trustee Comment

Vickery highly recommended a spectacular article from the New York Times called *A Love Letter to Libraries, Long Overdue*.

13. Closed Session (if needed)

A closed session was not needed.

14. Adjournment

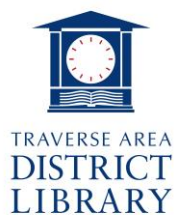
With a motion to adjourn by Wescott, supported by Pakieser, President Odgers adjourned the meeting at 4:52pm.

Respectfully submitted,

Approved by board vote on April 20, 2023

V. Carpenter, Recording Secretary

P. Deyo, Board Secretary



Board of Trustees Study Session Board Retreat MINUTES

Thursday, March 7, 2023 at 12:00pm
Traverse Connect Economic Development Organization
Blue Room/First Floor
202 E. Grandview Pkwy, Traverse City, MI 49684

1. **Call to Order**

The meeting was called to order by President Odgers at 12:10pm. Present were: Odgers (President); Pakieser (Vice President); Sullivan (Treasurer); Wescott (Secretary); Vickery, Deyo, and Jones (Trustees). Also present were: Howard (Director); Michael Stephens (Facilitator); Carpenter, and Barritt (Staff).

2. **Pledge of Allegiance**

The Pledge of Allegiance to the Flag of the United States of America was not recited due to lack of an American flag.

3. **Approval of the Agenda**

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

4. **Public Comment**

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

All trustees gave a brief introduction of themselves to assist the facilitator in conducting the retreat.

5. **Presentation: "Wholehearted Library" – Michael Stephens, Facilitator**

Stephens stated that libraries are palaces of the people. Palaces where people experience, are empowered, can be involved, and are innovative. Librarians are service navigators, virtually dual degreed in librarianship and social work. Libraries are the heart of communities, but are increasingly facing challenges in the current social and political climate with disparities between libraries, for example, and highly charged book banning efforts by some. Nonetheless libraries work because of emotional investments and belief in the institution of libraries.

6. **Discussion Topics**

- a. *Future of Libraries*
- b. *Evolution of TADL Into the Future*
- c. *Attracting Non-library Users*
- d. *Moving Into 2025 Millage*

Stephens commended the board of trustees on their Strategic Plan and led the trustees through a dynamic discussion of the future of libraries, helped to guide them through their visions for TADL's future and how that plays into the upcoming library millage. He provided several articles and examples of innovative ideas from other libraries across the world. A general discussion began with reactions to the materials presented and rhetorical questions being asked. Stephens emphasized the importance of continually asking the community what they want as a guide to moving forward.

The board took a brief wellness break at 2:20 and resumed session at 2:35.

Regarding the millage, Howard noted that by asking for an increase to bring it back to the original 1.1mills, following many years of Headlee rollbacks, would mean an additional 1.2 million dollars for TADL. Some evolutionary ideas generated include creating a makerspace or more meeting spaces, moving the local history collection to the old Carnegie Library, an Acme branch, more outreach staff, a social worker on staff, employing technology that would allow patrons to enter the building with no staff present, Civic Saturday programming, flexible spaces and facility upgrades, investigating a coffee/café service, more e-resources, a baby play space, and more. The trustees also discussed more partnerships and outreach to connect with more institutions with common interests, determining who the library is not helping, and refining how the library can maintain a culture of service to the community. The board also discussed adding a non-voting youth board member.

7. **Public Comment**

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

8. **Adjournment**

With a motion to adjourn by Jones, supported by Wescott, President Odgers adjourned the meeting at 3:53pm.

Respectfully submitted,

Approved by board vote on April 20, 2023

V. Carpenter, Recording Secretary

P. Deyo, Board Secretary



Departmental Reports
for the months of February and March
(April 20, 2023 Board Meeting)

February Report:

Adult Services

- February was a busy month for us, statistically speaking. We had 13 days where we answered over 100 queries on the desk during that day. And Sunday, Feb 26th had more questions on a Sunday than can be recalled in recent times. Looks like the mild winter has made the library a popular place to be!
- This month saw the return of the annual Jigsaw Tournament. We had 48 people compete in teams to see who can puzzle the fastest. Prizes were given to the top 3 finishers. Everyone had a great time! (*Innovative Engagement*)
- Partnership Highlights (*Purposeful Partnerships*):
 - [Inland Seas](#) joined us for the first of two programs showcasing the work they do to monitor our most important source of fresh water, the Great Lakes. On Saturday, Feb 25th they brought their “Tools of the Trade” and gave 12 people a hands-on look at how they’re used.
- In February, the following programs were held (in addition to those listed above):
 - We saw the programming debut of a cooking master - Instant Pots with Scott was a HUGE hit with 35 people attending and getting to sample his award winning chili. (Photo of event and flyer included because it’s a masterpiece!)
 - Tai Chi met twice with 16 total attendees.
 - Books & Brewskis had to delay their discussion due to inclement weather. They’ll be meeting twice in March.
 - Queer Tales continues to meet online and had 2 people attend this month to discuss [Here for It](#) by R. Eric Thomas. (*Inclusive Space*)
 - TADL Stitchers met four times in-person with a total attendance of 28.
- February Adult Services Statistics:
 - Questions Answered In-Person - 1625
 - Questions answered via Phone - 625
 - Questions Answered via Email/Chat - 131
 - RA/Tech Help - 105
 - Notary Signatures - 25
 - Craft Kits Distributed - 42 (Mounted Bug Trophies)



Local History Collection

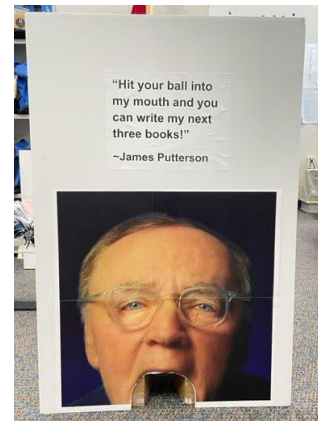
- Robin Stanley has continued to be busy adding items that were stored in other areas of the library. She spent most of the first 3 weeks of the month rehousing the John Roberts Williams photography collection, which involved handling over 300 items. We had meetings with Heather Brady to develop a logo for the LHC and then with Michele Howard to approve its use. (Debuted here!) Robin also continued to organize the unaccessioned collection by subject, so that until everything is fully findable, at least we'll have an idea of where to begin looking.



March Report:

Adult Services

- Adult Services had a GREAT time participating in the mini golf event, Tee Time @ TADL on 3/10. We had people putt through the fiction genres at our hole on the second floor. James Putterson even made an appearance!
- Partnership Highlights (*Purposeful Partnerships*):
 - Linda Solem from Up North Prevention joined us for a few hours every day March 20-24th for National Drug and Alcohol Facts Week. She had a table of information and fun giveaways for all ages in the front lobby. Many patrons thanked her for being there and providing this important information.
 - Melissa attended a rehearsal for “Marie Antoinette” a play put on by Parallel 45 Theatre and then the live reading event on March 9th where about 65 people were in attendance. This was part of a partnership that included participating in a “Talk Back” session after the play where we touched on the themes of women in history and the impact of classism on the recording of historical events.
- In March, the following programs were held (in addition to those listed above & below):
 - Heather Bruegl presented *The Power of Native Women* via Zoom on 3/7 to a live online audience of 31.
 - Hockey author and expert Keith Gave presented about his books to an audience of 9 on 3/14.
 - Tai Chi met twice with 13 total attendees.
 - Books & Brewskis met twice at Silver Spruce Brewery this month due to bad weather in February. On 3/6, 6 people met to talk about [West With Giraffes](#) by Linda Rutledge. And then on 3/24, 18 attended to discuss [Magic Lessons](#) by Alice Hoffman. (*Innovative Engagement*)
 - Queer Tales attempted to meet in person this month for the first time since before the pandemic, but had no attendees this month to discuss [Small Game](#) by Blair Braverman. (*Inclusive Space*)
 - TADL Stitchers met four times in-person with a total attendance of 32.



- March Adult Services Statistics:
 - Questions Answered In-Person - 1661
 - Questions answered via Phone - 579
 - Questions Answered via Email/Chat - 140
 - Notary Signatures - 29
 - Proctored Exams - 1
 - Craft Kits Distributed - 50 (Decoupage Map Coasters)

Local History Collection

- Melissa and Robin held an information session for those interested in volunteering with the Local History Collection on Saturday, March 18th. It was a nasty snowy day, but we had 12 people join us in person and 4 via Zoom. The [recording](#) is on TADL's YouTube channel and is available for continued use by those who express an interest in wanting to become a Citizen Historian at TADL. Follow-up training sessions for the individual projects will happen in early May.



Respectfully Submitted,
Melissa McKenna
Head of Adult Services

Youth Services

February

- Youth Services (YS) Early Literacy program attendees: 291
- YS Early Literacy programs: 21
- YS Afterschool/Weekend program attendees: 677
- YS Afterschool/Weekend programs: 19
- Program Highlights: TSO Tots @ TADL, Valentines Celebration with the Cherry Festival Queen, Leap Into Science Kickoff, Mini MakerFest @ the Great Lakes Children's Museum, Northwest Michigan Ballet Theater



- Outreach highlights: Angel Care Preschool Visit
- Crafts handed out: 298
- February Heart Wall: 49 library hearts
- Reference Questions
 - Total: 1,014
 - Walk-in: 916
 - Phone: 92
 - Digital: 5



Library Assistant Linda Thalman retired from part-time employment in the Youth Services department to spend more time with her new grandson and the rest of her family. Linda was a very outgoing and hard working staff member who took pride in the storytimes and crafts she created for our community. She is most known for StoryBag Stories program, the Candy Houses program, and multiple outreach efforts, including the Pajama Drive for homeless families. We'll miss Linda's smile and good nature, but know she is shining that on her own family.

We are happy to announce that Amanda Tobian was hired to take Linda's place in our department. We're excited to bring Amanda aboard Youth Services, as she brings a real excitement for library service to the community.

March is Reading Month

- 1st grade school visits month
 - Total class visits: 24
 - Total attendees: 637
 - Total new library cards handed out: 286
 - Anecdote: After checking out his books, a first grade student tried to return the brand new library card he had just received. When we told him that the card was his to keep, he responded, "You mean I get to come back?!" The student walked out with two books, a library card, and a big smile.
- Bookmobile outings
 - School Reading Night Visits (384)
 - Blair Elementary: 104 community members
 - Courtade Elementary: 150 community members
 - Kids Matinee at the State Theatre: 120
- YS Early Literacy program attendees: 225
- YS Early Literacy programs: 7
- YS Afterschool/Weekend program attendees: 527
- YS Afterschool/Weekend programs: 15
 - Including the Tee Time at TADL program
- Total school visit + Bookmobile + afterschool attendance: 1,678
- Crafts handed out: 320
- March Book Madness votes: 694 (total)
 - 2023 winner: Where the Wild Things Are by Maurice Sendak
- Outreach highlights: Angel Care Preschool Visit, North Ed Early On
- Reference question total: 1,577
 - Walk-in: 1,456
 - Phone: 121
 - Digital: 0



We celebrated *March is Reading Month* with first grade visits from TCAPS' schools. Classes were excited to be here and we were excited to teach them about the library and be able to give all students the chance to check out books using their own library cards. Due to some technical wizardry from Jeff Godin, we received library cards for each of the students attending that day's visit. It was amazing to see all of the excitement over books and having a library card among these classes. It was also wonderful to see return visits that evening or following day from students who wanted to show off the library to their parents.

We built on the excitement from the first grade visits to host our own version of Spring Break Week. Families and students could choose from Minecraft shelter making challenges (Challenge Island), collaborative movie-making projects (Arts for All), storytime with Miss Rosie, a beach party in the Story Room, Duct Tape fun, and a visit with the Traverse Symphony Orchestra. In total, we hosted 9 programs during the week for 441 community members.

Andy Schuck
Head of Youth Services

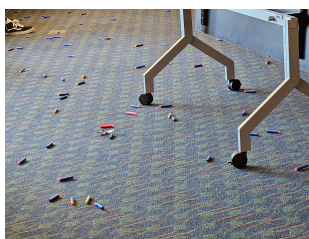
Teen Services

In March Collen Hatch and I received a Friend of Education award from Delta Kappa Gamma Society for our work with the Teen Leadership group. Speaking of the Teen Leadership group, the teens have chosen a new name that they feel will be more welcoming and inclusive. They are now known as The Table. All teens are welcome at The Table. Teens are encouraged to bring their ideas to The Table.

I completed a four week course, Outreach Services for Underserved Teens, this month. This ALA offering was very informative and will help me to better utilize the bookmobile in the coming years.

Spring Break offered us the opportunity to have lots of fun programs for any teens not traveling. We offered; painting, cooking, anime, nerf, and a cosplay event.





Linda Smith
Head of Teen Services

Circulation

February was a busy month for Circulation! Patrons are really enjoying MeLCat; there were 418 more items requested by our patrons than were requested in February 2022.

February Circulation Numbers

New patron accounts created: 195

Curbside pickups for February 2023: 25

Notary Public Service requests filled: 7

Circulation Statistics for MeLCat, February 2023:

- TADL items sent to borrowing institutions: 1447
- TADL items received from lending institutions: 2165

March was once again busy in the Circulation department - TCAPS first grade classes got a chance to visit the library, and Youth Services and the Technology team ensured that everyone got to take home some great library books! Heather Brady helped us add 50 new canvas tote bags for checkout - these are very popular items, and I am thinking about ways to present them for easy access by patrons. Over 500 new patrons were welcomed to the library (compared to 212 last year) - a big part of this were the new first graders' cards. MeLCat requests saw another big jump, with 181 more items sent to other libraries and 523 more requests being picked up by our patrons!

March Circulation Numbers

New patron accounts created: 523

Curbside pickups for March 2023: 19

Notary Public Service requests filled: 4

Circulation Statistics for MeLCat, March 2023:

- TADL items sent to borrowing institutions: 1558
- TADL items received from lending institutions: 2270

Respectfully Submitted,
Josh Denby

Marketing and Communications

February:

It was a fun Library Lovers' Month during February! Our survey ran for the month on tadl.org, we updated displays throughout the library, and I assisted with department events and projects as requested (**Innovative Engagement, Targeted Outreach**). We were featured guests on Good Morning Northern Michigan (and will be again in March), and it seemed like the on-air hosts found it fun to get their own blind-date books to open during the interview (**Innovative Engagement, Targeted Outreach**). I fit a few webinars and seminars into my schedule - topics included innovation (**Inclusive Space**) and misinformation. I've continued working with Michele to identify potential funding sources and strategize how to fit grant-seeking initiatives into our regular workflow. (**Purposeful Partnerships**). Now we've had a few months to live with the new website we've been making a few tweaks to adjust formatting and pages to match how we work with the site on a daily basis, and summer reading preparation is fully underway!



Press: Synth Petting Zoo (Record-Eagle 2/16/23); Instant Pots with Scott (Record-Eagle 2/25/23); Ballet at the Library (Northern Express 2/25/23); Blind Date with a Book (Traverse Magazine 2/4/23); Business Memoranda (Record-Eagle 2/8/23); Valentines with the Cherry Queen (Record-Eagle 2/11/23); Read Dating (Record-Eagle 2/12/23); Ham Radio (Ticker 2/18/23); State of the Libraries (Northern Express 2/20/23); Summer of Soul (Ticker, 2/22/23); Drawing Together (Record-Eagle 2/24/23)



Website: Due to a glitch in Google Analytics I'm not including website data for February.

Heather Brady
Marketing & Communications Manager

March:

As a member of the event committee I wanted to share that March got off to a busy start with our first mini golf event (**Innovative Engagement**), it was fun to watch patrons use the library in a new way. Thank you to everyone who lent their time and talents to help with the event - especially our 3D printing department. Multiple players commented on how cool it was that we were able to make our own putters!

I completed several training sessions in March, including Mental Health First Aid (**Inclusive Space**) and CPR. Preparations are ramping up for the Bookmobile's first birthday (**Innovative Engagement**), National Library



Week, and MakerFest (**Targeted Outreach**) in April as well as the 2023 Summer Library Challenge (**all strategic plan categories**).

Press: Good Day Northern Michigan Spring Break Feature (March 23); Native Women in the Spotlight (Record-Eagle March 8); Teen Inclusion & Wellness Fair (Ticker & Record-Eagle March 10); Reading Month (9&10 News March 12); Library Report (Ticker March 13); 1000 Books Party (March 17); Spring Break Photos (Record-Eagle Week of March 27)

Website: Users - 14,508; Pageviews - 52,529

Heather Brady
Marketing & Communications Manager

Human Resources

The following is a summary of employment changes for the months of February and March '23.

New Employees for February/March:

- Ethan Squires, PT Desk Attendant, Technology Center
- Amanda Tobian, PT Library Assistant 1, Youth Services (a rehire!)

Employee Departures for February/March:

- Mary Meredith, PT Desk Attendant, Technology Center
- Linda Thalman, PT Library Assistant 1, Youth Services (Retirement)

Danielle Baldwin
Finance and Human Resources Manager

Facilities

February

- Assembled more new shelving at EBB
- Replaced LEDs in all Reference and Atrium “bowl” lights
- Completed Bookmobile Handbook / Add mobile phone
- Multiple painting projects / Cleaned out old paint
- Completed project: New window blinds (Phase I)
- Prepped for Tee Time event
- Ongoing projects: Bathroom Renovation, Roof Remediation, Front Lawn

March

- Contracted painting of Staff Hallway, Mail Room, and Processing area
- Painted Finance office
- Installed protective chair rail for Staff Entry vestibule paint
- Researched building system controls upgrade with multiple contractors
- Researched security/cameras/door access control with multiple contractors
- Researched and codified Bathroom Project progress
- Researched and planned Lawn Project

- Upgraded lighting in Youth Services
- Upgraded Staff Bathroom handles
- Updated Emergency Manual
- Updated Safety Kit inventories
- Moved and organized shelving for The Great Clean Out
- Successful Tee-Time event

Respectfully Submitted,
Bret R Boulter, Facilities Manager

Technology

School Library Card Programs - Technology department was happy to help facilitate the distribution of new library accounts and cards for new students at TCAPS, Grand Traverse Academy, and Suttons Bay Elementary School. Any student who was not enrolled when cards were provided last year were either sent cards via the mail or were delivered at their school by library staff. Since TCAPS 1st graders were scheduled to have their yearly library visits at the Main Library in Traverse City before the new cards were sent, technology staff prepared cards for these students individually before their visit so that ALL students could check out something when they visited the library. Special thanks to Jeff Godin for all his work on this project.

Evergreen Hosting - In order to ensure system availability if there were a prolonged power outage at the Main Library in Traverse City and to help alleviate some of the support burden on the technology team, we have been exploring our options to find a partner to help host and support our ILS, Evergreen. After evaluating different vendors, we have determined that Equinox, a non-profit based out of Georgia, is the best solution. They were founded by the original creators of Evergreen, support hundreds of library systems, and offered us excellent pricing. While we are still in the process of finalizing a contract and reviewing our service agreement, if all goes well we hope to have an agreement in place by May and be live in the new hosting environment by this fall.

- Scott W. Morey, Asst. Director of Technology

TADL Talking Book Library

A few TCAPS students came into TBL in February for a class project on Braille. They tried the Perkins Braille typewriter, looked at a couple braille books and left with craft kits and a card with the Braille alphabet on it.

Notary request filled-11 in February and 12 in March

In February Tuesdays @ Two book group discussed "A Dog's Purpose" by W. Bruce Cameron and in March "Finding Me" by Viola Davis. The group is growing. At the beginning of 2022 we averaged between 4-6 patrons. At the end of 2022 we averaged 9 patrons and now, in 2023, we are up 15.

In March I added a new outreach, the Senior Center. I now take the Bookmobile to 7 outreaches a month.

Anita Chouinard
Talking Book Library Manager

East Bay Branch Library

February:

- For Black History Month, East Bay created displays of adult books, juvenile and young adult novels, and picture books, and hosted a storytime dedicated solely to black authors.
- We took the Bookmobile to Grand Traverse Academy, and checked out hundreds of books to students there. They are very excited to continue this partnership with us visiting monthly.
- To celebrate Valentine's Day, we developed a program called "Read Dating" and prepared some "Blind Date with a Book" checkouts (as well as a Love-themed storytime).
- We hosted another successful Teen Escape Room.
- Staff from several branches and departments joined us for another fun Staff Euchre Night.
- At our monthly book club, Chantel hosted a particularly engaging intergenerational discussion of *The Seven Husbands of Evelyn Hugo* by Taylor Jenkins Reid.
- Attendance continues to trend upward for our Stitch Together Program.
- Our Adult Coloring Night was featured in *Natural Awakenings* magazine in late February.

Thank you for the books. I liked the star wars book, I had a great time, I am treating the books with respect and thank you so, so much for the books again, and I love my books. I like the sign on your Bookmobile. I have a card like that and have a good valentines.

March:

- East Bay hosted our first ever Adult Escape Room, and registrations reached capacity well before the event. It was a very successful and fun night (and they escaped before they ran out of time!)
- For Teen Game Night this month, we offered a few choices, and the teens that attended all chose to play Mario Kart. They even convinced the librarians to join them for a few games. (Chantel is much better at Mario Kart than Matt.)



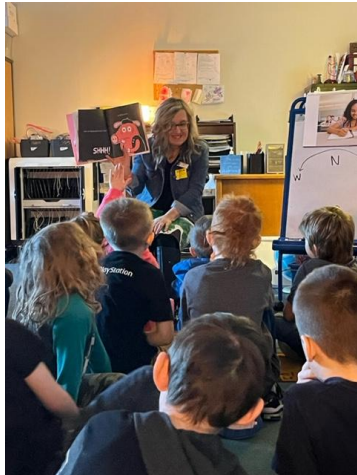
- Our second monthly visit to Grand Traverse Academy with the Bookmobile went very well with a bit of volunteer help. Though this process is relatively smooth, we continue to work out some kinks. Many of the students made us thank you notes and drew pictures.
- Matt joined Andy from Youth Services and took the Bookmobile out to Courtade Elementary for their Reading Night celebration.
- Attendance at Sing & Stomp continues to grow. One Wednesday in March we reached a new record of 42 children and caregivers reading, singing, and dancing together!

- We thoroughly enjoyed collaborating with all the departments on our mini golf program, Tee Time @ TADL. Ours was based on *Where the Wild Things Are*.
- In addition to our regular monthly programs, we offered a Spring Break LEGO STEM Challenge and a Doodle Table. We have some very creative young patrons!
- This month we introduced some tabletop games to our collection, and started a very well-received Seed Library.

Respectfully submitted,

Matt Archibald
Branch Manager

Kingsley Branch Library



Ms. Beth engaged in Targeted Outreach to kindergarten and first grade students at Forest Area Schools. She helped celebrate World Read Aloud Day (February 1st) and kicked off their "We Love to Read" Fundraiser! Not only do we love to read, but we love to teach our young patrons about the power of having a district library in our region and show our support for our fellow librarians at Fife Lake Public!

What we learned from our Purposeful Partnership with Great Start Collaborative's 5toONE "Peace Meal Solidarity Project: is that the clothes really do make the Menschen! Community members allowed our staff to borrow these adorable

dirndls and lederhosen for the program, and the kids that attended had a lot of questions about them! The Project engages families with young children in the community in activities that promote inclusion and appreciation of diversity by providing globally-inspired meals and early literacy materials. The culture and nation we covered was Germany, if you couldn't tell, and we provided the ingredients for families to make a traditional German lunch or dinner, Apfelpfannkuchen mit Bratwurst (apple pancakes with bratwurst), yum! We introduced 25 families (96 people) to this culture!



Librarian Brian Carey organized KBL's first "Bake and Tell Challenge," our Innovative Engagement to kick off 2023! The challenge for each baker was to use a baking pan from our Library of Things collection, bake their best treat, and let others taste it. The goal was to encourage use of our Library of Things and bring a program to the community that promoted

social engagement and camaraderie. As this was our first program like this, we decided to make it a low pressure event; it was more like a “show-and-tell” rather than a bake-off. 12 bakers participated, and we all enjoyed hearing about their inspiration and creative process. 40 attendees enjoyed the baked treats, one team won the “People’s Choice Award” (which was a statue we printed ourselves), and everyone present said they can’t wait for the next Challenge!

Thank you to Mitchell of Technology for showing Brian Carey and I the joys of 3D Printing! KBL inherited the Main’s old printer, thanks to their generosity. He was exceedingly patient with us through the set-up process. We are happy to report that we made the right mistakes to learn from, right off the bat! We have a long way to go to reach Mitchell’s proficiency, but we are pleased with our progress, which included printing our own trophy for Bake and Tell Challenge 2023.

March Report:

The Early On Program at Traverse City Area Public Schools, one part of the school district’s early education programs, has long been a Purposeful Partner with us. Their teachers invite families a couple times a semester to join Ms. Beth at storytime, and we’re always so glad to include them! Over the years, many of these families have become regular storytime attendees. Storytimes aren’t just for the little ones; we have an equal focus on giving parents and caregivers tools to encourage literacy and lifelong learning in their children.

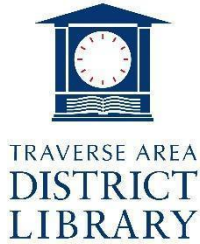


We’ve launched a new monthly series called “Agnes’ Picks.” Agnes is a teen volunteer with a passion for music, and she wants to share that interest with others through Innovative Engagement! She has been assisting me with discovering and booking local talent to perform at KBL. Her first program featuring Grand Rapids-based singer-songwriter Ben Traverse drew an engaged crowd of all ages! Pictured here is Agnes introducing Ben at our March program. Look forward to seeing singer-songwriter SkyeLea Martin on April 27th at 5:30pm, and Agnes’ own band, Hammer’d, will be on for May!

Please join the Kingsley Friends of the Library and the KBL staff on Saturday, June 3rd, from noon to 6pm, for the annual Kingsley Adams Fly Fest! This is KFOL’s largest fundraiser of the year. Expect great live music, a beer tent with local craft beers, a live and silent auction, craft and sports vendors, environmental education, history tours, fly tying demonstrations, and so much more! All net profit for this event funds KBL programming year round!

Respectfully submitted,

Amy Barritt
Branch Manager



TADL Board of Trustees Finance & Facilities Committee

April 4, 2023

2:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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

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

Minutes Approval: It was motioned by Jones and approved by Deyo that the minutes from the February 7, 2023 Finance and Facilities and Services Committee be approved. All were in favor. The minutes were approved.

Public Comment: No public comment.

Facilities:

- **Bathroom Renovation**
Boulter presented that the staff is moving forward with exploring designs and ideas, and hopes to have a plan to the committee soon.
- **Roof Update**
Howard spoke with architect Fred Campbell who feels like TADL does not have enough information to move forward with a roof. Boulter and Howard will get Campbell, Mike Powers from Keen, and Jeff Berden from Spence together to plan future needs. Howard will contact Spence regarding insulation.

Finance:

- **Bathroom Renovation**
Howard mentioned her and Brady are applying for grants.
- **Community Foundation**
Howard inquired whether the Board wanted to proceed with the Community Foundation discussion. Deyo had two questions that Howard will find the answers to. All indicated that the topic should be on the April Board Agenda.
- **TADL Millage**
Howard presented some information about dates to the Trustees. All were in favor of bringing this information to the full Board at the April meeting.
- **Evergreen Management Company**
Morey discussed some of the current challenges faced by the IT Staff. He's been looking

at options. The best option would be to pay a company to host and maintain the Evergreen system (this system runs our catalog/circulation processes). Morey has identified two companies and the cost may be over \$25,000. Morey and Howard are asking to forgo the RFP process since there are only two companies nationally that meet our needs and a not to exceed amount of \$25,500. Jones made the motion to forgo the RFP due to the limited number of qualified companies and authorize Howard not to exceed \$25,500 to acquire this service. Sullivan seconded the motion. The motion passed and will be added to the April Board Meeting agenda.

- **Financial Review of TADL Investments**

Howard is working with Ryan Sullivan at Rehmann Group to look at all of TADL's investments and advise the Board about financially sound strategies to move forward. Howard had given R. Sullivan some initial documents and will report back once she has met with R. Sullivan.

Other:

- **Board meeting/Book Challenge Practice.**

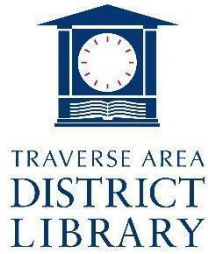
Howard explained the process that should be followed if a member of the public attends a meeting to complain about a book during public comment. The member of the public will have 3 minutes to comment per TADL bylaws. Trustees need to remember to not respond to the member of the public including answering questions. Members of the public could be reminded about the library's Request for Reconsideration form. If Trustees do want to have a discussion, it is important to defend the library policy not an individual item. To discuss an individual item, the patron must fill out the Request for Reconsideration form.

Next Meeting Date / Time: May 2, 2023

Next Meeting Topic Suggestions: Roof, Bathrooms, Millage

Public Comment: No public comment.

Adjournment: It was motioned by Deyo and seconded by Jones to adjourn. The meeting adjourned at 3:15 pm.



TADL Board of Trustees Policy and Personnel Committee

April 4, 2023
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: J. Wescott, and M. Pakieser, Trustees. M. Vickery was excused. M. Myers, M. Howard, staff. K. Zeits, legal counsel.

Agenda Approval: The agenda was approved as amended.

Minutes Approval: The minutes of the February 7, 2023 meeting were approved.

Public Comment: There was none.

Policy Committee:

- **Policy 3.1 – Revisions**

Howard explained that there were a few changes needed that reflected TADL's current practice with regard to Northland Library Cooperative and residents of the Cooperative's service area. All were in support of the changes and asked Howard to put it on the April Board Agenda.

Personnel Committee:

- **Director Review**

All Trustees agreed that this was a good process. They particularly appreciated having the staff reviews prior to the Board review.

- **Director Contract**

Zeits explained her recommendation that the Director contract be amended to include a clause to provide that any raise the Board may approve for the Director following the yearly review would be effective as of January 1 of each year. This aligns with the Board's past practice and intent. It is recommended that this be expressly set forth in the Agreement to be clear with respect to the effective date of any raise for the Director. This will also encourage the Board to complete the review and make any pay changes prior to January 1st of each year.

The amendment will also reflect that any salary increase approved by the Board for 2023 will be paid in one lump sum for the difference between the amount paid based on the Director's 2022 salary from January 1, 2023, through the date of the Amendment and the salary approved by the Board for 2023 and thereafter such salary shall be paid on a bi-weekly basis in the same manner other employees of TADL are paid.

Zeits is also working with Ms. Janis Adams to amend the contract based on the Kent District Library Director Contract to include an enhanced termination clause if the Director is terminated by the Board because the Director refuses to violate the law or ban from or permit in circulation a book in a manner inconsistent with TADL's Collection Materials Selection Policy consistent with the Personnel Committee's recommendation and request. This will be a 3-year severance agreement.

Finally, the Committee discussed changing the current year-to-year term to three (3) years.

Pakieser made a motion to recommend these amendments to the Director's employment agreement to the Board at the April meeting. Wescott was in favor.

- **Director Review Process**

Howard led a discussion about what was the best way to adopt a plan for the Director Review Process that is followed by the Board with the review happening in September or October. Any change in pay would be included and incorporated into the following year's budget. Zeits suggested that this become a Board adopted policy. Zeits and Howard will work together to create this policy.

- **Succession Plan**

Similar to the Director Evaluation, Zeits suggested that this be put into a Policy.

Other:

- **Board meeting Book Challenge Practice**

Howard explained the process that should be followed if a member of the public attends a meeting to complain about a book during public comment. The member of the public will have 3 minutes to comment per TADL bylaws. Trustees need to remember to not respond to the member of the public including answering questions. Members of the public could be reminded about the library's Request for Reconsideration form. If Trustees do want to have a discussion, it is important to defend the library policy not an individual item. To discuss an individual item, the patron must fill out the Request for Reconsideration form.

Next Meeting Date / Time: June 7, 2023 at 10:00 am.

Next Meeting Topic Suggestions: Library Director Review and Succession Plan Policy.

Public Comment: None

Adjournment: The meeting adjourned at 11:08 am.

3.1 Borrowing and Library Account Policy

Scope

In order to exercise good stewardship over the lending collections, borrowing parameters are set by Traverse Area District Library (TADL). TADL aims to keep books and other media in the hands of people who want them, as long as they need them, while encouraging on-time return of borrowed materials for use by others. TADL policies and procedures are designed to foster the highest possible utilization of the lending collection, a limited resource. The Library Director has authority to establish any procedures needed to implement this policy. Loan periods, fines and notices are to be uniformly applied throughout the District.

Confidentiality of Library Records

Pursuant to “The Library Privacy Act” (MCL 397.603), library records are not subject to disclosure without the written consent of the person liable for payment for or return of the materials identified in that library record.

The Library will refuse the issuance or enforcement of any process, order or subpoena for library records or portions thereof protected by the Library Privacy Act until such time as the proper showing of good cause has been made in a court of competent jurisdiction.

Mailing lists maintained by TADL which are derived from library card applications are for library use only and are also protected by the Library Privacy Act. Mailing lists of cardholders will not be sold or given to the general public.

Access to Collection Materials Based on Age

As it is contrary to the Library's primary function of providing access to library materials by individuals regardless of age, race, religion, national origin, or social political views, the Library cannot and will not establish or enforce any barrier to the materials in its collection based solely on the age of the patron.

Borrowing Classifications

All library borrowing card applicants are required to show proof of their identity with a current photo ID and provide proof their current address/residency before a card will be issued.

- **Resident Borrowing**

Residents eligible for full borrowing privileges with no fee must reside within the Library's taxing district (Grand Traverse County, Elmwood Township in Leelanau County, and Almira and Inland Townships in Benzie County).

Residents residing in the following counties ~~that are part of the Northland Library Cooperative~~ (Alcona, Benzie, Charlevoix, Cheboygan, Emmet, Kalkaska, Leelanau, Montmorency, Oscoda, Otsego, Presque Isle, and Wexford) are eligible for a library card

with no fee. However, per licensing agreements, certain online database services are not available outside the TADL taxing district. ~~Borrowing from the Library of Things is also not available.~~

Outside of the above counties, existing library card holders may maintain their TADL library cards ~~as a Non-resident borrowing status~~. No cards will be issued to *new* patrons from those areas.

- **Limited Borrowing**

- **Short-term Residents and Visitors**

Library cards with reduced borrowing limits may be issued to applicants currently residing in short-term housing or those visiting the area. Short-term and visitor status is defined as a place a person on the average would stay less than a month, which include, but are not limited to hotels, motels, halfway houses, campgrounds or temporary shelters, and relatives/friend homes. Limited cards expire after three (3) months, whereupon residence must be re-verified for renewal.

- **Youth**

Youth under ~~16-18~~ years old who are not accompanied by their legal guardian may be issued library cards which provide access to computers, online resources, and a borrowing limit of (3) items. Special identification accommodations may be made for this group. Parent(s)/Guardians may request to update the minor's account from the limited status to a full patron account at any time after issuance.

- **Non-resident Borrowing**

Non-resident cards are available, one per household, at the rate of \$100 per year, or \$50 for (6) six months or less. A Non-resident is defined as persons outside of the Resident Borrowing and Short-term Resident/Visitor classifications above. A "household" includes all the persons who occupy a housing unit as their usual place of residence. The fee must be paid by cash or credit card at the time the card is issued. Non-residents cardholders have the same borrowing privileges as residents with the exceptions of do not have access to certain online database services, or interlibrary loans.

- ~~**Computer Use Only**~~

~~For patrons living outside of the TADL service area or living in transient housing, computer use only library cards provide access to computers in all (6) six libraries in the TADL district and are valid for (1) one year.~~

Parameters of Card Eligibility and Privileges

- **Library Card Eligibility**

Proof of identity and address/residency must be provided in order to apply for, or

renew, a borrowing card. Procedures for proving eligibility shall be established by the Circulation Department and approved by the Director.

- **Borrowing Privileges**

An established account is required in order to borrow materials from the Library. Library account holders that forget their card, may still exercise full borrowing privileges using a valid ~~Michigan~~ driver's license or Michigan other valid photo ID. ~~Borrowers are limited to three items who use any other current picture ID.~~

- **No Age Discrimination**

The Library does not distinguish between a youth or an adult card when items are borrowed. Youth are permitted to borrow any type of library material.

- **Borrowing Periods and Conditions**

The Library Director, in collaboration with Leadership staff and collection usage statistics, may determine lending item limits, lending time limits, and renewal limits that support good stewardship. Materials are to be returned by the end of the day on which they are due. Borrowers are to be informed of delinquent status of accounts.

- **Special Service Limitations**

Some digital service contracts require that, in order to access the digital resource, the cardholder reside in the taxing district as defined under Borrowing Classifications.

- **Suspension of Borrowing Privileges**

Borrowing privileges will be suspended for accounts with more than ten overdue items or with outstanding owed fee balances of \$10 or more. Borrowers may bring fees below the \$10 cap with partial payments.

Fines and Fees

Items in the regular library collection are free from overdue fines. TADL may charge fines or fees for specific library items and functions including, but not limited to: items classified as "Hot", current year magazines, Book Club kits, presentation equipment, and lending items from the Library of Things. Maximum fines shall not exceed the cost of the item.

Replacement of Lost and Damaged Materials

A replacement fee is charged to the borrower account if an item is lost or damaged and beyond repair. Items not returned 45 days past the due date are defined as Lost. If a missing part cannot be individually replaced, the full replacement cost is billed to the borrower account. Overdue fines are over-riden by replacement cost.

Responsibility for Youth Borrowing and Library Account

~~A borrower less than 18 years old and~~ the parent or guardian of the borrower less than 18 years old, is responsible for any fees, fines, damage to the library or its collections, or other costs incurred by the minor cardholder at the library and the return of materials borrowed by

the minor. The Library Record of a minor may be released to either the minor or the parent or guardian.

Material Recovery Agency

The Library Director is authorized to utilize a material recovery agency to assist with **seriously** delinquent accounts. Accounts are referred to the agency 60 days after the due date when the account balance exceeds \$25.00. The account is billed an additional one-time service charge when submitted to the agency based on the agency fees.

Policy new on August 18, 2022, combining former policies: 3.1 Borrowing Privileges; 3.2 Borrowing Parameters and Delinquent Charges; 3.21 Fines and Lending Periods; 3.3 Limited Borrowing Privileges; 3.4 Confidentiality of Library Records; and 3.5 Mailing Lists Available to the Public / Revised on November 17, 2022 to incorporate policy 5.3/ Revised April 20, 2023

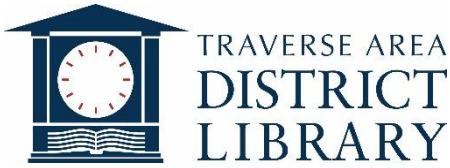
Motion by: _____

Adopted: Yes No

Support by: _____

P. Deyo, Board Secretary

Date



Financial Report Analysis for March 2023

Revenue

We have received 96% of our budgeted Property Tax revenue so far this year. Grand Traverse County will disburse to us the remainder of taxes due within the coming weeks. The first half of State Aid for the Talking Book Library has been received.

Under the *Grants – Federal/State/Other* line item, we have \$7,884.89 received from Northland Cooperative as a grant for the replacement of shelving at East Bay. *Sales* includes both merchandise sales as well as revenue we collect for copying, printing, and 3-D printing. Our merchandise sales figure is \$1,512 this month, most of which were for the Friends' used books.

Lastly for revenue, our investments are continuing to see positive figures this month. I'm relieved to see this line item increasing.

Expenditures

Note that percentage of Budget completed is 25% as of 3/31/23. Line item details of note:

- *Personnel*
Medical, dental, vision, life, and disability show higher percentages of budget used due to paying one month ahead. Medical expenditures also include the HSA employer contributions made annually in January.
- *Supplies*
Repair & Maintenance Supplies appears to have used a high percentage of its budget with \$9,554 spent to date, however, \$7,035 of that is our planned installation of new blinds in Administration and Adult Services offices. Taking that into consideration, we have only used 33% of the remaining budget available for these supplies. The line item for Books/Media/Online Resources/Library of Things is still being slightly skewed by the annual periodical expenditure in January.
- *Other Services/Charges*
Under professional and contractual services, there are annual prepaids effecting our financials from January from checks cut last year accrued forward to reflect service dates of annual contracts. Our budget percentages should start to fall in line with percent of year completed soon.
- *Capital Outlay*
There have been no expenditures so far this year, consistent with our budget.

Respectfully submitted,

Danielle Baldwin
Finance and Human Resources Manager



RevenueCategory;SubCategor...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Revenue						
400 - Property Taxes - Current/Delinquent/Pilt	5,634,707.00	5,634,707.00	233,480.33	5,414,083.80	-220,623.20	96.08%
500 - Grants - Federal/State/Other	27,475.00	27,475.00	7,884.89	37,068.29	9,593.29	134.92%
540 - State Aid Grant - Library	107,468.39	107,468.39	0.00	0.00	-107,468.39	0.00%
541 - State Aid Grant - TBL	41,073.00	41,073.00	0.00	20,536.00	-20,537.00	50.00%
581 - Penal Fines	152,900.00	152,900.00	0.00	0.00	-152,900.00	0.00%
602 - Fees/Services	41,650.00	41,650.00	26.00	71.00	-41,579.00	0.17%
607 - Overdue Fines/Replacement Fees	0.00	15,000.00	3,155.29	9,508.60	-5,491.40	63.39%
642 - Sales	19,150.00	19,150.00	2,957.58	8,165.42	-10,984.58	42.64%
653 - Meeting Room Rental/Equip Fees	2,000.00	2,000.00	100.00	-200.00	-2,200.00	10.00%
665 - Interest & Gains/Losses	0.00	0.00	18,002.86	21,572.65	21,572.65	0.00%
674 - Donations/Contributions	26,200.00	26,200.00	587.81	4,629.29	-21,570.71	17.67%
676 - Misc Revenue & Reimbursements	0.00	0.00	77.09	345.15	345.15	0.00%
Revenue Total:	6,052,623.39	6,067,623.39	266,271.85	5,515,780.20	-551,843.19	90.91%
Expense						
Category: 70 - Personnel						
700 - Salaries & Wages	2,631,428.36	2,633,396.77	292,604.24	604,127.93	2,029,268.84	22.94%
710 - Social Security/Medicare	67,519.02	65,734.09	7,420.65	15,119.31	50,614.78	23.00%
712 - Medical Insurance	383,992.43	390,266.92	26,749.32	146,086.92	244,180.00	37.43%
713 - Dental Insurance	28,504.59	27,601.59	2,222.31	9,072.82	18,528.77	32.87%
715 - Vision Insurance	3,773.19	3,859.91	244.80	1,298.52	2,561.39	33.64%
716 - Life Insurance	8,909.10	8,764.70	620.92	2,540.54	6,224.16	28.99%
717 - Disability Insurance	15,558.59	15,300.47	1,095.35	4,505.77	10,794.70	29.45%
720 - 401K Retirement Contribution	121,111.05	118,965.45	12,698.36	26,371.57	92,593.88	22.17%
721 - MERS Defined Contribution Retirement	172,320.06	169,226.49	19,221.73	40,015.02	129,211.47	23.65%
722 - MERS DB Unfunded Liability	120,000.00	120,000.00	10,000.00	30,000.00	90,000.00	25.00%
723 - Worker's Compensation	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00%
Category: 70 - Personnel Total:	3,561,116.39	3,561,116.39	372,877.68	879,138.40	2,681,977.99	24.69%
Category: 72 - Supplies						
728 - General Operating Supplies	197,065.00	189,065.00	7,060.17	37,828.73	151,236.27	20.01%
736 - Repair & Maintenance Supplies	6,750.00	14,750.00	4,994.41	9,554.79	5,195.21	64.78%
741 - Books/Media/Online Resources/LoT	667,960.00	667,960.00	52,662.90	208,010.90	459,949.10	31.14%
Category: 72 - Supplies Total:	871,775.00	871,775.00	64,717.48	255,394.42	616,380.58	29.30%
Category: 80 - Other Services and Charges						
801 - Professional & Contractual Services	310,025.00	310,025.00	42,757.76	100,212.15	209,812.85	32.32%
804 - Advertising & Outreach	25,950.00	25,950.00	1,138.50	2,728.00	23,222.00	10.51%
807 - Insurance & Bonds	42,280.00	42,280.00	0.00	24,826.38	17,453.62	58.72%
809 - General Equip/Building/Grounds Maintenance	338,510.00	338,510.00	48,623.60	91,396.96	247,113.04	27.00%
850 - Communications	28,500.00	28,500.00	2,144.20	6,552.27	21,947.73	22.99%
921 - Utilities	109,700.00	109,700.00	9,126.63	18,927.23	90,772.77	17.25%
955 - Education & Travel	123,330.00	123,330.00	2,717.02	6,345.63	116,984.37	5.15%
959 - Member Library Allocations	648,437.00	648,437.00	0.00	648,437.00	0.00	100.00%
961 - Misc	0.00	1,500.00	0.00	0.00	1,500.00	0.00%
964 - Property Tax Reimbursements	8,000.00	6,500.00	0.00	217.51	6,282.49	3.35%
Category: 80 - Other Services and Charges Total:	1,634,732.00	1,634,732.00	106,507.71	899,643.13	735,088.87	55.03%
Expense Total:	6,067,623.39	6,067,623.39	544,102.87	2,034,175.95	4,033,447.44	33.53%
Report Surplus (Deficit):	-15,000.00	0.00	-277,831.02	3,481,604.25	3,481,604.25	0.00%



MARCH DIRECTOR'S REPORT—JENNIFER THOMET

The Parking Lot is Full.

Interior design update. I met with Brad and gave him all the information I could. He hoped Cornerstone would release the CAD file, but the blueprints will work out. Brad said we could use some of our metal shelves to lower the price significantly. We're looking at having this done around August and early September. We will not need to shut the library down.

Renters

We have many renters already booked for the spring and summer. ICA is back hosting their writers' workshop here in June. With all these bookings, we lighten up our Saturday programs in the summer.

Programs

H&W Be Healthy, Be Active Community Cooking Workshops & Reader Chef, Jr

We are going strong with these programs. Susanne and I are working on a Summer Sizzles Cooking Class featuring fun and healthy grilling entries. Kids can Cook will begin every other Thursday during the summer for elementary-aged children.

Jane from MSU is excited to join Susanne for Cooking for One this fall. Jane will provide the nutrition side of the program, and Susanne will lead the cooking portion.

MLK STEAM and Book Bags gave out 30 bags to children. Each bag had a book and a STEAM activity. Newton's Road and United Way provided the materials.

Winterlochen was a lot of fun. I quickly ran out of marketing materials and candy. I had two volunteers with me, and we each read a story. Kids stayed and listened to all three stories and even came back later to listen again. This was great exposure for IPL.

Jewelry Making Workshop Was a success with 27 people. It was a great pairing with Sue Shipman providing a bead class while other participants had explorative creative time.

Souper Saturday was great. 75 people came and over \$800 was donated.

Family STEAM Day was terrific. We had over 75 participants. Families stayed for longer than 90 minutes. We had three raffle prizes and one prize for the tallest tower. We had pizza and chips as well. MiSteam Network, MSU Extension Office, and NorthEd were there to help.

Circulation Jan: 5,835 Feb: 5,288
Hold Transit Counts Jan: 706; Feb: 549 to other libraries; Jan:874; Feb: 746 from other libraries to IPL
Programs: Jan:62, 928; Feb: 55 programs, 888 General Attendance
Patron Count: Jan:3554; Feb: 3287
Questions Answered: Jan: 916; Feb:
Computer Use: Jan: 188; Feb:172
Total New Library Cards Issued in Jan: 20; Feb:15

Field Trips IPL is an excellent place for the local private schools to host field trips. We have had several this year for research projects.

Take and Makes are going strong; Kristy is doing a great job working with Sharon to ensure we have enough to go out and that children have art projects in the children's room.

Upcoming Programs

Autism Awareness presentation on April 13th by NorthEd at 10:30

Special Earth Day Take and Make

ICA Benefit Concert is Friday, April 21st.

Earth day Clay Space program April 22nd

Boater's Safety is April 15th, 9 am-4 pm. Michigan DNR is teaching the class.

Sushi Class

RAM

Other

- Audit was great.
- I did apply for a 10,000-20,000 ALA Grant.
- I am working with Anne Marie Ooman for another grant opportunity for a writers' series.



APRIL 2023 DIRECTOR'S REPORT - VICTORIA SHURLY

Books at the Boathouse was back at the restaurant this year and was an astounding success. The event raised \$18,000. Doug Kosch, Boathouse owner donates the entire cost of the meal. Marc Schollett UpNorth Live News was an amazing auctioneer.

Our parking lot will need re-stripping and sealing this year. I am in the process of getting quotes. I am also working with Old Mission Associates on the Hobbit Hole tunnels and upgrades to our Children's Garden, especially the replacement of the washed away woodchips with river rock. These garden tasks were set for last fall but poor weather delayed the projects. Ten volunteers take care of the everyday upkeep of weeding and caring for different areas of our gardens. We are grateful!

The library lights and the AV systems are still an issue. I am working with the two companies that installed them to find a fix. Many thanks to Scott Morey and his TADL team for all their help with these two separate issues.

Staff is currently making plans for PCL's Summer Reading Club. We have decided to use our own theme this year of *A Summer of Adventure*, rather than the state theme of *All Together Now*. Staff has some fabulous ideas for the summer fun activities that are so much a part of our community and are excited to implement them

Old Mission Peninsula School's third graders will once again be receiving copies of our coloring book *Once Upon a Peninsula* and working on projects in relationship to our local history. The book highlights the third-grade year of Tim Carroll in 1939 and what it was like to grow up on an Old Mission farm and attend a one room schoolhouse.

We have finally removed the pandemic issue acrylic screens and offered the last of the free COVID testing kits. The federal government will declare the emergency over on May 11 so the timing is right. Patrons were thrilled to see the screens come down.

PCL Fun Fact: *The weathervane atop PCL's Carriage House was donated by Tim Carroll, a descendant of Old Mission pioneers. Tim purchased it in Haiti and it originally sat on a windmill at Tim's ancestral house.*

Circulation March 2023: 2276 + 56 manual checkouts, March 2022: 2432

March Volunteers: 10 people (2 teens), 28 hours of time to PCL. Curbside pickups: 1. New library cards: 9

Hold Transit Counts January: 693 to other libraries from PCL, 329 from other libraries to PCL

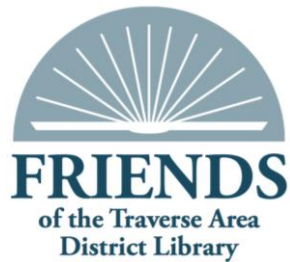
Programs March: 22 Programs Participation March: 568 Reference Questions: 401

Website Hits: 1288, Twilight Baby Bags: 1, 1000 Books Before Kindergarten: 3

State of Michigan COVID Kit Distribution: 1800 to date, COVID card protectors: 800 to date

PENINSULA COMMUNITY LIBRARY 2893 ISLAND VIEW ROAD, TRAVERSE CITY, MI 49686231-223-7700

www.peninsulacommunitylibrary.org



To: TADL Board

March 2023

The Friends of TADL Annual Meeting will be on Wednesday, May 10, in the McGuire Room. We are planning a program as well as election of officers and short summary of TADL fundraising activities and disbursements to TADL.

At our March board meeting, we regretfully accepted the resignation of Carol Anderson. We plan to send out an announcement of two board vacancies to everyone on our membership list. We will also post it on the Friends Facebook page.

Amy Shamroe is planning a meeting to discuss possible fund-raising events to have in addition to our twice-a-year book sales.

I believe the program that we will have at our Annual Meeting will be interesting so please put it on your calendars: Wednesday, May 10, at 5:30 p.m. in person in the McGuire Room. Watch for further information.

Respectfully submitted,

Donna S. Hornberger
President



TRAVERSE AREA
DISTRICT
LIBRARY

Board of Library Trustees Regular Meeting
Library Director Report
Meeting Date: April 20, 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>End of Month</u>	<u>Print/Audio/Video</u>	<u>Electronic Books/Audio/Video</u>	<u>TOTAL</u>
March 2022	237,167	78,454	315,621
March 2023	263,246	85,422	348,668

Lending

TADL continues to see record numbers of new patrons and circulation!

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

Hoopla continues to run over budget. We are working with our vendor to fix this situation as demand is high.

Visitors – Woodmere, East Bay, and Kingsley Facilities

The busiest day for March was Tuesday, the 21st, with 1,208 patrons. In March 2023, there were 28,810 visitors at Kingsley and the Main library. Unfortunately, East Bay’s counter was down and not recorded. In February and March 2023, TADL added 834 new patrons district-wide.

Public Computing

In the Technology Center and other computer services throughout the district, there was a decrease in visitors in February but numbers were back up in March. This equates to 1,663 sessions in February and 2,231 sessions in March.

Additions to the Collection

In February and March 2023, 5,090 items were added to the district.

Behavior Issues

There were 13 incidents in February resulting in 3 suspensions. The majority of the incidents were suspended patrons returning which resulted in calls to TCPD. In February 2022 there were 34 incidents,

including smoking, intoxication, unresponsive patrons due to drugs and alcohol, theft, verbal abuse to staff and other patrons, harassing minors, and more violations of the behavior policy.

There were 12 incidents in March 2023, as oppose to 44 in March 2022. Only 8 were behavior related and resulted in suspension of library privileges. Safe Harbor closes for the season on April 15th. Jubilee House will remain open.

Intellectual Freedom

Attached to this report, I have included the bill proposed by Rep. Friske that focuses on book banning, an op-ed by Jillian Manning, an article shared by Susan, and an article about the record number of book bans as tracked by the ALA. TADL continues to not have any official challenges.

TADL held a family program for LGTQ+ families that was coordinated by the Teen Department. We did have one protestor who was very respectful and followed the rules but did stay all day.

Other:

- I just completed a month-long millage training series provided by the Library of Michigan.
- Included in this report is a wonderful email and some comment cards.

February and March Outreach, Partnership & Community Activities

Purposeful Partnerships

- As a part of Wellness Wednesdays with Traverse City Health Clinic, they are bringing a social working to meet with patrons.
- Met with a group of Girl Scouts who want to help with the Front Lawn project for their Silver Award.
- Toured the Con Foster collection with Peg Jonkhoff and Penny Hill, Assistant City Manager.
- Met with Peg Jonkhoff and Richard Lewis regarding the Con Foster collection.

Innovative Engagement

- Facilitated a conversation with Norte, S. Morey and A. Olson regarding starting a bike lending program at TADL.
- Participated in the Mini-Golf Tee Time @ TADL. The administrative team won the People's Choice for the best theme featuring the book Willy Wonka and the Chocolate Factory.
- Several staff members including myself were trained on CPR.

Community Activities

- Nominated to the Michigan Library Association Board (election pending).
- Elected to be the Secretary of the North Boardman Lake Association.
- Judged the Grand Traverse County Spelling Bee.
- Panelist on the League of Women Voters March meeting, "Women Making History".
- Attended the Books at the Boathouse fundraiser for Peninsula Community Library.

Enjoy the Sunshine!

Michele P. Howard, MILS

HOUSE BILL NO. 4136

February 22, 2023, Introduced by Rep. Friske and referred to the Committee on Local Government and Municipal Finance.

A bill to amend 1982 PA 455, entitled
"The library privacy act,"
(MCL 397.601 to 397.606) by adding section 5a.

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

1 **Sec. 5a. (1) If a library makes available to the public**
2 **material that is either obscene or sexually explicit matter that is**
3 **harmful to minors, the governing body of that library shall adopt**
4 **and require enforcement of a policy addressing material that is**
5 **obscene or sexually explicit matter that includes both of the**
6 **following:**

1 (a) The material must be kept in a restricted area of the
2 library accessible only to individuals who are 18 years of age or
3 older.

4 (b) The material must be viewed only in a restricted area
5 described in subdivision (a) or be borrowed by an individual who is
6 18 years of age or older and viewed outside of the library.

7 (2) Beginning 90 days after the effective date of the
8 amendatory act that added this section, if an individual finds a
9 library is not in compliance with this section, that individual may
10 file a complaint against the governing body of the library in a
11 court of competent jurisdiction. If the court finds that the
12 governing body of the library has failed to comply with subsection
13 (1), the court shall order the library to be closed to the public
14 until the governing body of the library demonstrates to the court
15 that it has complied with subsection (1).

One small bill, one giant leap for censorship

BY JILLIAN MANNING

State Rep. Neil Friske, R-Charlevoix, has joined the book-banning ranks of our nation's Legislature by introducing House Bill 4136, which seeks to restrict access to certain books in public libraries.

Friske wants books with "sexually explicit" or "obscene" content put in a restricted section so people under the age of 18 can't check them out. (Picture the "behind-the-curtain" room at Family Video.)

Friske claims he's keeping "children across the state safe" with this bill because "obscenity in front of minors is traumatic and should never be permitted."

But libraries use the Dewey Decimal System (or similar methods) to organize books based on their subject, which is why you don't find Kama Sutra manuals mixed in with picture books. It's hard to believe "obscenity in front of minors" is so common when browsing library shelves that legislation is required to fix

it.

But let's continue forward with this bill: A "sexually explicit" literary work is defined by MCL 722.673 (1978) as "a book, pamphlet, magazine, printed matter reproduced in any manner, or sound recording that contains an explicit and detailed verbal description or narrative account of sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse." (Romance readers, take note. If Friske gets his way, your books could be banished to a restricted section if minors want to check them out.)

"Obscene" is defined by MCL 752.362 (1984) as "any material that meets all of the following criteria: (a) The average individual, applying contemporary community standards, would find the material, taken as a whole, appeals to the prurient interest. (b) The reasonable person would find the material, taken as a whole, lacks serious literary, artistic, political, or scientific value. © The material depicts or describes sexual conduct in a patently offensive way." (I wonder how a diverse nation could agree on a single set of "community standards" or how an individual could determine a book lacks value

for everyone else.)

In the short term, HB 4136 would have the biggest impact on teenagers reading young adult books. It's uncommon for children's books (ages 0-8) or middle grade books (ages 8-12) to mention anything more than kissing. But hundreds of YA books (ages 13+) include descriptions of sex.

As someone who had a career in YA publishing, I can tell you that most modern YA books with depictions of sex and sexuality help teach readers about identity, consent, boundaries, safe-sex practices and healthy relationships. By restricting these books, Friske would be depriving teens of important and empowering discussions.

But this bill isn't really about keeping teenagers from reading sex scenes. In the long term, it's about control. It's about telling young people what they can and cannot read. It's about using librarians' limited resources — and your taxpayer dollars — to relocate these books to a restricted section and then requiring them to police that space.

Per the bill, if a library is "not in compliance," it could be "closed to the public" until offending books are hidden.

This bill offers a slippery slope for restrictions against other books that Friske and his ilk disagree with. After all, limiting access to books that mention sex and sexuality is not a new phenomenon; those were among the first types of books that Nazis burned.

Today, Florida is giving us a real-time example of what can happen to books written by authors from LGBTQ+, BIPOC and other historically marginalized communities when book ban laws are enacted.

That slippery slope keeps sliding and, at the end of the day, any content the book banners don't like is threatened.

For generations, we've trusted young people and their families to make independent decisions about what they want to read. Why change course?

Why let the government to decide what we can and cannot read?

Why limit access to books and, thus, information?

What nation has ever done that in the interest of freedom?

About the author: Jillian Manning is a local author, editor and former acquisitions editor of books for children and young adults.



Manning

letter

Letters are limited to 100 words and must include the author's name, address and telephone number for verification purposes. Letters are subject to editing.

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When Missouri Proposed Library Censorship, Librarians Got Organized

The librarians' partial victory shows how pro-worker, anti-censorship organizing can work even in a conservative state.

By Emily Drabinski, TRUTHOUT

March 27, 2023



Missouri lawmakers on March 23, 2023, moved to strip state funding from public libraries in

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In October 2022, Missouri Secretary of State Jay Ashcroft issued a draft of a proposed state regulatory rule that would eliminate state funding to libraries that failed to comply with a list of requirements meant to restrict access to “age-inappropriate” materials that might fall into the hands of children. Among its restrictions, the proposal would require libraries to develop processes for parental review of books checked out by their children, prohibit libraries from using state funds to purchase materials of “prurient” interest, and require age ratings for library programming and displays. An aggressive menu of anti-library policies, the rule sparked intense opposition across the state. Over the 30-day comment period, Missouri residents registered more than 18,000 comments, comprising a stack of more than 20,000 pages, that forced Ashcroft to withdraw and revise the rule. It was a win for Missouri librarians and for intellectual freedom.

This organized response did not come from nowhere. Missouri librarians have been systematically preparing library workers for such challenges since at least 2015. That's the year librarian Colleen Norman — who is also the chair of the Missouri Library Association's Intellectual Freedom Committee — worked with her colleagues at Mid-Continent Public Library in Independence, Missouri, to develop a workshop designed to train frontline library workers in the basics of intellectual freedom principles and book challenge defense. Intellectual freedom is defined by the American Library Association as “the right of every individual to both seek and receive information from all points of view, without restriction” and is one of 12 core values in the profession. These organizers understood that it isn't the library director or board chair that preserves the right to read, it's the library worker at the front desk. “We were asking frontline library workers to have these conversations, and we hadn't talked to them

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2015. Then they extended the workshop to the entire library system, training 900 Mid-Continent library workers in one-on-one conversations in just six weeks. Norman and her colleagues then pitched the training to the Missouri Library Association's annual conference, and it was a hit. Now, intellectual freedom and challenge defense training has become a standard offering at the event. Library directors across the state saw the impact the program was having and some started to request trainings in their own libraries. With funding support from the Missouri Library Association (MLA) to cover travel costs and fees for the training team, "it just exploded," said Norman. They also worked with Amigos Library Services to offer training around the country, and expanded locally, working with student activists organizing in the small town of Nixa, Missouri.

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That preparation has been crucial in the face of an avalanche of opposition to library resources and services for LGBTQ+ Missourians. When the workshops began, they were intended to train library workers in responding to the occasional book challenge that libraries have always dealt with. Public institutions are, after all, accountable to the public, and there can be real reasons to question library decisions. This is why public

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Over the 30-day comment period, Missouri residents registered more than 18,000 comments, comprising a stack of more than 20,000 pages

That will be essential in the ongoing fight for access to information in the state. The win in the case of Ashcroft's rule was, like many progressive wins, hard fought, partial and temporary. The Missouri legislature passed Senate Bill 775 in late 2022, requiring school libraries to remove any "explicit sexual material" from their collections. The Missouri ACLU has filed a lawsuit arguing that the far-reaching legislation strips the public of their First Amendment rights. House Budget Committee Chairman, Republican Cody Smith, responded with an effort to eliminate \$4.5 million in state funding for libraries, a cut that has passed out of committee and will now head to the floor. Library organizing continues across the state.

RELATED STORY

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For his part, Kohlburn believes that librarians and other comrades in the fight for intellectual freedom will win. "I've been doing activist work in this state for a long time," he said, "And this is the first time I've felt uniform solidarity. I have not talked to anyone who isn't on our side."

Note: This article was amended to clarify that Colleen Norman is current chair of the the Missouri Library Association's Intellectual Freedom Committee, and Joe Kohlburn is its past chair.

NOT EVERYONE CAN PAY FOR THE NEWS. BUT IF YOU CAN, WE NEED YOUR SUPPORT.

Truthout is widely read among people with lower incomes and among young people who are mired in debt. Our site is read at public libraries, among people without internet access of their own. People print out our articles and send them to family members in prison — we receive letters from behind bars regularly thanking us for our coverage. Our stories are emailed and shared around communities, sparking grassroots mobilization.

We're committed to keeping all *Truthout* articles free and available to the public. But in order to do that, we need those who can afford to contribute to our work to do so — especially now, because we have just 1 day left to raise

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EMILY DRABINSKI

Emily Drabinski is critical pedagogy librarian at the CUNY Graduate Center.

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WITH EVERYTHING AT STAKE, DO YOU TRUST CORPORATE MEDIA TO GIVE YOU THE TRUTH?

ALA Reports Shocking Increase in Attempted Book Bans in 2022

By Andrew Albanese | Mar 23, 2023



Unite Against Book Bans

The ALA helped organize and launch Unite Against Book Bans in 2021, a resource to help local advocates fight for the the freedom to read.

ALA tracked a "stunning 1,269 demands to censor library books and resources" in 2022, the highest number of attempted book bans since ALA began compiling data about censorship in libraries more than 20 years ago, and nearly double the record-shattering 729 challenges recorded in 2021.

In a release, ALA officials said the challenges involved a record 2,571 unique titles—a stunning 38% increase from the 1,858 unique titles targeted for censorship in 2021. Once again, the vast majority of works challenged were written by or about members of the LGBTQ community and people of color; 58% of reported challenges targeted works in schools and 41% targeted materials in public libraries.



The numbers mark a worrisome trajectory: By comparison, ALA tracked some 377 challenges in 2019, the year before the pandemic shuttered libraries and schools. ALA officials said the skyrocketing numbers are the result of an organized, national political movement, noting the prevalent use of book lists compiled by various political groups—of the challenges tracked, 90% were part of attempts to censor multiple titles. Prior to 2021, the vast majority of challenges to library resources sought to remove or restrict access to a single book.

RELATED STORIES:

- More in News -> Libraries

With [book banning and legislative attacks on the freedom to read continuing to surge across the country](#), the American Library Association announced today that it tracked a stunning 1,269 "demands to

- More in articles by Andrew Albanese
- More in articles by Andrew Richard Albanese

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“Overwhelmingly, we’re seeing these challenges come from organized censorship groups that target local library board meetings to demand removal of a long list of books they share on social media,” said Deborah Caldwell-Stone, director of ALA’s Office for Intellectual Freedom, in a release. “Their aim is to suppress the voices of those traditionally excluded from our nation’s conversations, such as people in the LGBTQIA+ community or people of color. Each attempt to ban a book by one of these groups represents a direct attack on every person’s constitutionally protected right to freely choose what books to read and what ideas to explore. The choice of what to read must be left to the reader or, in the case of children, to parents. That choice does not belong to self-appointed book police.”

In the release, ALA president Lessa Kanani’opua Pelayo-Lozada pointed to the stress this surge book bans and legislative

attacks has put on library workers and educators.

“Every day professional librarians sit down with parents to thoughtfully determine what reading material is best suited for their child’s needs. Now, many library workers face threats to their employment, their personal safety, and in some cases, threats of prosecution for providing books to youth they and their parents want to read,” Pelayo-Lozada commented. “While a vocal minority stokes the flames of controversy around books, the vast majority of people across the nation are using life-changing services that public and school libraries offer. Our nation cannot afford to lose the library workers who lift up their communities and safeguard our First Amendment freedom to read.”

ALA will unveil its highly anticipated list of the top 10 most challenged books in the U.S. on Monday, April 24 during National Library Week, along with its full State of America's Libraries Report. The theme of National Library Week 2023, *There's More to the Story*, focuses on “the essential services and programming that libraries offer through and beyond books.”

The rise in books bans comes as the the U.S. House is set to vote this week on HR5, the so-called "Parents Bill of Rights Act," a bill that freedom to read advocates say could bolster book-banning efforts nationwide. For more information and resources to fight for the freedom to read, visit [Unite Against Book Bans](#).

“

Their aim is to suppress the voices of those traditionally excluded from our nation’s conversations...

”



Michele Howard <mhoward@tadl.org>

Fwd: Webform submission from: Contact Us

2 messages

TADL Ask <ask@tadl.org>

Sun, Mar 12, 2023 at 12:32 PM

To: Michele Howard <mhoward@tadl.org>

A very nice message.

Traverse Area District Library
610 Woodmere Avenue
Traverse City, Michigan 49686 USA
www.tadl.org
231-932-8502 Reference
ask@tadl.org

----- Forwarded message -----

From: **Traverse Area District Library** <meet@events.tadl.org>
Date: Sun, Mar 12, 2023 at 12:28 PM
Subject: Webform submission from: Contact Us
To: <ask@tadl.org>

Submitted on Sun, 03/12/2023 - 12:28
Submitted by: Anonymous

Submitted values are:

Name:

Tom Emmott

Your Email: tomemmotforhire@gmail.com

Subject: To Michele and her team

Your Message:

Dear Michele, paid staff and volunteers,

In all of my years associated with TADL, you are the most prominent director I have ever seen. You and your staff and volunteers deserve an so much gratitude and praise for what you have done since you took over the position.

The library has been transformed into something beyond belief. The new sign.

The Bookmobile. All of the special events on the lawn and in the parking lot. The delivery of books to ones vehicles during the pandemic. The self serve outdoor book deposit. Byt the way. Thank you for removing the blind spot as one exits the book depository. I have come very close to hitting someone on several occasions. The upcoming planting of flowers as a buffer. The Bloodmobile. The safety efforts that have been put in place. The special events that I and so many of us have attended. And so much more.

I have spoken to staff about you and your efforts and accomplishments and they all respond with how much they love you. I could go on and on because I know that I am leaving so much out, but I think you get the point.

Our library is a very special place and has become so much more special thanks to you.

Sincerely

Page 1 of 1

CONFIDENTIAL

CONFIDENTIAL

CONFIDENTIAL



CONFIDENTIAL

CONFIDENTIAL

CONFIDENTIAL

CONFIDENTIAL




~ Traverse Area District Library ~

We want to hear from YOU!

Comments & Item Suggestions*

Date: _____

We LOVE 
our library!
Thank you!!!

*Please hold this item for me

Name _____ Contact _____



~ Traverse Area District Library ~

We want to hear from YOU!

Comments & Item Suggestions*

Date: 3/3/23

You should bring more
programs ~~Bibste~~ based
on the Bible.

*Please hold this item for me

Name _____ Contact _____



~ Traverse Area District Library ~

We want to hear from YOU!

Comments & Item Suggestions*

Date: 3/10

Utmost praise for Tee
MUCH FUN Time!

please do more + again in the future.
Consider encouraging volunteer/local's to
design or "host" 1-3 notes each.

*Please hold this item for me



~ Traverse Area District Library ~

We want to hear from YOU!

Comments & Item Suggestions*

Date: 3-3-23

KEEP UP THE GOOD WORK
7 COURTEOUS
PUBLIC SERVICES...
TABLE ROOMS

*Please hold this item for me

Name _____ Contact _____

BOARD MEMO

TO: TADL BOARD

FROM: MICHELE P HOWARD, MILS

SUBJECT: INVESTING WITH THE COMMUNITY FOUNDATION

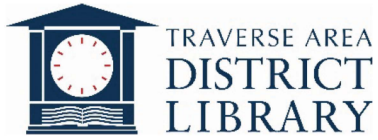
DATE: 4/20/2023

At the last Facilities and Finance Meeting, Trustee Deyo asked me to looking into two things: whether the funds at the Community Foundation (CF) are insured and investing in CD's at our current bank.

In regards to the first question, Dave Mengebier explained that there is no insurance but that the Community Foundation has a number of safeguards in place to mitigate the impacts of market volatility. These safeguards include diversified assets, alternative investments such as real estate, and using a 3 year trailing average for grants to mitigate short-term market volatility. Finally, the CF bylaws have provisions in place in the highly unlikely event they become insolvent in which case the CF board will be obliged to transfer the remaining assets to another appropriate non-profit entity. Dave states, "the community foundation model is that our operations are sustained by administrative fees (roughly 1.5%) applied to the funds we hold on behalf of our donors; this virtually eliminates the need to apply for grants or host fundraisers to sustain our operations; as a result, we're very financially healthy."

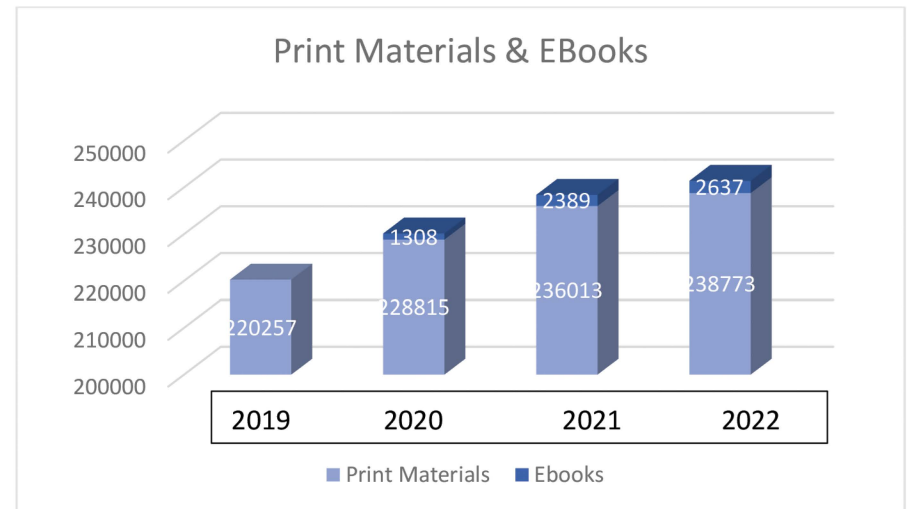
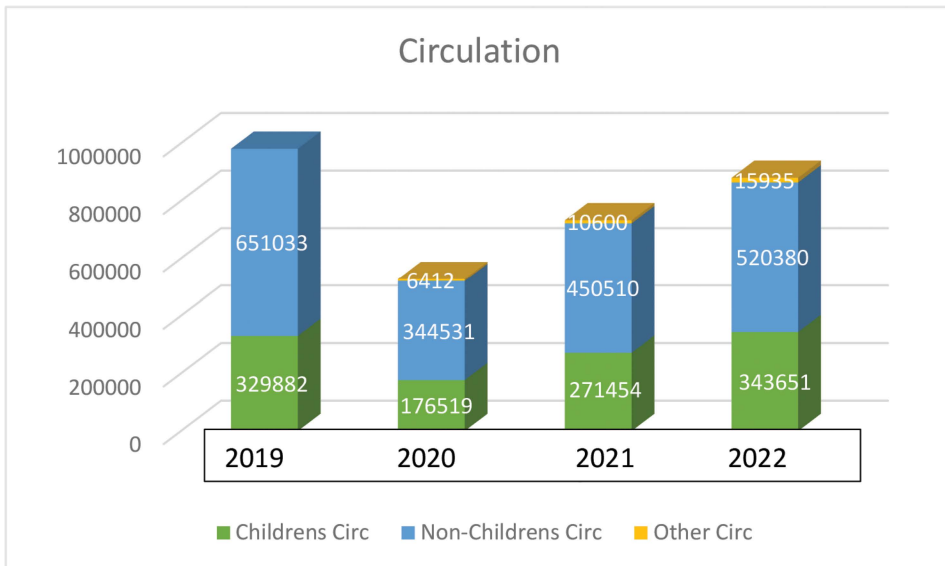
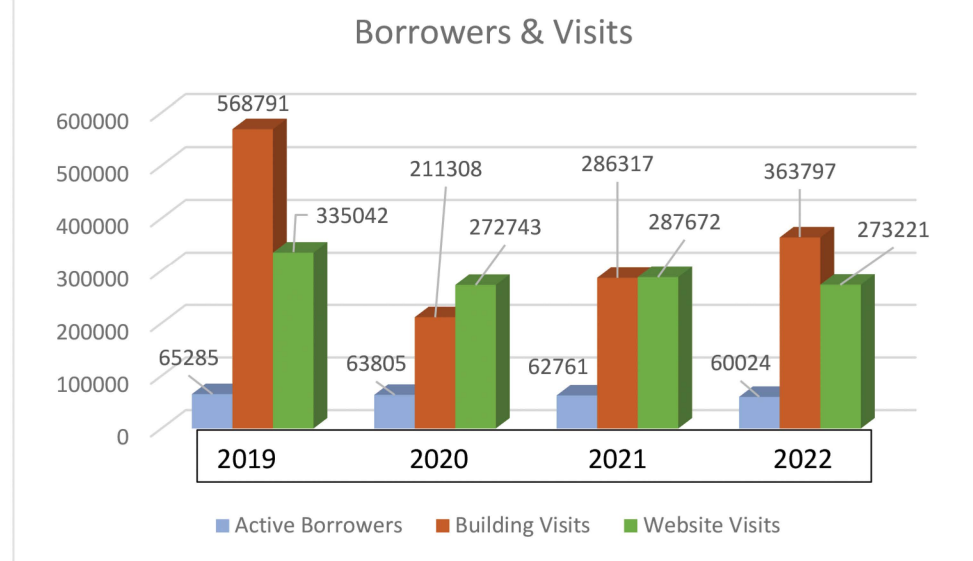
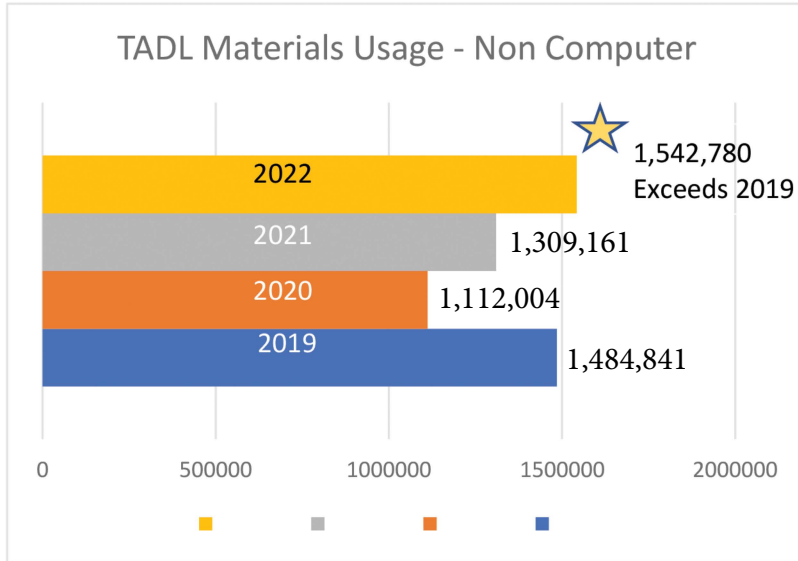
With regards to the second question, I emailed our representative from Fifth Third regarding investing in CD's. He provided the rates that are below.

5 MO BUS PROMO	5000	5000	4.40	4.50	4.50
10 MO BUS PROMO	5000	5000	4.40	4.50	4.50
15 MO BUS PROMO	5000	5000	3.92	4.00	4.00



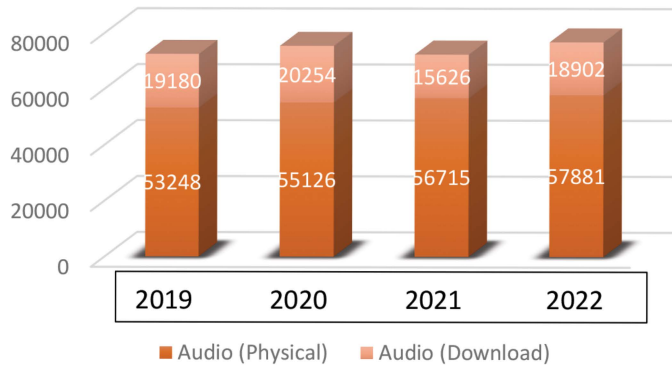
Statistics Comparison 2019-2022

Text accessible option: Please contact our admin office for a text-only version of the data in this file.

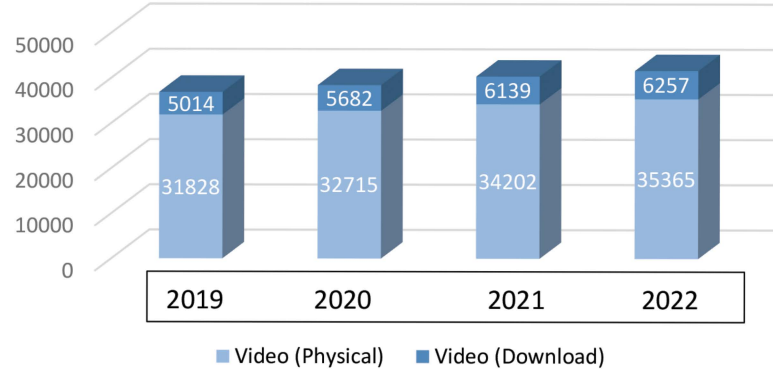


Statistics Comparison 2019-2022

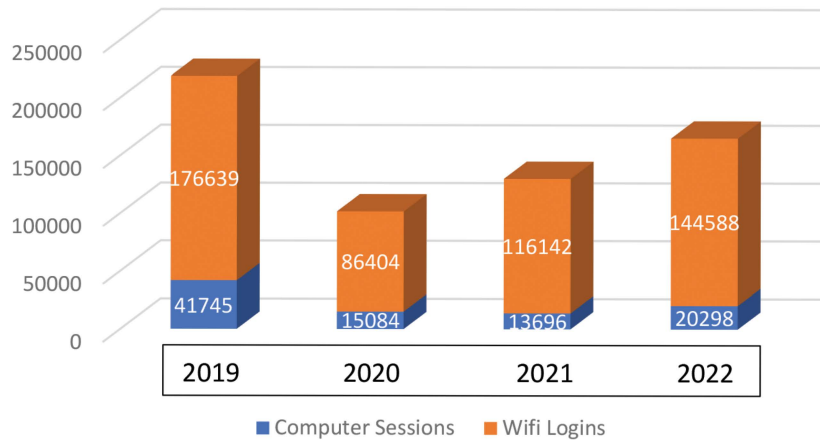
Audio Units



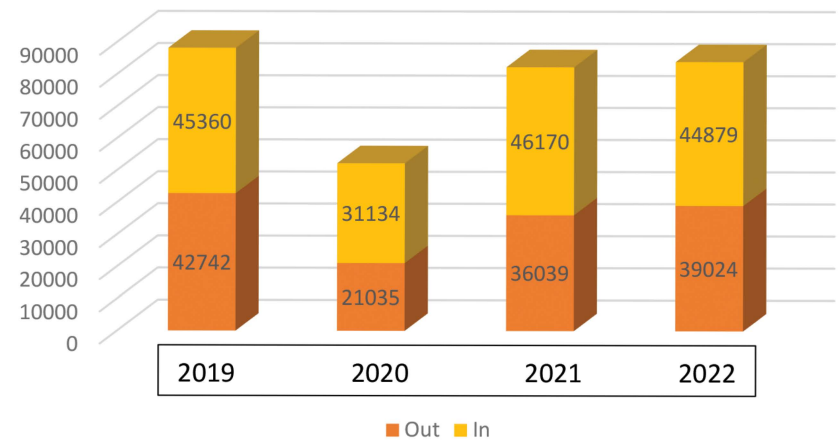
Video Units



Computer Sessions & Wifi Logins



Interlibrary loan



Internet Devices	121	660	985
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February 2023 Patron Survey Results Summary

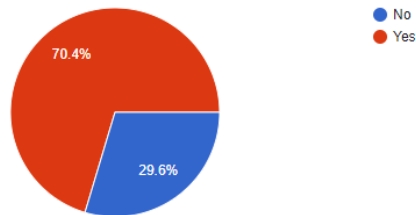
All questions were optional, so response numbers will vary - the form was used 164 times.

Programs

Library Programs

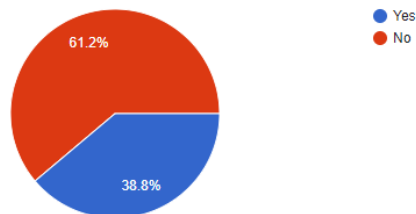
Do you know that TADL libraries offer FREE onsite and online (virtual) programs?

162 responses



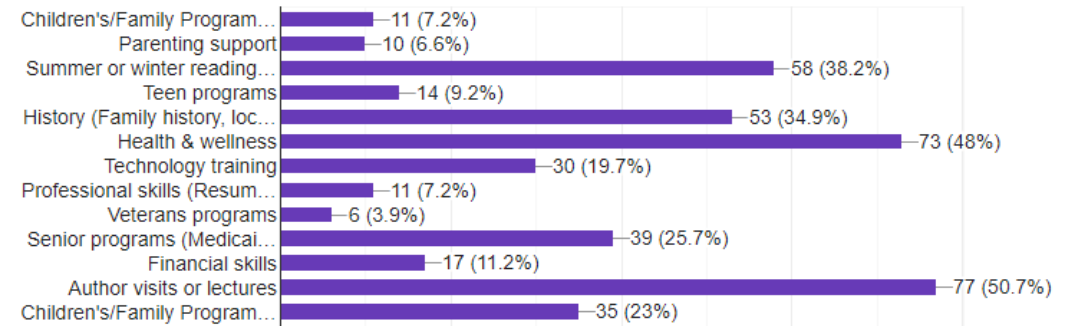
If you answered yes to the question above, have you attended at least one library program in the past year?

121 responses



What types of programs would interest you and your family? (Choose any that interest you.)

152 responses



Top Topics (Similar categories combined)

Author Visits/Lectures - 77 (51%)

Health & Wellness - 73 (48%)

Skills (Professional, technology, financial) - 58 (38%)

Summer Reading - 58 (38%)

Childrens/Family/Parenting - 56 (37%)

History - 53 (35%)

Senior Programs - 39 (26%)

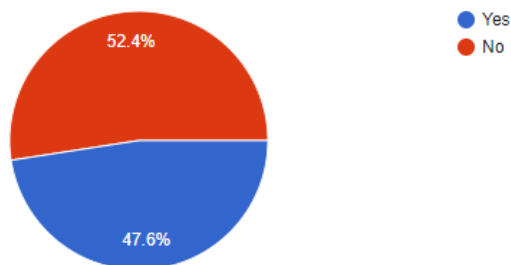
February 2023 Patron Survey Results Summary

All questions were optional, so response numbers will vary - the form was used 164 times.

Library Services

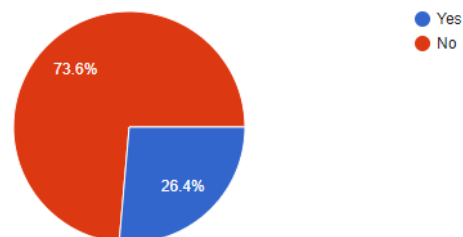
Do you use the downloadable items and streaming content from tadl.org?

164 responses



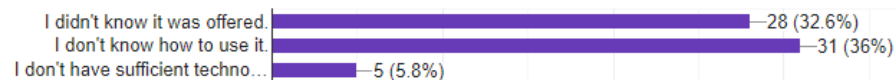
Did you know you can borrow laptops and hotspots (to provide internet service) to use at home?

163 responses



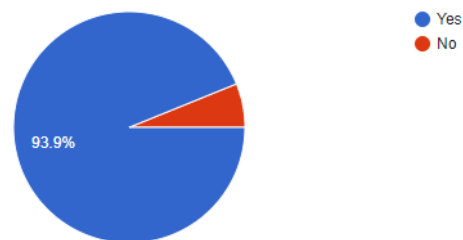
If you do not use the online content, why not? (Please choose the best answer.)

86 responses



Did you know that all TADL libraries have free high-speed wifi inside and outside the library buildings - plus public computers to use in the building?

163 responses



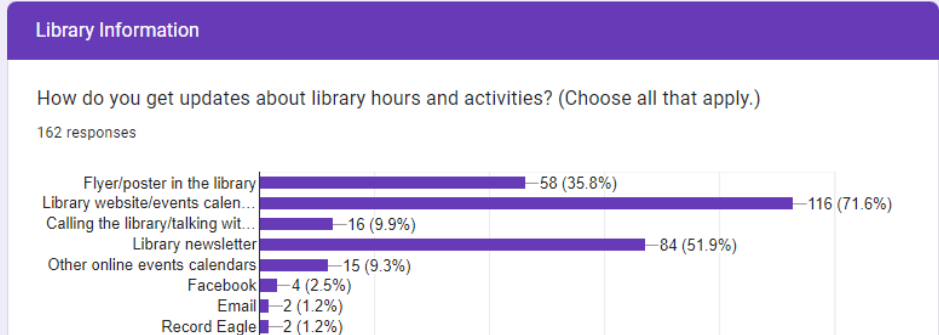
Comments:

Most comments were along the line of "I'm old school, I prefer to read paper books".

February 2023 Patron Survey Results Summary

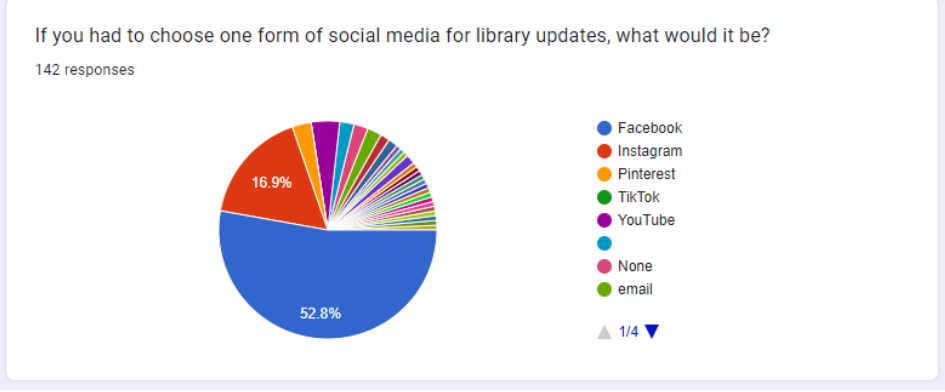
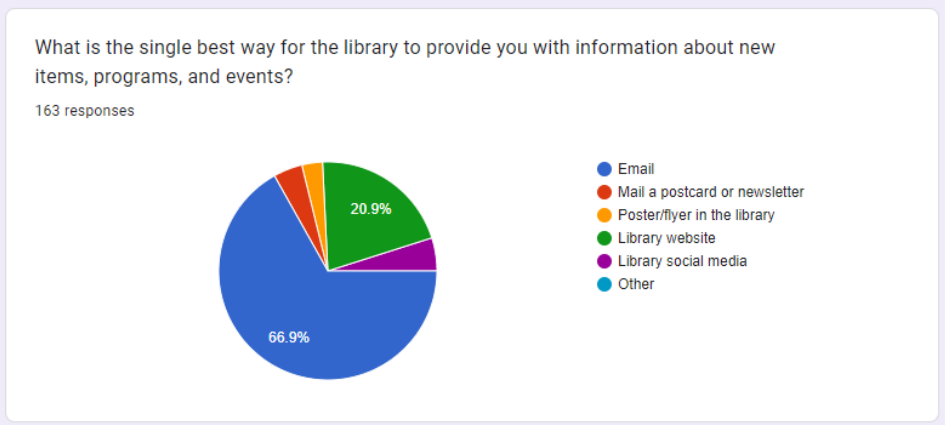
All questions were optional, so response numbers will vary - the form was used 164 times.

Notification



Comments:

Most comments noted that respondees got information from library emails - so the newsletter figure is a bit low in the above graph.



Timestamp	Comment	Response	Age Range
	Help us grow - please share any ideas for programs, books, or library services! (PS: We always have a suggestion form on tadl.org too, if you think of something later.)	Is there anything else you would like to share?	What is your age range?
2023/02/02 8:08:03 PM EST	Please have more memoirs and autobiographies and please section them out separately in the library!	I really love how the libraries are all connected and books can be returned/checked out to all locations. It is also very nice to access books from other branches that the library transports to my main branch.	18-29
2023/02/02 8:10:51 PM EST	More copies of new eBooks, please ... six-month waiting periods are discouraging.	TADL is my favorite source of entertainment!	61-75
2023/02/02 8:24:33 PM EST	Toddler programs not at nap/lunchtime, evenings when whole family can attend	Thank you for existing! Please don't ban books ã€,	30-45
2023/02/02 8:32:35 PM EST		I love bringing my kids to the library, itã€s such a gem!	30-45
2023/02/02 8:41:20 PM EST		Please donã€t mess up the front yard with lots of things. Dangerous with all the cars!	76+
2023/02/02 8:48:04 PM EST	Open free tutoring for children (middle school math especially!).	Love tadl	46-60
2023/02/02 8:58:09 PM EST		No	61-75
2023/02/02 9:04:50 PM EST		The library is one of our families favorite places. Love the selection.	30-45
2023/02/02 9:05:18 PM EST	More games where you have the 'my first' version and then the regular version (for example Carcassonne and My First Carcassonne), really helps to learn the rules (esp for kiddos) with the My First version and then move up to the regular version. Really love the games collection!!	The library staff is great. Appreciate you all so much! Also we love the library garden.	30-45
2023/02/02 9:11:17 PM EST	More music biographies		46-60
2023/02/02 9:12:34 PM EST	Current affaires , International travel films , Multiethnic studies		76+
2023/02/02 9:25:53 PM EST	Kids book clubs		46-60
2023/02/02 9:49:20 PM EST	Raymond Goodwin does terrific one man plays	I've noticed many audio books have been removed from Libby & hoopla. I know this for a fact because books in my wish simply disappeared- This is very disappointing & upsetting !! I wish you would reinstate item which were removed!!	61-75
2023/02/02 9:53:10 PM EST	I recall a READ grant program at a library with a book that was being promoted at that time and the library giving away free copies-happy time!!	TADL system is wonderful!!	46-60
2023/02/02 9:53:20 PM EST		Iã€m extremely disgusted by the conditions of the library with regards to the homeless. I once enjoy coming to the library 3 to 6 times a month but the last time I came it was filled with homeless and drug addicts. This is no longer a safe place for a families. The board has a fiduciary obligation to provide a safe family environment. Why would I ever vote for mileage to support the library again.	61-75
2023/02/02 10:04:36 PM EST		I love listening to books on CD and have borrowed many from TADL. Please continue to increase inventory of books on CD.	46-60
2023/02/02 10:20:34 PM EST		Love my TADL	61-75
2023/02/02 10:28:58 PM EST		I'm not interested in going to the main library when I have one here in Kingsley! Please bring the programs here.	61-75
2023/02/02 11:45:53 PM EST	3D scanning for 3D printing.	Extend Friday and weekend hours.	46-60
2023/02/02 11:49:09 PM EST	Please bring back the ã€Books to Filmã€ program. I loved many movies that I wouldnã€t have known to choose individually for myself. If the size of that small room is the problem because of continuing Covid transmission, move it to McGuire. There certainly is a night itã€s not being used.	Absolutely HATE the plan to dig up the stately front lawn & install more benches & desirable spaces for the druggies, mentally ill, and homeless to camp out. Also a magnet for smokers. This is a library and community learning center. This is a poorly thought out decision.	61-75

2023/02/02 11:55:28 PM EST	More study rooms or maybe those phone booth call pods coworking spaces have. More support for homeless population.	Thanks! Library of things is amazing. Internet is so fast inside and out. Great services and programming. Wish I could have joined for the Vonnegut screening.	30-45
2023/02/03 12:16:55 AM EST		We love the PCL!!!	61-75
2023/02/03 6:08:01 AM EST	It would be worth considering hiring a social worker. This could provide another layer of services to patrons.	The library is one of my favorite things about this community. Provide a list of all that is available to check out that are not books. For example I did not know you can check out toys and record players. What is exactly available to the vision impaired and hearing impaired persons Finding a better way to hold up books when going thru them on the shelves. Looking at home planning books section they just kept wanting to fall over while looking thru them. On cold days open doors between the 2 doors to be able to wait inside for library to open	30-45
2023/02/03 6:16:04 AM EST			61-75
2023/02/03 6:38:30 AM EST	You do a great job! I almost always have something checked out.	I love that I can get stuff thru Melcat. But your collection is impressive and I often can find what I want.	46-60
2023/02/03 7:31:57 AM EST	I would promote the talking library more.	You're all doing a great job. Kate has been particularly helpful to me recently. Thanks.	61-75
2023/02/03 7:43:32 AM EST		You are awesome!!! Love all you guys do! Always a great experience at the library. Always such helpful staff. Calm and quiet atmosphere. Love all the natural light in the buildings. I think the puzzle swap, cd and book sale sections are neat additions.	61-75
2023/02/03 7:54:46 AM EST	If I think of something, good to know about the suggestion form thank you!	We have a 2yr old granddaughter her parents are working so we are it. Do you still have puppets and reading time for the younger ones.	30-45
2023/02/03 8:29:28 AM EST			61-75
2023/02/03 8:29:30 AM EST		I love the online book selection and MelCat, also the good selection of Hallmark videos.	61-75
2023/02/03 8:43:08 AM EST	I enjoy the 3d printing service, it would be nice if you offered laser engraving services.	More Fiction Play Alongs Please!	30-45
2023/02/03 8:44:51 AM EST		Iâ€™m always amazed at the wide selection of offerings at the library! I pretty much only use the library for books, but I love that so many things are available for borrowing!	46-60
2023/02/03 9:09:14 AM EST	Children's author visits - Jon Scieszka Also we LOVE the TSO collaboration, more of that!		30-45
2023/02/03 9:56:21 AM EST	Area for books by local authors and artwork by local artists. Also book signing by local writers .and classes offered by local writers on how to write a book. And classes by local artists for painting, pottery, wood carving, etc. My sister who lives in Sweden is a local author of "clean" Christian romance with a bit of humor. She just started a new series based in TC around the Cherry Festival. And it will be released that week as well. I would love to see her books in the library or a book signing.	Love to see more outdoor activities, especially during the summer. Like croquet on the lawn, lawn canes, a permanent mini golf themed around books, snowman building during winter and ice carving. Anything to bring families and the community together year around outside as well as inside.	46-60
2023/02/03 10:06:55 AM EST			61-75
2023/02/03 10:11:21 AM EST	Expanded seed library, with a focus on native plants. Homeschool books by Karen Glass and Karen Andreola.	Love the childrenâ€™s garden out back.	46-60
2023/02/03 10:17:53 AM EST	Genealogy Classes, including RootsMagic and DNA		61-75
2023/02/03 10:37:34 AM EST		TADL- you're outstanding.	46-60
2023/02/03 11:00:48 AM EST		East Bay librarians are terrific.	61-75

2023/02/03 12:07:22 PM EST		For almost forty years I went to the library four or five times a week. Since you let the bums, alcoholics and drug addicts take over the library in recent years, I only visit the library three or four times a year. That is a sad circumstance to say the least. Examples would be a woman changing her clothes in the open, a drug over dose, bums sleeping on a bench, a table of apparent drug addicts talking loudly on cell phones trying to score drugs...and the worst was the groaning sounds of a bum masturbating in the upstairs men's room. We pay special taxes for a nice library not a social reform and drug rehabilitation center. Your library board is a disgrace for letting this get so far out of hand for so many years.	61-75
2023/02/03 12:39:38 PM EST		My family loves the Woodmere branch!	30-45
2023/02/03 12:54:28 PM EST	more conservative options, less access for pornography and homosexual matter especially for youth.		61-75
2023/02/04 8:29:42 AM EST	Indigenous story telling events	Love the Libby app	30-45
2023/02/04 12:15:45 PM EST		Thank you for the friendly staff, the new books, the continuous book sale, the puzzles, the renew policy, the magazines, MelCat, the book purchase suggestion, the monthly newsletter and the decorations in your, our, beautiful facility!!!!!!!	61-75
2023/02/04 3:31:55 PM EST	Instead of showing the same ebooks. Randomly rotate so I'm not seeing the same books	Love the hoopla app	46-60
2023/02/04 8:47:44 PM EST	Story time and more groups at East Bay, more audio books. COVID turned me off of touching physical books. I do electronic, and love audiobooks. I would appreciate a knitting group there.	I am very thankful for the Library. I don't know anyone in the area so I read or listen to a lot of books.	61-75
2023/02/04 10:04:12 PM EST	I love my library and visit 1-2 times per week. The problem? I rarely make it past the Hot Title book shelves!		46-60
2023/02/04 11:06:02 PM EST	Newsletter with Book suggestions like the Kent County libraries do. I use that to help me find new books/audiobooks	More audiobooks please	61-75
2023/02/05 7:45:07 AM EST	Books for Kindle		76+
2023/02/05 3:15:34 PM EST	Host a PostSecret event at the library- see postsecret.com	TADL is an awesome library system with wonderful staff.	61-75
2023/02/06 8:12:48 AM EST	When someone requests a book for you to purchase, it would be greatly appreciated if they were informed what the decision was on whether it would be purchased or not.	Love the staff at East Bay branch. They are so helpful, kind, courteous and don't make you feel like you should already know how to do certain things. Haven't always had the best experience at the Woodmere Branch, feel like some of the staff are rude.	46-60
2023/02/06 11:18:43 PM EST	Please get more historical Christian fiction Kindle ebooks! Especially about the Oregon Trail.	Thank you for all you all do for those of us who can't get to the actual library.	46-60
2023/02/07 12:01:30 PM EST		Love ordering books online and then picking them up at the front	61-75
2023/02/07 6:09:13 PM EST	Senior computer skills, technology, and learning new things	âââ my library, thank you, saves me tons of money, comforts me, and I don't have to store it just borrow and return	61-75
2023/02/08 12:24:24 PM EST	time and date stamp the live cams	love love love the library	61-75
2023/02/08 3:35:55 PM EST	More copies of books available online. It often takes months to be able to borrow popular titles in electronic format.	The staff are wonderful!!!	61-75
2023/02/08 9:36:09 PM EST	Offer an accredited parenting program	My experience with such a program was exceptionally positive.	76+
2023/02/12 11:12:33 AM EST		We need more books by the most popular authors ex. Michael Connelly in the Libby. Overdrive Audio books	61-75
Hung up flyers around library			

2023/02/15 9:58:10 AM EST	cooking and art techniques	I love the library!	46-60
2023/02/16 9:42:35 AM EST	Would it be possible to continue to order books from Ellery Adams and Molly Macrae? It was disappointing to not have access to the new books from these authors, other than through MEL cat. I do understand that resources are limited and have to fill many buckets, so this may not be possible.	Huge thanks for having MEL cat available! I use it frequently. Many thanks to the front desk staff. They are all great and are wonderful at making everyone feel welcome, beyond being terrific at their jobs! I absolutely love seeing when young children come running into the library with such excitement for being there. My son, who is 26, wanted to give his girlfriend from St. Paul, MN a tour of Woodmere library. They were both quite excited about it. My son was pleased with how vibrant it continues to be and girlfriend was impressed with how well used/loved/busy it was. They both liked the new sign in the front yard! I thought it was just great that for all TC has to offer, it was the library that he was excited to share. Thank you for all you do for the community!	46-60
2023/02/16 11:38:55 AM EST		Nope	30-45
2023/02/16 5:27:35 PM EST		This is the first year that I have used the children's section with my grandchild. I have been very impressed with the variety of offerings. The ability to check out the STEM projects is great! He also loves story time.	61-75
2023/02/18 10:10:14 AM EST	Please bring back movie Monday nights with popcorn!!! I need human interaction	I love my library :)	30-45
2023/02/18 12:23:07 PM EST	REMOVE ALL OF THE PRO-ABORTION FROM THE CHILDREN AND TEEN AREAS AND LABEL SUCH BOOKS IN THE ADULT AREAS WITH WARNINGS THAT CLEARLY STATE THAT ABORTION IS MURDER. THAT WOULD BE A START.	THE TAXPAYER'S RESOURCES ARE MOSTLY WASTED IN THESE LIBRARIES. EXPANDING THEM IS MORE WASTE. DON'T DENY IT - IT'S OBVIOUS. AND WHY DO YOU INSIST ON AN AGE RANGE IN THE NEXT QUESTION? WHY NO "PREFER NOT TO ANSWER" OPTION? I WILL NOT ANSWER THAT CORRECTLY FOR THAT REASON.	76+
2023/02/19 4:43:26 PM EST	Book clubs, author visits	I love my library	61-75
2023/02/20 5:41:20 PM EST	Already enjoy what you do-keep up everything and we'll be happy-oh and add more puzzle competition days in the winter!		30-45
2023/02/20 7:33:49 PM EST			30-45
2023/02/21 9:09:12 AM EST	music genre programs from Sight and Sound - this would introduce people to more artists in a favorite genre and also to new music we might not have tried.	Although I do like to go to programs in person, sometimes a Zoom program is preferred (no travel time or weather issues, easier to see speaker if it's an in-house crowd, sit in comfortable chair/take notes/etc.)	46-60
2023/02/21 4:40:06 PM EST	Music events		30-45
2023/02/23 2:05:40 PM EST	Please consider more adult-focused programming (ages 21-45), and newer stock for branch libraries. The calendar of events on the website isn't super clear, and kind of overwhelming. I wish that were simplified and easier sorted by branch, day, age group, etc.		30-45
2023/02/24 4:43:15 PM EST	A full fledged maker space/lab to learn beyond 3D printing- CNC/drones/Arduino & Raspberry Pi/electronics/ROBOTICS!!!/power tools & cookware lending/expanded seed banking	A recycling/gifting/ targeted program for donating upcycles old laptops/tablets/Kindles to people who would benefit most	46-60
2023/02/24 4:51:38 PM EST	Would be keen on Annishnabek Language classes as well as resource center to teach and preserve local indigenous cultural resources- making snow shoes/clothing, learn traditional agriculture like sowing wild rice/native plant/seedling center	Oh yes, auto repair tool lending	46-60
2023/02/28 10:53:24 AM EST		Great Resource, Great Staff. Thank You!	61-75

All the questions were optional.

INCLUSIVE SPACE

Year 1 -- 2022

	Role Responsible	Month	Completed
Improvements to Library Entrance	Director	Aug.	August
Review Department Entrances	Dept. Heads	Sept.	December
Audit Indoor Spaces and Bathrooms	Director/Facilities	July	August
Update Website for Accessibility	Asst. Dir. Technology	Sept.	October
Budget for physical improvements	Director/Business Mgr.	Oct.	October
Conduct Diversity Audit	Dept. Heads	Sept.	Continual
Install Community Art Displays	Marketing	July	Fall
Continued Staff Training on DEI Issues	Director	Jan.- Dec.	November

PURPOSEFUL PARTNERSHIPS

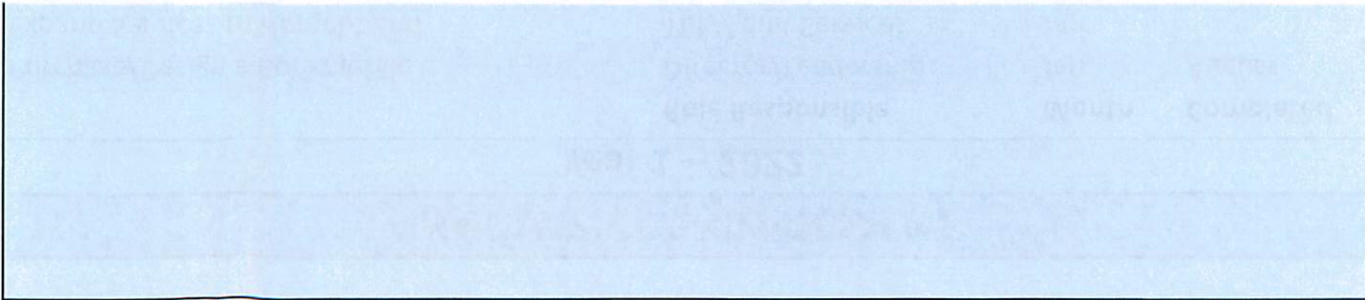
Year 1 -- 2022

	Role Responsible	Month	Completed
Create a list/database of all partnerships	Director/Leadership	Aug.	
Continued Services to Schools	Youth Services Staff	Jan.	December
Identify New Partners	All Staff	Jan.	ongoing
Investigate Holding a Nonprofit Fair	Adult Services	April	Summer & co
Develop Cross Marketing Opportunities	Marketing	Jan.	Fall
Improve Tribal Outreach	Director/Leadership	Jan.	April

INNOVATIVE ENGAGEMENT

Year 1 -- 2022

	Role Responsible	Month	Completed
Purchase/Design a Bookmobile	Director/Leadership	Jan.	August
Expand Services to Homebound	TBL/Adult Services	Jan.	
Develop a Culture of Innovation	Director/Leadership	Jan.	Ongoing



TARGETED OUTREACH			
Year 1 -- 2022			
	Role Responsible	Month	Completed

STRATEGIC PLAN			
Year 1 -- 2022			
	Role Responsible	Month	Completed
Set baseline numbers for measurement plan	Director	June	June
Develop Strategic Plan Survey	Director/Marketing	June	February 2023

2021-2024 Strategic Plan ACHIEVEMENTS

Purposeful Partnerships

EBB - Community Garden Project
KBL - Kingsley schools March Reading Month
Library cards for TCAPS students
Library cards for GTA students
Northwest Ed Student Volunteers
Write Michigan
Traverse Bay Children's Advocacy Center
TC Dance Project
Sonder DEI
Traverse Heights Neighborhood Meeting
Traverse Area Historical Society
Grand Traverse Genealogical Society
The Grand Traverse Band of Ottawa and Chippewa Indians (returning church records microfilm)
NEA Big Read
Parallel 45 Theatre
Grand Traverse Audubon Club
Senior Center Network
Habitat for Humanity
SCORE
Interlochen Public Radio
Tusen Takk Foundation
The Early On program w/TCAPS
KBL - Great Start collaborative 5toONE - Peace Meal Solidarity program
LWV-GTA - League of Women Voters - Grand Traverse Area
Traverse Symphony Orchestra (TSO for Tots)

Innovative Engagement

Holiday Video "Read Around the District"
Community Conversations Series 2022
Bookmobile
Bookmobile went to TCAPS outreach stops (Blair & Kings Court)
Refer a Friends Contest
"Golden Ticket" surprise swag winners
Bookmobile at GTA Open House
Banned Books Trivia Night at Right Brain Brewery
Knit in Public Day
Staff Picks Book Section for Check-out
Staff Pumpkin Contest
Handed out over 2000 packets of seeds from the seed library
Poets' Night Out

Craft Kits for all ages
Chili Cook-Off
Puzzle Tournament
Tilt Think Improve event
EBB - Board Game Night for Teens
Cooking for Teens
Promotional Tent and Tablecloth that coordinates with the Bookmobile
Winter Library Reading Challenge
KBL - Bake and Tell Challenge
Bookmobile First Birthday Party
First ever Mini Golf event
KBL - Agnes's Picks (local musician performance sharing)
Teen Nerf Battle
Cosplay event

Inclusive Space

1st audio version of TADL Newsletter 2022
Video screen 'event display' over book return
Started Closed Captioning many TADL youtube videos
New, more accessible events and reservations calendar system
EBB - added shelving to improve access to materials
Juneteenth Celebration hosted by Northern MI E3
Community Conversations: Addiction and Recovery
Staff began including pronouns on name tags and correspondence, if desired.
New website is assistive device friendly
Community Conversations: AAPI Heritage Celebration
Queer Tales Book Club
Inclusive Gaming program
Staff attended Mental Health First Aid Course

Targeted Outreach

Curbside services Video "Rock Around the Clock w/TADL"
Pride Carnival & Love Notes Board
Juneteenth Celebration
TBL - Large Print calendars
TC New Tech pitch
Veterans Expo
Parkinson's Forum
Summer Library Challenge promotional video "I'm a Shark" sent to to TCAPS and regional elementary schools
Bookmobile at GTA Open House

Book Bike at Downtown Sara Hardy Farmers Market
Senior Center Network
Postcard sent to all "new movers" to the county
World Sight Day
Library Card Sign-up Month
Community Conversations: Grief
Career Tech Center
Fundraising promotion in Traverse Magazine: TC Gives issue
Forest Area School (Kindergarten and 1st grade) - World Read-Aloud Day

Last updated 4-11-2023

BOARD MEMO

TO: TADL BOARD
FROM: MICHELE P HOWARD, MILS
SUBJECT: DIRECTOR REVIEW
DATE: 4/20/2023

It has been my honor to serve as the library director for the past three years. During 2022, the library felt like we had turned the corner of the pandemic as we saw circulations and visits return to pre-pandemic levels.

I prepared the following summary as a review of the many things we can celebrate as accomplishments over the past year that we have accomplished together as Trustees, the staff and myself as Director.

If you asked me what I am most proud of in 2022, I would have to say it has been our accomplishments to stay true to our strategic plan, especially the construction of the library sign, and the full review of TADL policies!

If you were to ask what was the biggest challenge, I would say it's managing the financial demands of our digital collection while providing a high level of service our patrons expect.

Goals Accomplished during the Third Year

- Implemented the first year of the Strategic Plan
- Received a clean audit for the third year.

Community Involvement:

- Treasurer for Northland Library Cooperative
- Grand Traverse Children's Garden - Board Member
- North Boardman Lake Association Member
- Authored articles for the various newsletters and one Op-Ed to the Record Eagle
- Library spokesperson for the MLA Legislative Day

Grants Awarded:

In 2022, I worked with staff to be awarded the following grants:

- | | |
|--|----------|
| • Northland Library Cooperative Education Grant | \$500 |
| • Northland Library Cooperative Enhancement Grant | \$9,062 |
| • Northland Library Cooperative Digital Magazine Grant | \$16,625 |

• LSTA Public Library Services Grants	\$5,994
◦ Main, KBL & EBBL	
• LSTA Education Grant	\$900
• GT Regional Community Foundation	\$213
• GTB Tribal Grant (For bookmobile, etc.)	\$20,000
• <u>MEDC Public Space Community Spaces Grant</u>	<u>\$25,000</u>
Total:	\$78,294

Educational Opportunities:

- Completion of University of Georgia Financial Management Certificate paid by a scholarship

Future Goals:

- Continued implementation of the Strategic Plan
- Resolution of some facilities issues including the Roof
- Continued Fiscal Responsibility and Policies
- Renovations to Library Space: Teen/Talking Book Library /Local History Collection/Makers Space

Pay Increases

As a source of reference, staff pay raises for 2023 ranged from 3%-6%.

Thank you for the trust you have in me. I look forward to another year of success together with your leadership for our community.

Library Mission: The Traverse Area District Library provides dynamic resources and innovative services to stimulate intellectual curiosity, facilitate lifelong learning, promote literacy, and nurture personal enrichment.

BOARD MEMO

TO: TADL BOARD

FROM: MICHELE P HOWARD, MILS

SUBJECT: DIRECTOR CONTRACT

DATE: 4/20/2023

Based on the Policy and Personnel Committee recommendations, the proposed amendments to the Director's Contract are:

- Any salary increase the Board may approve for the Director following the annual review would be effective as of January 1 of each year.
- The method of paying any salary increase for 2023.
- Inclusion of a 3-year severance payment if the Director resigns because of a material reduction in the Director's responsibilities in a manner that is inconsistent with the Director's job title without the Director's agreement or the Board materially reduces the Director's salary because of (1) the Director's refusal to violate the law or (2) follow an unlawful request from the Board to place materials in circulation or remove materials from circulation or the Board terminates the Director for one of these two reasons.
- Term to three (3) years.

BOARD MEMO

TO: TADL BOARD

FROM: MICHELE P HOWARD, MILS

SUBJECT: EVERGREEN (ILS) MANAGEMENT COMPANY

DATE: 4/20/2023

Scott Morey discussed the current challenges faced by the IT Staff at the April Finance and Facilities meeting. He's been looking at options including paying a company to host and maintain the Evergreen Integrated Library System (ILS). This is the system that runs our catalog/circulation processes. Morey has identified the only two companies that meet the needs of TADL and received quotes from both.

Mobius \$28,957 plus \$8,000 setup costs

Equinox \$24,750.

I am recommending we proceed with Equinox although this amount is under my spending limit, I still need approval to forgo the competitive bid process as allowed in Policy 2.2(12) Exceptions.

BOARD MEMO

TO: TADL BOARD

FROM: MICHELE P HOWARD, MILS

SUBJECT: MILLAGE

DATE: 4/20/2023

After speaking with TADL Legal Counsel, Karrie Zeits, the current TADL millage lasts until December 31, 2025 with 2025 being our last levy. This means the library could pursue a millage renewal in 2024, 2025, or possibly 2026. I would recommend TADL ask for a millage renewal in 2024. If we hold an election in 2025, TADL would incur the full cost since that is not a full county election. This would cost about \$80,000. Waiting until 2026, makes me very nervous.

According to Bonnie Scheele, Grand Traverse County Clerk, she has verified the following dates for elections in 2024: February, August, and November. It was the sentiment of the Finance and Facilities Committee to put the millage on the ballot in February of 2024. If it were to fail, it would allow for enough time to meet filing deadlines for the November election.

If the library waits until August 2024 and the millage fails, it is not enough time to meet the filing deadline for November.

I would recommend that the library return to its original millage rate as approved by the voters in 1996 of 1.1 mills. The current millage rate is .9044 due to Headlee rollbacks.

Finally, when the library renews its millage, the Board also needs to make the decision to opt out of any and all TIF captures as allowed by law.

FACTS:

- *The millage pays for about 86% of all operational costs.
- * The 2016 millage passed with 76% of the vote.
- * The 2016 millage rate was .9548 mills. Over 10 years, this has fallen to the current rate.
- *The current rate is .9044. Returning to 1.1 mills would result in an increase of \$19.56/year from our current millage for an owner of a home with a taxable value of \$100,000. The total tax for the same owner would be \$110.00 per year.