

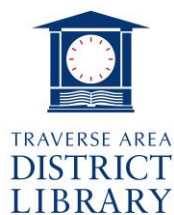
AGENDA

Board of Trustees Regular Meeting
Thursday, September 21, 2023 at 3:00pm
Kingsley Branch Library
213 S. Brownson Ave., Kingsley, MI 49649

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment***
5. **Consent Agenda**
 - a. Approval of Minutes – Regular Meeting of August 17, 2023
 - b. Department Reports
 - c. Finance and Facilities Committee Report – September 5, 2023
 - d. Policy and Personnel Committee Report – September 5, 2023
 1. Policy Revision: 2.6 TADL Fund Definitions Policy
 2. Policy Revision: 4.6 Public Use of Meeting Rooms Policy
 - e. Financial Report
 - f. Member Library Communications – FLPL | IPL | PCL
 - g. Friends of TADL Report – Jud Barclay, President
 - h. Correspondence
6. **Items Removed from the Consent Calendar**
7. **Director Report**
8. **Presentation: Amy Barritt, Kingsley Branch Manager**
9. **Old Business**
 - a. Bathrooms Renovation RFP Bid Discussion & Renovation Closure Approval
 - b. October Board Meeting
10. **New Business**
 - a. Resolution: Millage Ballot Question Language Adoption and Certification for Submission
 - b. Memo: Approval for Usage of Public Improvement Funds for Building Control System & Trane Pump Replacement
 - c. Discussion: Board Recruitment
11. **Public Comment***
12. **Trustee Comment**
13. **Closed Session (if needed)**
14. **Adjournment**

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

The Traverse Area District Library will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon at least 3 days' notice to the Library. Individuals with disabilities requiring auxiliary aids or services should contact the Library Administrative Office by emailing publiccomment@tadl.org or calling 231-932-8500.



Board of Trustees Regular Meeting MINUTES

Thursday, August 17, 2023 at 3:00pm
McGuire Community Room
610 Woodmere Ave., MI 49686

1. **Call to Order**

The meeting was called to order by Vice President Pakieser at 3:13pm. Present were: Pakieser (Vice President); Deyo (Secretary); Vickery, Wescott, and Jones (Trustees). Odgers (President) and Sullivan (Treasurer) were absent. Also present were: Zeits (Council); Howard (Director); Baldwin, and Carpenter (Staff).

2. **Pledge of Allegiance**

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

3. **Approval of the Agenda**

Howard requested an amendment to the agenda, adding New Business item g, Resolution to Authorize Local Unit of Government Match Without Donated Funds. It was MOVED by Jones, SUPPORTED by Wescott, to approve the agenda as amended. Motion CARRIED.

4. **Public Comment**

Vice President Pakieser opened the floor for public comment. The following people addressed the board: Christina Meyers introduced herself as the new Head of Circulation at TADL. The board of trustees welcomed Meyers.

5. **Consent Agenda**

- a. *Approval of Minutes - Regular Meeting of June 15, 2023*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – did not meet in July | August 1, 2023*
- d. *Policy and Personnel Committee Report – did not meet in July or August*
- e. *Financial Report*
- f. *Member Library Communications – FLPL | IPL | PCL*
- g. *Friends of TADL Report – Jud Barclay, President*
- h. *Correspondence*

It was MOVED by Jones, SUPPORTED by Wescott, to accept and affirm receipt of the consent calendar information. Motion CARRIED.

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

No items were removed from the consent calendar for further discussion.

7. **Director Report**

Howard confirmed her written report and provided the following comments:

- The district had an amazing summer with the Summer Library Challenge. There were record numbers at programs, thanks to staff who all worked so hard on them. Many are now taking some well-deserved vacations before Fall.

- Howard noted that while she is on vacation, Scott Morey, Assistant Director of Technology has been designated to serve in her role during her absence, followed by Amy Barritt, then Melissa McKenna.

Deyo inquired about any need for more volunteers for the Teen Lock-in program with such a high participation rate. Howard explained that the volunteers are mainly staff members due to the need to do background checks. Teens may not be left alone with volunteers who have not been vetted.

8. Old Business

a. *Millage Update*

Jones reported that the Finance and Facilities Committee recommended asking for a 1.1 millage request rate, the original amount approved in 1998 when the Main library was built, before Headlee rollbacks were applied. This would also help if the rate was amended back again in the future. The committee recommended getting on the ballot in August 2024 rather than waiting until November 2024. The committee also desired to form a YES Committee as soon as possible. Zeits (counsel) noted that, in line with truth in taxation laws, the request is technically an increase even though it is only restoring the original 1.1mils. Discussion ensued regarding the options and analysis projections provided by Baldwin, Finance Manager. McKenna, Head of Adult Services, added that without the restoration to 1.1mils, the level that staff is working now may not be sustainable to cover current services as well as grow the offerings, since costs only rise. It was MOVED by Jones, SUPPORTED by Wescott, to request that Zeits include a 1.1% millage rate request, for a period of 10 years, on the August 2024 election ballot. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

9. New Business

a. *MERS Delegate*

Howard explained that per the Municipal Employees’ Retirement System of Michigan (MERS) it is recommended that TADL must certify the election of 2 delegates to attend the Annual MERS Conference: Danielle Baldwin and Brian Carey, with Michele Howard and Kate Parvel as alternates. It was MOVED by Wescott, SUPPORTED by Jones, to approve and sign the 2023 Officer and Employee Delegate Certification Form as presented. Motion CARRIED.

b. *L-4029 Tax Rate Request Form*

Howard noted that the L4029 tax rate request form is required each year in order to receive tax payments from the counties and townships. There was no Headlee rollback this year since inflation was so high. The .9044mils request is the same amount as the 2022 request.

c. *Public Improvement Funds Request for Local History Collection*

Howard explained that previously donated funds for the Talking Book Library have been held in the Public Improvement Fund since there was no staff regularly working on the Local History Collection. Since there is now a staff member who can work with the accession and filing, Howard would like to use \$5000 of the approximate \$16,000 held in order to purchase supplies for Local History Collection maintenance materials, such as acid free folders, sleeves for postcards and photographs, archival quality boxes, etc. Barritt and Stanley have designed the storage space to use economical standard archival shelf boxes. It was also noted that the TC Historical Society donates money each year toward upkeep and for two Petertyl interns each summer. It was MOVED by Jones, SUPPORTED by Wescott, to approve the funds request of

\$5000 from the Public Improvement Fund in order to purchase archival supplies for the Local History Collection. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

d. *Naming Rights Request – Talking Book Library*

The Biederman Foundation approached the Talking Book Library (TBL) requesting naming rights, in conjunction with a \$10,000 memorial donation in L. Gorton’s name, a long-time patron and donor to the TBL. The Foundation would also cover the cost of the lettering. Per policy, gifts of \$10,000 and more are acknowledged on the donor wall and if appropriate in the location where the money was given. It was MOVED by Deyo, SUPPORTED by Vickery to provide naming rights in the TBL department as a result of the memorial donation. Motion CARRIED.

e. *Kingsley Branch Library Closure for Kingsley Heritage Days Parade Attendance*

Staff of the Kingsley Branch Library have requested a closure during the Kingsley Heritage Days Parade so that they may attend the event and be a part of the community that they serve. It was MOVED by Wescott, SUPPORTED by Jones, to close the Kingsley Branch library temporarily during the local Heritage Days parade so that staff may participate. Motion CARRIED.

f. *Discussion: Hide the Pride Event*

Howard provided the board with a letter addressed to them regarding the intent by a group of local citizens to check out books from a Pride Display in the children and teen section of the Woodmere library location in order to protect children and the community from what they believed was inappropriate content. The books have since been returned and no other communications have occurred. A lengthy discussion ensued around the mission to provide access, whether a circulation change was feasible for display books, and whether there should be any further action taken. In support of the First Amendment and Freedom to Read, Wescott suggested making the public aware of what transpired by writing a forum piece for the Record Eagle. Deyo acknowledged the feelings of the patrons who wrote the letter, but would like to somehow better engage in these conversations within the community. Pakieser would also support those types of actions in effort to use this as a teaching moment for all, to communicate that we can be a community and still have differing options.

g. *Resolution of Authorization of Local Unit of Government Match without Donated Funds*

Howard become aware of ARPA funds grant that can be used for renovations, new builds, etc. TADL fits the profile for a grant that could be used for a new high efficiency heat pump or perhaps a geo thermal system replacement for the HVAC chiller. To simply replace the chiller is about \$340,000. It was MOVED by Vickery, SUPPORTED by Wescott to adopt the Resolution of Authorization for submission of a MI Community Center Grant Application for \$1,00,000, and further resolve to make available its financial obligation amount of \$200,000 toward a total \$1,200,000 project cost, during the 2023-2025 fiscal years. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

10. **Public Comment**

Vice President Pakieser opened the floor for public comment. The following people addressed the board: Heather Brady, TADL Marketing and Communications Manager, described an upcoming t-

shirt in production for staff and for sale in the TADL swag shop, which will highlight banned books week and the Library Bill of Rights.

11. **Trustee Comment**

Deyo thanked everyone who helped make a great experience for kids during the Summer Library Challenge. The extra effort was noticed.

Vice President Pakieser announced that Howard and she submitted a presentation proposal to the MLA Annual Conference committee on the homeless situation and the work toward resolution that took place in our area. The proposal was accepted and she and Howard will present the talk in October.

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

A closed session was not needed.

13. **Adjournment**

With a motion to adjourn by Wescott, supported by Vickery, Vice President Pakieser adjourned the meeting at 4:23pm.

Respectfully submitted,

Approved by board vote on September 21, 2023

V. Carpenter, Recording Secretary

P. Deyo, Board Secretary



Departmental Reports
for the month of August
(September 21, 2023 Board Meeting)

Adult Services

- TADL partnered with Veterans for Peace to bring Jack Segal, former State Department nuclear arms negotiator, to speak to a packed house in the McGuire Room about modern nuclear weapons and how their arms race threaten global catastrophe. This program coincided with the visit of the Golden Rule nuclear awareness ship to Traverse City. We had 80+ people attend the presentation in person and 30+ online live via Zoom. (*Innovative Engagement, Purposeful Partnerships*)
- Partnership Highlights, in addition to those listed above (*Purposeful Partnerships*):
 - Melissa joined Andy Schuck, Youth Services Dept Head, at the TCAPS Welcome Back event for all staff on Monday, August 28th at West High. We talked to hundreds of TCAPS staff and a few community members in the event open to everyone immediately after. (*Targeted Outreach*)
 - With the closing of the Senior Center to prepare for construction, the Hobby Group has moved to meeting in the Thirlby Room once a week. We're so excited to have them join us for the next year or so! Melissa is continuing to work with the Senior Center staff to develop more ways to collaborate during the closure to ensure the needs of area seniors are being met. (*Inclusive Space*)
- In August, the following programs were held (in addition to those listed above):
 - We hosted two online author programs in August - Aimie K. Runyan, author of *Bakery in Paris* and Susie Finkbeiner, author of *The All-American*.
 - Our two regular book discussion groups - Books & Brewskis (*Innovative Engagement*) and Queer Tales (*Inclusive Space*) met both months and have seen even more increased attendance in August. Queer Tales has increased attendance 400% over August 2022!!
 - TADL Stitchers, Books to Movies, and Tai Chi continue to meet regularly.
 - The Book Bike continues to visit the Sarah Hardy Farmers Market every Wednesday morning. It serves about 150 people on average each trip. (Except for rainy days!) We are so grateful for the help from the staff in other departments/branches that enable us to staff the Book Bike every week! (*Targeted Outreach*)
- August Adult Services Statistics:
 - Programs - 16 & Attendance - 219
 - Outreach - 5 & Attendance - 650
 - Questions Answered - 2402
 - Notary Signatures - 38

- Craft Kits Distributed - 60 (Rag Wreath) & they were all gone by 8/19!
- Volunteer Hours - 25

Local History Collection

- On August 3rd, the Petertyl Interns Zoe & Arleta gave a presentation to TADL staff and TAHS stakeholders regarding the internship and project. It was extremely well received by those in attendance and their work was so compelling, that TADL Director, Michele Howard, decided to use some remaining unassigned donated funds to pay for them to work one more week. Zoe & Arleta were able to complete work on four boxes of TADL library history and a finding aid for that collection. This is excellent work as we prepare to move into 2024 to celebrate 25 years on Woodmere and 155 years of libraries in TC!
- Robin curated a display on the second floor for the month of August about aviation throughout Traverse City's history.
- Reference staff answered 64 local history questions in August.
- Citizen Historian hours this month continued to chip away at the inventory of the pamphlet files and gave about 25 hours of their time to TADL LHC in August.



Respectfully Submitted,
Melissa McKenna
Head of Adult Services

Youth Services

Youth Services breathed a big sigh after the end of the Summer Library Challenge, both in terms of having a very patron intensive and planned program over and also the knowing that we won't see a lot of our friends until another summer comes to pass. We are looking forward to fall, though, and excited for upcoming possibilities both for the collection and programming.

Almost every Youth Services staff member took a week off during the month of August, so much time was spent just holding down the fort. Even though the Summer Library Challenge was over, families still flocked to the library on rainy or especially warm days to play in the play area and also to work on a Seek 'n Find that Early Literacy Librarian Courtnei Moyses made using cutouts of the incredibly popular (with both kids and their adults) new TV character, [Bluey](#) and her host of family members and friends.

Much of our time in August is spent in **collection development**, weeding books and other items that are no longer circulating from our collection but also taking a close look at the wear and tear on books and audiobooks that we were circulating. Courtnei Moyses has headed the "wear and tear" update, pointing out that books which look new will generally be treated as such, while books that look beat up will not be treated respectfully. She trained pages to be on the lookout for these and distribute them accordingly to the appropriate staff members. We have also made decisions on books that belong in our Favorite Character section (and books that no longer belong), as well as books that need to be removed or added to our JFIC Series section, which acts as a bridge for youth in between the Beginning Reader section and the longer fiction in our JFIC area. Both collections will look much more inviting in the coming weeks.

In terms of programs, we drastically slowed down from the Indy Car Races that were June and July, so that staff could take vacations and plan for the fall. We hosted 4 storytimes for 141 patrons. We also attended several outreach events, including 3 back to school events hosted by TCAPS and a Balance Bikes storytime at Norte. In total, we engaged 201 community members with this outreach. We also hosted a Family Yoga program for 16 community members.

As stated previously, the department remained busy (especially on rainy and warm days!) throughout August. In total, we answered 1,108 reference questions, including 996 walk-in questions, 104 phone questions, and 8 digital questions, all numbers which were up from August 2022.

Respectfully submitted
Andy Schuck, Head of Youth Services

Sight & Sound

August was a great month in Sight and Sound. A new display of color vinyl records was a big hit with patrons:



We're also excited about some new additions to the Library of Things - more on this in the upcoming months!

August Reference Questions

Digital: 135

Phone: 326

Walk-in: 1769

TADL Meeting Room Stats AUGUST 2023

Total: **147**

TADL meetings: **19**
Personal/Outside Group Meetings: **128**
Paid Meetings: **5**
Unpaid Meetings: **142**
Walk-ins: **28**
Advance Reservation: **119**

Number of Meetings by Room AUGUST 2023

McGuire Room: **24**
Thirlby Room: **66**
Study Room D: **57**

Respectfully Submitted,
Josh Denby
Head of Sight and Sound

Circulation

We welcomed back Amber Schroeder to our team of Library Assistants in August. Amber worked with us previously in Circulation and we are thrilled to have her back. Christina joined forces with Coutnei in Youth Services to do a Bookmobile outreach at Blair Elementary School and signed up/reinstated 4 patrons accounts.

August Circulation Numbers - Combined Branches (Woodmere, Kingsley, East Bay)

New patron accounts created: **↑284** (vs 271 last year)

Curbside pickups for August 2023: 14

Notary Public Service requests filled: 8

Circulation Statistics for MeLCat, August 2023:

- TADL items sent to borrowing institutions: **↓1428** (vs 1608 last year)
- TADL items received from lending institutions: **↑2362** (vs 1942 last year)






Respectfully Submitted,
Christina Meyers
Head of Circulation

Marketing and Communications

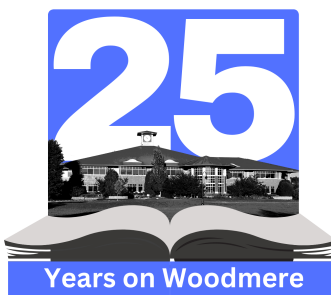
August provides a chance to do a final tally of items from summer reading, some of this year's numbers for my marketing items include:

- 261 photos of summer reading activities
- 303 pieces of content per month June - August (This is new content and includes graphic design items, brochures, flyers, etc.)

Favorite Facebook social posts, as determined by engagement were:

	We certainly sent Summer Library Challenge 2023 off in style last night! Thank you SO much to our library community for joining us - including: Fife Lake Public Library Challenge Island - Northwest Michigan Grand Traverse Conservation District The Painted Lady Face Art Girl Scouts of Michigan Shore to Shore TC Double Bubble We loved sharing our...	Post reach 3,006	Engagement 469
	We had a picture-book perfect morning with the pre-readers! Thank you to all our volunteers, Miriam Pico Music, Born to Read, Twister Todd (balloon artist extraordinaire) and all of our pre-reader families who joined us for bubbles, dancing, music, games, and LOTS of balloon twisting!	Post reach 1,842	Engagement 370
	Beep beep - thank you to everyone who joined us last night downtown for the parade! I think I speak for all bookmobiles (and librarians) when I say how much I love hearing people shout "I love books!" "I love reading!" and "Yay, library!" as we pass by. It was a new route deviation down Oak Street this year - and wow, what an enthusiastic...	Post reach 4,053	Engagement 337
	There's still time to pack more fun into summer! As a library cardholder you can get free passes and discounts to many attractions, parks, and campgrounds throughout the state. Your passes arrive electronically, no need to get them from the library - just pack your sunscreen and go! https://miactivitypass.org/	Post reach 2,656	Engagement 276
	It's only the first hour but our kickoff is already out of sight! We're thrilled so many people are joining us this summer :) We can't wait to see YOU - the magician takes the stage in the McGuire Room at 11 am and Z93 Hits from '90s to Now is here with swag and tunes to help us stay groovy!	Post reach 1,974	Engagement 207

Closing out summer we moved right into planning for Library Card Signup Month. We'll be unveiling a new card, along with an associated promotional campaign. I also completed some preparations for Banned Books Week, including our new slogan "A Book Can Save a Life" and the associated t-shirts. I assisted with multiple grants (bookmobile collection, restrooms, and chiller replacement), worked on wrapping up the 2023 advertising campaign, and started planning ahead to the 2024 budget. We are also looking forward to rolling out a heritage campaign to celebrate both 155 years of library services in our region AND the 25th anniversary of the "new" building on Woodmere! More details to come on the heritage campaign plans, which is planned to run through 2024.



Heather Brady
Marketing & Communications Manager

Human Resources

August was a slow month for hiring as we only had one remaining Library Assistant vacancy in Circulation to fill, for which we rehired Amber Schroeder. We are excited to have Amber back after her brief time away!

Other HR happenings included reviewing our benefits renewal options and preparing for

mid-September Open Enrollment meetings for staff to elect benefits for November 1, 2023 through October 31, 2024. Michele and I have met with all Department Heads to go over 2024 budgets and that is coming along well. I expect to present our first budget draft for discussion at the October 3rd Finance and Facilities Committee meeting.

Danielle Baldwin
Finance and Human Resources Manager

Facilities

- Refine Building Control System implementation
- Research new cooling options for Server Room
- Research insurance and repair options for Clock Tower soffits
- Research ADA restroom requirements
- Facilitate Bathroom Renovation Project Pre-Bid Conference
- Landscape around sign at East Bay Branch
- Plan 2024 Facilities Budget
- Facilitate S&S/Teen reshelving project
- Apply new signage on TBL window
- Obtain steam cleaner, utilize throughout facility

Respectfully submitted,
Bret R Boulter, Facilities Manager

TADL Talking Book Library

The Tuesday @ Two book group read, "There's a word for that" by Sloane Janen.

Chair yoga remains popular. It will be offered through the end of the year.

Notary requests filled-5

Anita Chouinard
Talking Book Library Manager

East Bay Branch Library

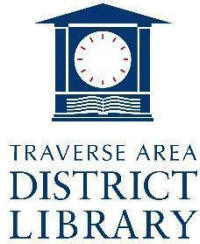
The month of August has been a fun one for the East Bay Branch. Our attendance at Sing & Stomp has not dropped off at the end of the Summer Library Challenge, though we have had to move storytime back inside due to weather conditions. Thankfully, our friends at the East Bay Township Offices have said how much they enjoy the controlled chaos in the building on Wednesday mornings. After storytime, many of the children and their caregivers come over to the library building for a snack, a craft, and an informal playgroup.

Many of our other regular programs have continued, including our Adult Coloring group, our Chair Yoga, which continues to gain in popularity, and our East Bay Book Club, during which Chantel led a nice discussion of *Remarkably Bright Creatures* by Shelby Van Pelt. (It wasn't a particularly heated discussion, since everyone that attended enjoyed the book.)

In addition to our usual offerings, we also hosted a Teen Tie-Dye event and an extremely successful after-hours Youth Escape Room. The preteens in attendance all enjoyed searching the library for clues and solving the puzzles (they escaped in time!) as well as the prizes and pizza afterward.

East Bay's entire staff attended the Staff Outing to the PitSpitters Game at the beginning of the month, and we hosted another enjoyable Staff Euchre Night as well.

Respectfully submitted,
Matt Archibald
Branch Manager



TADL Board of Trustees Finance & Facilities Committee

September 5, 2023
2:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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

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

Minutes Approval: It was motioned by Jones and approved by Deyo that the minutes from the August 1, 2023, Finance and Facilities Committee be approved. All were in favor. The minutes were approved.

Public Comment: No public comment.

Facilities:

- **Chiller Update.**

Howard explained how she and H. Brady have been working to finish a grant for a heat pump to replace the chillers. Boulter produced a memo about various types of chillers. Jones had a few questions which will be addressed at the October meeting.

Finance:

- **Rehmann as a Financial Consultant**

The packet for the meeting contained a proposal and some financial analysis from the Rehmann Group to offer consulting services to the library. After much discussion, the Trustees decided to not do an RFP or pursue services from Rehmann.

- **Draft Millage Language**

TADL attorney Zeits provided a draft of the Millage language. There was some discussion regarding the dates and the desire by the Trustees to levy the first millage in 2024. It was motioned by Jones and seconded by Deyo to put this on the September Board Agenda with the proper dates. All were in favor.

- **Funding Request from PIF for Building Control System**

Howard explained that when the original approval of the Building Control System happened on May 18, 2023, at the Board meeting, the funds were taken out of the General Fund - Facilities Budget. Howard is requesting to take this out of the Public Improvement Fund. It was motioned by Jones and seconded by Deyo in support of this action and to put this on the September Board Agenda. All were in favor.

- **Fund Definition Policy**

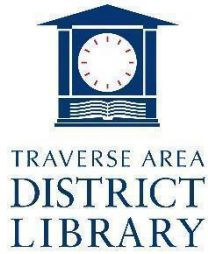
As a part of Baldwin's Government Accounting class, she revised TADL Policy 2.06 Fund Definitions. She updated the policy to follow GASB 54 standards. This policy was approved by the Policy Committee. It was motioned by Jones and seconded by Deyo to put this on the September Board Agenda for adoption. All were in favor.

Next Meeting Date / Time: October 3, 2023

Next Meeting Topic Suggestions: Chillers Update, Budget, MERS Total Liability Calculator

Public Comment: No public comment.

Adjournment: It was motioned by Jones and seconded by Deyo to adjourn. The meeting adjourned at 2:58 p.m.



TADL Board of Trustees Policy and Personnel Committee

September 5, 2023
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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

Agenda Approval: The agenda was approved as amended.

Minutes Approval: The minutes of the June 6, 2023 meeting were approved.

Public Comment: There was none.

Policy Committee:

- **Policy 4.06 Public Meeting Rooms – Revisions**

Howard explained that there were 3 sections to discuss changes to the policy. After much discussion, it was agreed to leave Limitations sections #3 and #4 unchanged. Section 6 it was agreed to change the total uses to 48 times in a single year or up to 4 times per month. It was agreed by Trustees to forward these changes for Board approval at the September Board meeting.

- **ADA Policy -**

Howard explained that the library did not have a policy that specifically addressed ADA issues. She found the policy from Pickney Library and provided it as an example. All Trustees agreed that this would be an important policy. Howard will draft a policy and have it available for the next committee meeting.

- **Policy 2.06 Fund Balance**

As a part of Baldwin's Government Accounting class, she revised TADL Policy 2.06 Fund Definitions. She updated the policy to follow GASB 54 standards. This policy will be reviewed and approved by the Finance and Facilities Committee. All Trustees approved the revisions and will acquiesce to the Finance Committee for final approval.

Personnel Committee:

- **Director Review**

Howard reminded the Committee per TADL policy, it is time for the Director to be reviewed again. Vickery will contact Axios to get the review started.

- **Board Self Review**

Howard mentioned the desire for the Board Self Review. She had already gotten a sample from Axios. Trustees agreed to do this in conjunction with the Board's Annual Retreat.

Howard will share what she has with the Trustees.

Next Meeting Date / Time: October 3, 2023, at 10:00 a.m.

Next Meeting Topic Suggestions: **Director Review; List of programming partners**

Public Comment: None

Adjournment: The meeting adjourned at 11:19 am.

2.6 TADL Fund Definitions Policy

The following policy has been adopted by the TADL Board of Trustees in order to address the implications of Governmental Accounting Standards Board (“GASB”) Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Library and jeopardize the continuation of necessary public services. This policy will ensure that the Library maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for daily financial needs;
- Offset significant economic downturns or revenue shortfalls;
- Provide funds for unforeseen expenditures related to emergencies; and
- Secure and maintain investment grade bond ratings

The following definitions will be used in reporting activity in governmental funds across the Library. The Library may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

General Fund – used to account for all financial resources not accounted for and reported in another fund.

Special Revenue Fund – used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

Debt Service Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for principal and interest.

Capital Projects Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for the acquisition or construction of capital assets.

Permanent Funds – used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the Library’s objectives.

The following categories will be used to report governmental fund balances in accordance with the definitions provided by GASB Statement No. 54:

Non-spendable Fund Balance – amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. *Classification* of non-spendable amounts will be determined before all other classifications and consist of the following:

- The Library will maintain a fund balance equal to the balance of any long-term outstanding balances due from others;

- The Library will maintain a fund balance equal to the value of inventory balances and prepaid items unless those items are offset with liabilities and result in fund balance;
- The Library will maintain a fund balance equal to the principal of any permanent funds that are legally or contractually required to be maintained intact; and
- The Library will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale.

Restricted Fund Balance – amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed Fund Balance – amounts that can be used only for the specific purposes determined by formal action of the TADL Board of Trustees. (*Authority to Commit:* a majority vote is required to approve the commitment and a two-thirds majority vote is required to remove a commitment).

Assigned Fund Balance – amounts intended to be used by the Library for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. (*Authority to Assign:* the TADL Board of Trustees delegates to the Director the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available [spendable, unrestricted, uncommitted] fund balance in any individual fund).

Unassigned Fund Balance – is the residual classification for the Library's General Fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending amounts that have been designated as restricted, committed, or assigned.

The following guidelines address the classification and use of fund balance in governmental funds:

Classifying Fund Balance Amounts - fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The General Fund may also include an unassigned amount.

Encumbrance Reporting – encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts not previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

Prioritization of Fund Balance Use – when an expenditure is incurred and when both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it will be the policy of the Library to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance

classifications could be used, it shall be the policy of the Library that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

Minimum Unassigned Fund Balance – the TADL Board has designated a minimum unrestricted fund balance in the General Fund ranging from 12-15 percent of the subsequent year’s budget. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment. Unrestricted fund balances, for the purpose of this fund balance recalculation, will include unassigned and assigned fund balances.

The following expanded definitions will be used in reporting activity in governmental funds and endowments across the Library. The Library may or may not report all types in any given reporting period, based on actual circumstances and activity.

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

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

Katherine D. Lewis Bequest (Non-spendable Endowment) – established in 1977 with \$20,000 by Katharine D. Lewis in her last will and testament with the following restriction “The interest on this money is to be used only for the purchase of new books.” Expenditures from interest on this fund may be executed by Administration for the purchase of new books when interest income is generated by the fund.

Affirmed on August 13, 1992 / Revised May 13, 2010 / Revised December 15, 2022 / Revised September 21, 2023

Motion by: _____

Adopted: Yes No

Support by: _____

P. Deyo, Board Secretary

Date

4.6 Public Meeting Rooms Policy

General

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

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

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

8. All minors using a meeting room must be under supervision by an adult 18 years of age or older in attendance at all times.
9. In the event of an unforeseen emergency the Library reserves the right to cancel or preempt any public meeting room reservations along with a full refund under those circumstances.

Limitations

1. Use of the meeting rooms may not interfere with normal library functions or operations and must be in accordance with the library behavior policy.
2. An admission fee may not be charged to attendees of events in library meeting rooms, nor is the request for “free will” donations allowed.
3. No promotions or sales of services, products, merchandise, materials, or other items are allowed. Sales of service or merchandise are not permitted except during library programs. Pro-bono or fee-free services that are expressly acknowledged as such may be acceptable provided that the user agrees that the provision of these services shall not be used to develop potential client lists or databases for future commercial solicitation. Use of meeting rooms for depositions is not permitted.
4. No commercial services may be conducted in library meeting rooms, which includes depositions, tutoring, and other fee-based services.
5. Library meeting rooms and facilities may not be used for weddings, funerals, or private parties.
6. Rooms may not be reserved more than three months in advance. No organization or individual may reserve a room more than **forty-eight (48)** ~~12~~ times in a single year or **up to four (4) times per month.** ~~one day in any single month.~~ Meeting rooms are booked on a first-come, first-served basis. Payment is required to secure use of the McGuire Room. Walk-in use is defined as immediate and in-person. Reservations made over the phone are defined as advance reservations.
7. Use of alcohol or controlled substances on TADL property, including meeting rooms, is prohibited per the Library’s Smoke, Tobacco, Alcohol, and Drug Free Campus policy.

Fees

1. Advance reservations are secured upon receipt of a completed agreement and payment of rental fees. Rental fees are charged in accordance with the current room and resources fee schedule as indicated in the Meeting Room Agreement.
2. Individuals or groups that do not leave reserved rooms by Library closing or in time for the next scheduled use of the room will be charged an Overuse Fee.

3. Individuals or groups that fail to leave any room in a clean, undamaged condition; or fail to leave the rooms in their original condition; or fail to clean the kitchen, may forfeit the right to use of the Library meeting rooms in the future and will be charged a cleaning service fee.

Refunds

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

Delegation

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

Indemnification

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

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

Revised 9-9-2010; Revised 3-15-2018; Revised 9-19-2019; Revised February 16, 2023; *Revised September 21, 2023*

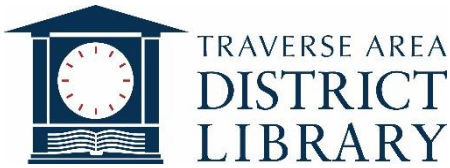
Motion by: _____

Adopted: Yes No

Support by: _____

P. Deyo, Board Secretary

Date



Financial Report Analysis for August 2023

Revenue

As of August, our State Aid has been received in full and Delinquent Property Tax revenue is still trickling in. We received grants totaling \$8,777 in August, comprising \$6,000 from the American Library Association for a Public Library Association Digital Literacy program, \$1,600 from the Library of Michigan as a stipend for Kingsley Branch Manager Amy Barritt to attend the ALA Conference in Chicago, and \$1,177 from Northland Library Cooperative funding STEM kits for our Bookmobile! Good things are happening!

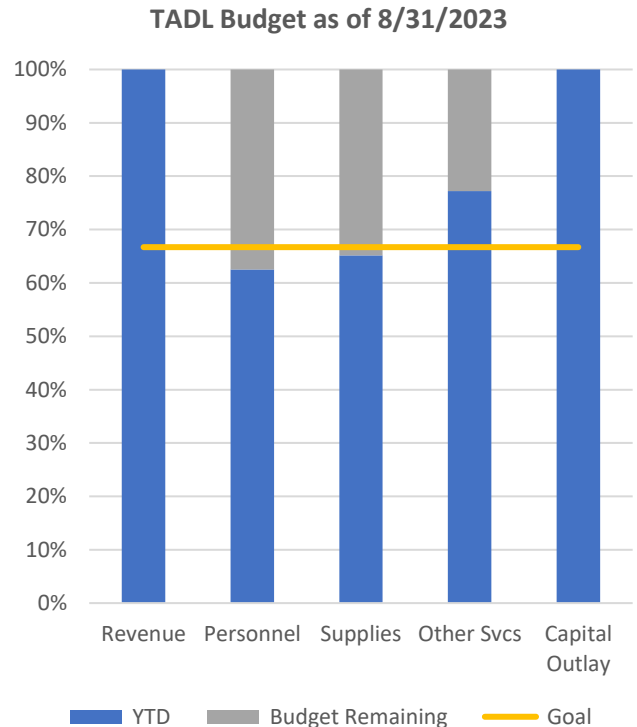
As a practice, we budget conservatively for other revenues such as Services, Fines, Sales, Meeting Rooms, and Donations as we do not want to overestimate what we ultimately bring in for the year. We are doing well toward our budgets for these revenues, many having already met budget figures.

Investment returns were quite positive in August, totaling \$10,406.

Expenditures

Note that percentage of Budget completed is 66.7% as of 8/31/2023. Line item details of interest:

- Personnel**
 Medical, dental, vision, life, and disability show higher percentages of budget used due to paying one month ahead. Our percentage of Budget completed for these line items is 75%. Remaining line items are in line with YTD expectations.
- Supplies**
 Repair and Maintenance Supplies show over budget; however, a number of these purchases were for the Front Lawn/Sign Project and are therefore covered by grant and donation revenue.
- Other Services/Charges**
 Insurance/Bonds and Member Library Allocations are paid once per year at the beginning of the year and tend to skew our Percentage of Budget used for this category until later in the year. Other individual line items are close to or under our target of 66.7% for the month of August.
- Capital Outlay**
 Using donated funds we have placed a deposit on an electric-assisted book bike, that will aid our staff in transporting materials to offer at the Farmer's Market and other outings. A budget adjustment will be necessary for this purchase.



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	2,381.97	5,656,963.76	22,256.76	100.39%
500 - Grants - Federal/State/Other	27,475.00	27,475.00	8,777.00	65,496.79	38,021.79	238.39%
540 - State Aid Grant - Library	107,468.39	107,468.39	54,493.64	108,227.82	759.43	100.71%
541 - State Aid Grant - TBL	41,073.00	41,073.00	0.00	41,073.00	0.00	100.00%
581 - Penal Fines	152,900.00	152,900.00	0.00	179,251.41	26,351.41	117.23%
602 - Fees/Services	41,650.00	41,650.00	0.00	29,378.00	-12,272.00	70.54%
607 - Overdue Fines/Replacement Fees	0.00	15,000.00	2,938.46	24,708.06	9,708.06	164.72%
642 - Sales	19,150.00	19,150.00	3,222.53	25,204.12	6,054.12	131.61%
653 - Meeting Room Rental/Equip Fees	2,000.00	2,000.00	1,440.00	1,840.00	-160.00	92.00%
665 - Interest & Gains/Losses	0.00	0.00	10,405.98	57,864.87	57,864.87	0.00%
674 - Donations/Contributions	26,200.00	26,200.00	808.71	32,021.61	5,821.61	122.22%
676 - Misc Revenue & Reimbursements	0.00	0.00	138.68	4,582.91	4,582.91	0.00%
Revenue Total:	6,052,623.39	6,067,623.39	84,606.97	6,226,612.35	158,988.96	102.62%
Expense						
Category: 70 - Personnel						
700 - Salaries & Wages	2,631,428.36	2,633,396.77	200,147.82	1,611,082.49	1,022,314.28	61.18%
710 - Social Security/Medicare	67,519.02	65,734.09	5,268.29	41,906.41	23,827.68	63.75%
712 - Medical Insurance	383,992.43	390,266.92	24,557.54	275,259.65	115,007.27	70.53%
713 - Dental Insurance	28,504.59	27,601.59	2,099.72	19,773.55	7,828.04	71.64%
715 - Vision Insurance	3,773.19	3,859.91	260.36	2,631.10	1,228.81	68.16%
716 - Life Insurance	8,909.10	8,764.70	1,204.96	5,580.14	3,184.56	63.67%
717 - Disability Insurance	15,558.59	15,300.47	2,157.00	9,945.48	5,354.99	65.00%
720 - 401K Retirement Contribution	121,111.05	118,965.45	8,224.62	68,524.79	50,440.66	57.60%
721 - MERS Defined Contribution Retirement	172,320.06	169,226.49	12,985.99	104,542.56	64,683.93	61.78%
722 - MERS DB Unfunded Liability	120,000.00	120,000.00	10,000.00	80,000.00	40,000.00	66.67%
723 - Worker's Compensation	8,000.00	8,000.00	0.00	7,894.00	106.00	98.68%
Category: 70 - Personnel Total:	3,561,116.39	3,561,116.39	266,906.30	2,227,140.17	1,333,976.22	62.54%
Category: 72 - Supplies						
728 - General Operating Supplies	197,065.00	189,065.00	9,559.59	106,713.57	82,351.43	56.44%
736 - Repair & Maintenance Supplies	6,750.00	14,750.00	538.79	14,814.97	-64.97	100.44%
741 - Books/Media/Online Resources/LoT	667,960.00	667,960.00	41,198.85	446,594.53	221,365.47	66.86%
Category: 72 - Supplies Total:	871,775.00	871,775.00	51,297.23	568,123.07	303,651.93	65.17%
Category: 80 - Other Services and Charges						
801 - Professional & Contractual Services	310,025.00	310,025.00	18,016.35	207,324.42	102,700.58	66.87%
804 - Advertising & Outreach	25,950.00	25,950.00	2,194.58	10,542.14	15,407.86	40.62%
807 - Insurance & Bonds	42,280.00	42,280.00	0.00	25,276.38	17,003.62	59.78%
809 - General Equip/Building/Grounds Maintenance	338,510.00	338,510.00	18,964.31	202,991.06	135,518.94	59.97%
850 - Communications	28,500.00	28,500.00	1,365.71	13,476.98	15,023.02	47.29%
921 - Utilities	109,700.00	109,700.00	9,631.78	63,556.11	46,143.89	57.94%
955 - Education & Travel	123,330.00	123,330.00	33,111.82	86,973.57	36,356.43	70.52%
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	3,878.65	2,621.35	59.67%
Category: 80 - Other Services and Charges Total:	1,634,732.00	1,634,732.00	83,284.55	1,262,456.31	372,275.69	77.23%
Category: 97 - Capital Outlay						
971 - Capital Furniture/Equipment/Building	0.00	0.00	0.00	2,825.00	-2,825.00	0.00%
Category: 97 - Capital Outlay Total:	0.00	0.00	0.00	2,825.00	-2,825.00	0.00%
Expense Total:	6,067,623.39	6,067,623.39	401,488.08	4,060,544.55	2,007,078.84	66.92%
Report Surplus (Deficit):	-15,000.00	0.00	-316,881.11	2,166,067.80	2,166,067.80	0.00%



SEPTEMBER 2023 DIRECTOR'S REPORT - VICTORIA SHURLY

Our parking lot will be sealed and re-stripped September 16-18, weather permitting. The library will need to close September 17 and 18.

The climbing rocks are in place to the north of our Children's Garden. The area will be used for outdoor story hours, creative play and just plain fun. The rocks and ½ the cost of installation were sponsored by the Friends of Peninsula Community Library. A volunteer sixth grader is designing the head of a snake from a large rock. The body of the snake will be created by any child who wants to add to it and will wind around the climbing boulders. Name of the play area? Stonehenge OM!

The Children's Garden now has two storybook playhouses, a castle climber and giant building bricks. The items were assembled by a great team of volunteers. We left the bricks when we moved with school, but when they didn't want them, we took them back and they are now immensely popular outside. We originally purchased them for \$1 a block from the Heritage Museum when it closed. We also acquired – inadvertently – a mud table & outdoor art easel, which were erroneously delivered when we ordered a sorting table. They were meant for a library in Bedford, Massachusetts. The company decided we could keep them as a gift since the cost of getting a freight truck here and then to Bedford is prohibitive.

Wing Watchers, our group of amateur birders, has three more meetings planned for fall. 9/11 Tom Ford, a self-described plant geek from Four Seasons Nursery talks about planting gardens to attract wildlife. 10/9, we have purchased one-time showing rights for the amazing film, Winged Migration. 11/6 will feature birdhouse building for holiday giving. The group will not meet in the winter but will start up again come spring. All programs start at 6:30 and everyone is welcome.

Our concert series continues into the fall with the last being October 12. People love bringing a picnic to enjoy while they listen. The concert minus the picnic can be held inside in bad weather.

We have been partnering with Versiti of Michigan for quarterly blood drives. The August drive collected 24 pints of whole blood that stays in Michigan. The next drive is scheduled for November 22.

Our collaboration with U of M's Michigan Medicine ends October 2 with a lecture on diabetes research and progress for a cure. Check our website for details! Online registration is required.

PCL Fun Fact: *There is a stained-glass piece done and donated by a patron that is of the same barn that lies beyond the window the piece is displayed in.*

Circulation August 2023: 3076 + 81 manual checkouts, August 2022: 3332

August Volunteers: 34 people (1 teen), 62 hours of time to PCL.

Curbside pickups: 3. Home delivery: 2. New library cards: 13

Hold Transit Counts July: 805 to other libraries from PCL, 460 from other libraries to PCL

Programs August: 26 Programs Participation August: 833 Reference Questions: 491

Website Hits: Not available this month Twilight Baby Bags: 1, 1000 Books Before Kindergarten: 2

Small Meeting Room Reservations: 15

Director's Progress Summary of Objectives set in 2022/2023 Fiscal Year

It has been a busy year of growth for our community library. My number one goal was to assure that PCL was visible in a positive context and that the people who call Old Mission Peninsula home, continue to see us as the heart of the community. If numbers say anything, that is indeed the case. Summer Reading Club alone had over 1200 participants, either as program attendees, readers, adult BINGO card returnees or all. Compare this with the year before we moved from the school where we had a total of under 100! Feedback has been overwhelmingly positive!

I have continued to cross train staff on various tasks. I am comfortable that this "well-oiled" team can step up in any situation in my absence. They can and have run the library seamlessly when I am away on vacation. I no longer worry as I did during the 2020 COVID shutdown that operations will freeze if I cannot be here for some reason. The PCL staff is a gift and truly runs as a team effort.

Along with the staff, I have worked on developing community partnerships. We have active relationships with Versiti for quarterly blood drives, the Old Mission Historical Society on programming, Michigan Medicine on health lectureship sessions, Old Mission Peninsula School on a third-grade local history program as well as Walk to School Day sponsorship, TBA Credit Union for Smart Money Week Michigan, United Way on a Martin Luther King Day Story Time and a few more.

Finally, we have continued to grow the library as a multi-use center for residents and visitors alike. The number of patrons using the library for business has boomed. Parents and grandparents use the play areas outdoors and indoors on a daily basis. Our twice a month Story Stew programs for preschoolers now attract a crowd. Diverse programming is attended by large numbers of patrons.

All in all, it has been a good year. While I am honored that so many people associate me with the good things happening at PCL, my staff has also become a large focus in that recognition. Without them, there would be no warm and happy community library. I am grateful to each of them!

Goals for 2023/2024

I have several goals for this year that build on accomplishments from the last. I intend to continue to seek new and innovative ways to meet the diverse needs of patrons who use the library. I will do this through programming that utilizes the strengths and talents of our gifted staff as well as through outside partnerships. I will continue to cross train the staff. In regard to growth in our community, we need to have policy and rules in place to handle "big" town issues when they arise. These need to be clear to patrons and easy for the staff to enforce. We are no longer the community where everybody knows your name – although we try hard at PCL! I will be reviewing policy with that Board committee over the year to assure that staff has solid guidelines to follow when there is a concern. While it is my intent to remain for the next 3-4 years if the Board will have me, I have started to work with a specific staff member on a future transition from my directorship to someone else's hands. It is ultimately the Board's decision on who to hire as Director, but this staff member at the very least, can serve as a transition. Traditionally at PCL, the Director has always worked with the Board on this to assure a smooth transition. More on this staff member as the year progresses! I think you will be pleased!

RESPECTFULLY SUBMITTED, VICKI SHURLY, PCL DIRECTOR 09/11/2023



TRAVERSE AREA
DISTRICT
LIBRARY

Board of Library Trustees Regular Meeting
Library Director Report
Meeting Date: September 21, 2023

Library Activity

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

<u>Year to Date Circulation Activity</u>			
<u>End of Month</u>	<u>Print/Audio/Video</u>	<u>Electronic Books/Audio/Video</u>	<u>TOTAL</u>
August 2022	671,151	209,039	880,190
August 2023	708,282	200,635*	908,917

Lending

Physical Circulation is up by 5.5% from last year.

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

*Two of our databases were having trouble reporting use statistics so this number is not complete.

Visitors – Woodmere, East Bay, and Kingsley Facilities

All of our visitor counts were down for August as Summer Library Challenge is over and patrons enjoy the last month of summer. The busiest day for August was Wednesday, the 23th, with 1,189 patrons. In August there were 31,664 visitors East Bay, Kingsley and the Main library. In August 2023, TADL added 322 new patrons district-wide. So far TADL has added 4,425 new patrons this year. That is about 17 per day!

Public Computing

The Technology Center and other computer services throughout the district saw a large decrease in August. This equates to 900 sessions as opposed to 2,356 in 2022 which is a 64% decrease.

Additions to the Collection

In August 2023, 2,722 items were added to the district.

Behavior Issues

There were 4 incidents in August 2023 resulting in 1 warnings, and 1 suspension. TADL is sad to hear that our liaison officer, Justin Nowland has taken a position as a Community officer at Central High School. Officer Nowland is an exemplary officer who was always there to help us. He will be missed.

TCPD is searching for his replacement. Social Worker Jennifer Holm continues to be an excellent resource for TADL.

Intellectual Freedom

I spoke with one patron who had some concerns about the Queer Tales book club. The suggestion is included with this packet. We had a respectful conversation and there was no protestor at the book club.

I've attached a Proclamation from Governor Whitmer in support of reading and libraries.

August Outreach, Partnership & Community Activities

Purposeful Partnerships

- Facilitated a partnership with Veterans for Peace to present Jack Segal speaking about nuclear weapons

Innovative Engagement

- Hosted Senator John Damoose for a Community Meeting

Community Activities

- Took the Bookmobile with Andy Schuck to the TCAPS Enrollment event at Tom's on 14th Street

Fun Staff Event

- I treated any interested staff to see the Pit Spitters play baseball. We had a great time together! Thank you to Betsy Myers who helped set this up.

Welcome Fall!

Michele P. Howard, MILS





Whitmer

September 6, 2023: Read A Book Day

September 06, 2023

WHEREAS, reading fosters imagination, education, creativity, and innovation for Michiganders of all ages; and,

WHEREAS, reading books with different perspectives expands our knowledge of each other and the world around us; and,

WHEREAS, Michigan's public libraries offer diverse book collections so readers can learn about topics that they're interested in and be transported to places they dream of; and,

WHEREAS, parents should work alongside their children to determine what their interests are and talk to their local librarians about what content they recommend and how to navigate the different sections of the library; and,

WHEREAS, today, Michiganders are encouraged to take a trip to their local public library and find a book to read that allows them to learn and grow;

NOW, THEREFORE I, Gretchen Whitmer, Governor of the State of Michigan do hereby proclaim the week of September 6, 2023, as Read a Book Day in Michigan.

Governor

Related News

September 16, 2023: Herald to the Farmer Day



~ Traverse Area District Library ~

We want to hear from YOU!

Comments & Item Suggestions*

Date: _____

I'M APPALLED THAT MY TAXES
GO TO SUPPORT THE QUEER
TALES BOOK CLUB.

SINCERELY DISGUSTED



~ Traverse Area District Library ~

We want to hear from YOU!

Comments & Item Suggestions*

Date: 8/5

Thank you for offering
such wonderful selections,
events, & help @ all
locations 😊

*Please hold this item for me

Name _____ Contact _____



- Traverse Area District Library -

We want to hear from YOU!

Comments & Item Suggestions*

Date: 8/19/23

Visiting from out of town and so impressed with your library! So beautiful & big! Thanks for having us! 😊

*Please hold this item for me

Name _____ Contact _____



- Traverse Area District Library -

We want to hear from YOU!

Comments & Item Suggestions*

Date: 9/1/23

Chair yoga is great! Excellent teacher! Please keep offering it!



~ Traverse Area District Library ~

We want to hear from YOU!

Comments & Item Suggestions*

Date: July 15

Lovely library - everyone was
so friendly. Keep it up!
Suggestions: perhaps a
temporary loan card for
visitors.

*Please hold this item for me

Name _____ Contact _____




~ Traverse Area District Library ~

We want to hear from YOU!

Comments & Item Suggestions*

Date: _____

We are visiting from
out-of-town
and  loved
this
library.

*Please hold this item for me

Name _____ Contact _____



~ Traverse Area District Library ~

We want to hear from YOU!

Comments & Item Suggestions*

Date:

11/3/23

I am a Librarian from the Bay area in California and I am very impressed with your Library! Great layout - super welcoming and very practical for the staff.

Heidi Omt/Veron

*Please hold this item for me

Name _____

Contact _____



~ Traverse Area District Library ~

We want to hear from YOU!

Comments & Item Suggestions*

Date: 7-8-23

I Loved the cherry festival display! Great job! I hope to see more fun displays in this space. It adds a lot to the library.

*Please hold this item for me

Name _____ Contact _____



~ Traverse Area District Library ~

We want to hear from YOU!

Comments & Item Suggestions*

Date: 7/22/23

This is an absolutely wonderful library.
Keep up the good work!!
-Pat from New York

Another of the many reasons to LOVE this library — rotary service!



**SPENCE
BROTHERS**

"Building Trust Since 1893"

September 14, 2023
Traverse Area District Library
610 Woodmere
Traverse City, MI 49686

Re: TADL 2023 Restroom Update

Attn: Bret Boulter

Dear Bret,

Please review the following proposal for the TADL 2023 Restroom Update project. Below are some inclusions and exclusions to help determine our scope of work. All items below are to be provided & installed per specifications listed in the "Scope of Project" dated 6/6/23 (revised on 7/18/23). All work is presumed to be performed in 2 phases.

Inclusions:

- Removal of existing bathroom accessories (salvage some items per specs).
- Removal of existing toilet partitions.
- Removal of existing toilets, urinals & sinks.
- Removal of existing mirrors.
- Removal of existing wall tile & substrate material.
- Removal of existing floor tile & thin-set adhesive
- Cut & cap supply/drain lines to (1) toilet in Women's #173.
- Install new epoxy floor covering all bathrooms.
- Install new wall tile & substrate in all bathrooms (mimic existing tile layout).
- Paint all walls & ceilings of the bathrooms.
- Install new toilet partitions.
- Install new & salvaged toilet accessories.
- Install new solid surfaces counters with undercounter sinks in gang bathrooms.
- Install new P-lam ADA enclosures at ADA accessible sinks.
- Install new wall hug sinks in staff bathrooms.
- Install new toilets in all bathrooms.
- Install new door operators on entrance doors to bathrooms #107 & #173.
- Install 110v power supply to door operators.
- Dumpsters.
- Supervision.
- Clean up.

Exclusions:

- Engineering.
- Architectural Drawings.
- Overtime or afterhours.
- Building Permit



**SPENCE
BROTHERS**

"Building Trust Since 1893"

Base Bid Total Cost-----\$283,000.00

Alternate #1 New door & frame for Women's Bathroom #173-----\$ 4,800.00

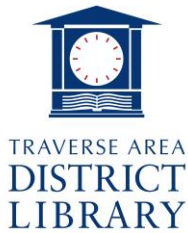
Alternate #2 LED Light Tubes Upgrade-----\$ 650.00

*All alternate costs are **not** included in "Base Bid Total Cost" & are added costs.*

Please contact me with any questions.

Sincerely,

Jeff Berden



RESOLUTION

Millage Ballot Question Language Adoption and Certification for Submission

September 21, 2023

WHEREAS, MCL 397.183 authorizes district libraries to impose and levy ad valorem property taxes for district library purposes on the taxable value of property in the district in an amount not to exceed 4 mills if approved by a majority of the qualified electors voting on the question; and

WHEREAS, in 1996, the Traverse Area District Library electors approved a Library Millage of 1.1 mills for the purpose of providing library funds for the Traverse Area District Library; and

WHEREAS, in 2016, the Traverse Area District Library electors approved a renewal of the previously approved millage at 0.9548 mills, which was the amount the previously approved millage had been reduced to as a result of the “Headlee Rollback” (the “2016 Millage”); and

WHEREAS, the 2016 Millage has been reduced further to .9044 mills; and

WHEREAS, the Traverse Area District Library Board wishes to obtain voter approval to levy up to the amount of the previously approved millage of 1.1 mills beginning with the 2024 levy instead of and as a replacement for the 2016 Millage for the purpose of providing funds for all district library purposes authorized by law for a period of 10 years; and

WHEREAS, it is necessary and desirable to submit the Library Millage proposal to the Traverse Area District Library’s electors at the regular election to be held on August 6, 2024 (the “August Election”); and

WHEREAS, in order for the Library Millage proposal to be submitted at the August 2024 Election, it is necessary for the Board to adopt and certify the wording of the Library Millage to the County Clerks of Grand Traverse County and Leelanau County, State of Michigan as required by the Michigan Election Law and the District Library Establishment Act, MCL 397.185(2);

NOW, THEREFORE, BE IT RESOLVED that the Traverse Area District Library Board

1. Adopts and certifies the following millage ballot question language to be placed on the August 6, 2024 election ballot to be submitted to a vote of the qualified electors of the Traverse Area District Library:

TRAVERSE AREA DISTRICT LIBRARY

MILLAGE PROPOSAL

This proposal is to restore the full amount of the 1996 millage that was approved by the voters in the amount of 1.1 mills beginning with the December 2024 tax levy in order to provide funds for the Traverse Area District Library for the next 10 years.

For the purpose of providing funds for the Traverse Area District Library for all district library purposes authorized by law at an increased millage level, shall the previous voted annual tax rate which may be levied against all taxable property within the Traverse Area District Library district, Grand Traverse County, and a portion of Leelanau County, Michigan, be increased and shall the Traverse Area District Library be authorized to levy up to 1.1 mills (\$1.10 per \$1,000 of taxable value) as a new, additional millage annually for 10 years, beginning 2024 through 2033, inclusive?

If approved and levied in full, this millage will generate an estimated \$8,020,750.00 in revenue for the Traverse Area District Library in the first calendar year of the levy (2024).

By law, a portion of the millage may be disbursed to other governmental entities that capture property taxes within their jurisdictions. These are the Grand Traverse County Brownfield Redevelopment Authority, Grand Traverse County Land Bank Authority, and the Leelanau County Brownfield Redevelopment Authority.

- Yes
- No

2. If the proposition is approved, the Traverse Area District Library shall not levy the 2016 Millage beginning with the 2024 levy for the remainder of its term.
3. All Public Officials of Grand Traverse County and Leelanau County, State of Michigan, and all Governmental units thereof, within such time as shall be required by law, are requested to perform all acts which shall be necessary to be performed in order to submit the above stated proposition to the duly qualified voters within the Traverse Area District Library district at the election to be held within the territory of the Traverse Area District Library, on Tuesday, August 6, 2024, including publishing the notice of the election and the close of registration in the manner required by law and the District Library Establishment Act.

4. The President is authorized to make any non-substantive changes to the proposed ballot language or notices authorized by this Resolution if changes are requested by the County Clerks or other person or entity authorized by law and said changes comply with the Michigan Election Law and are consistent with the law governing district libraries.

The Board Secretary is hereby authorized and directed to file a certified copy of this Resolution with the County Clerk or other entities that are legally responsible for receiving this Resolution in the manner required by law and complete any such forms, certificates, actions, or documents as may be required to evidence the foregoing resolution and certification and submission to be placed on the August 6, 2024, election ballot by no later than October 15, 2023.

Motion made by _____. Seconded by _____.

Upon roll call vote the following voted:

	Aye	No
Susan Odgers	_____	_____
Maylee Pakieser	_____	_____
Paul Deyo	_____	_____
Michael Vickery	_____	_____
Jeffrey Wescott	_____	_____
Joseph Jones	_____	_____

The President declared the resolution adopted.

Susan Odgers, President

CERTIFICATE

I, Paul Deyo, the duly appointed and acting Board Secretary of the Traverse Area District Library Board hereby certify that the foregoing resolution was adopted by the Traverse Area District Library Board by a roll call vote at a regular meeting of the Board held on September 21, 2023, at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.

Paul Deyo, Board Secretary

BOARD MEMO

TO: TADL BOARD

FROM: MICHELE P HOWARD, MILS

SUBJECT: EXPENDITURE FROM PIF FOR SMART BUILDING SYSTEM AND TRAIN PUMP REPLACEMENT

DATE: 9/21/23

On May 18, 2023, the Board of Trustees approved spending not to exceed more than \$30,000 for the implementation of the Smart Building System. The total ended up being \$28,985.

The system has been implemented and I am now asking the Board to use Public Improvement Funds to pay for this purchase instead of the General Budget.

Additionally, there were two replacement pumps needed for the heating systems (boiler and air handler) totaling \$10,254.30. I'd also like to pay for this expense out of the Public Improvement Fund.

Suggested Motion: To pay for the Smart Building System and Hurst pump replacements totaling \$39,239.30 out of the Public Improvement Fund.

Hurst Mechanical
5800 Safety Drive NE
Belmont, MI 49306
(616)784-4040



Bill To
Traverse Area District Library
610 Woodmere Avenue
Traverse City, MI 49686

www.hurstmechanical.com

Invoice No. **12476775**
Customer PO No. Bret
Invoice For **Repair Job #30110099 (08/21/2023)**
Transaction Date **8/30/2023**
Due Date **9/29/2023 (Net 30)**

Service Location
Traverse Area District Library
610 Woodmere Avenue
Traverse City, MI 49686

Notes

Provided labor and material to replace heating system pump and air handler heating pump per quoted price. Removed and replaced heating pumps #3 in boiler room and #6 on third floor air handler. Wired in new pumps and verified proper rotation. Refilled system. Purged air and leak checked. Found seals on magnet filter and sediment filter failed on bypass loop. Valved off and ordered replacements. Continued bumping pumps and purging air from third floor until satisfactory. Site was in the middle of a controls upgrade. Left pumps and boilers off until controls contractor returned. Informed customer of status.

Code	Item	Svc	Qty	Amt
Services				\$10,254.30
	Quoted Price	HVAC	1	
GRAND TOTAL				\$10,254.30

Terms & Conditions

- Use tax paid by Hurst Mechanical at point of purchase is included in material charge.
- Hurst charges a 3% credit card processing fee.



Acct Costing 101-790.111-809
Dept Head [Signature]
Director MPH



Smart Building Services

6332 Belmont Ave NE
Belmont, MI 49306
Phone: (616) 826-7509
Fax: (844) 239-7850


Invoice

Invoice Number
20230210-1
Invoice Date
8/16/2023

Bill To: Traverse Area Distict Library
610 Woodmere Ave.
Attn: Michele Howard
Traverse City, MI 49

Re: Keen TADL HVAC DDC Controls

Our Job No	Customer Job No	Customer PO	Payment Terms	Due Date
20230210			Net 30 Days	9/15/2023
Description				Price
PO#2305069-Traverse City Area District Library HVAC DDC Controls Retrofit - Work Complete				28,985.00


 Acct Costing 101-790.111-809
 Dept Head [Signature]
 Director _____

Subtotal \$ 28,985.00
 Sales Tax (if applicable) \$ 0.00
Total Due \$ 28,985.00

Thank you for your business!