



AGENDA

Board of Trustees Regular Meeting
& 2024 Budget Hearing
Thursday, November 16, 2023 at 3:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment***

5. **Public Hearing on the 2024 Budget**
 - a. Introduction of the 2024 Budget – President Odgers
 - b. Budget Overview and Details – Director
 - c. Public comment*

6. **Discussion and Action to Adopt the 2024 Budget**
 - a. 2024 Budget Resolution

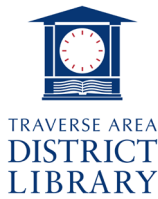
7. **Consent Agenda**
 - a. Approval of Minutes – Regular Meeting of October 19, 2023
 - b. Department Reports
 - c. Finance and Facilities Committee Report – did not meet
 - d. Policy and Personnel Committee Report – did not meet
 - e. Financial Report
 - f. Member Library Communications – FLPL | IPL | PCL
 - g. Friends of TADL Report – Jud Barclay, President
 - h. Correspondence

8. **Items Removed from the Consent Calendar**
9. **Director Report**
10. **Old Business**
 - a. Report on MLA Presentation – Howard and Vice President Pakieser
11. **New Business**
 - a. Minor Revision to Policies:
 - i. 1.9 Freedom to Read Policy
 - ii. 1.10 Freedom to View Policy
 - iii. 1.11 Library Bill of Rights Policy

12. **Public Comment***
13. **Trustee Comment**
14. **Closed Session (if needed)**
15. **Adjournment**

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

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.



2024 Operational Budget Overview

Budget Hearing: November 16, 2023

To the TADL Board and Community:

I am pleased to present the draft 2024 Operational Budget to the Traverse Area District Library Board of Trustees. This budget provides administrative expectations for operational expenses that will support public library services online and in six facilities in addition to operations for the TADL Talking Book Library. This is a balanced budget; the operational expense expectations fall within expected revenues for year 2024.

Budget Packet:

1. Budget Resolution: This represents the budget presented for approval and provides the four Budget lines that the Director must observe, as required in the [TADL Budget Adjustment and Disbursement Policy](#).
2. Budget Details: This report is similar to what the TADL Board receives each month in the form of a financial report, but is expressed in six columns to show 2022 Actuals, Original 2023 Budget, Amended 2023 Budget, Projected 2023 Year-End amounts, 2024 Expected Revenue and Expense, and the percentage difference between 2023 and 2024.

Overall Budget Environment and Budget Objectives in 2024:

- Maintain stable operations and a strong financial position.
 - Maintain operational costs while ensuring continuous improvements to customer service.
 - Increase spending for online and lending collections with emphasis on digital books.
 - Increase spending on personnel to meet the needs of our patrons.
 - Increase fundraising, use of grant opportunities, and cultivate relationships with donors.
 - Provide adequate budget to maintain facilities and technology as needs increase with aging infrastructure and changes in technology.
 - Judiciously use fund balances for capital expenses and to pay down unfunded pension liabilities.
- Assure the highest possible return on public investment through full use of the public library.
 - Continue application of technology and digital resources to reach the service population and its changing needs.
 - Reach out to increase the number of registered account holders in the service area.
 - Use strong promotional techniques to keep residents informed about the availability of traditional and new or changing services.
 - Execute Year Three of the Strategic Plan as guided by our community and adopted by the Board with an emphasis on literacy.

Special Emphasis in 2024:

- Begin year three of a three-year Strategic Plan focusing on the topics of Inclusivity and Targeted Outreach.
- A continued presence in our communities and schools, through outreach and collaboration, to promote library use and develop a greater understanding of the many services the library provides to our partner public and charter schools.
- Maintain our current technology with high demand items like Wi-Fi hotspots while expanding 3D printing services, electronic resources, and the very popular, Library of Things collection.
- Addressing upcoming building maintenance needs at the Main Library facility specifically the bathrooms and the possibility of solar options.
- Strengthening existing, and building new, collaborative relationships with community partner organizations.
- Continue and expand Bookmobile services.

Revenues

The current TADL millage rate is .9044 mills for operations. Our debt service bond was repaid during 2017, so there is no levy for debt retirement. Local municipalities, including TADL, are again seeing an increase in property tax revenue due to rising property values; however, this year’s levy was not rolled back from .9044 mills due to the rate of inflation. The requirements of the Headlee Amendment which calls for millage reductions when property values increase more than the level of inflation. This is the first time in six years that we have not seen a rollback.

<u>TADL Revenues</u>	<u>Property Tax</u>	<u>State Aid/ Penal Fines</u>	<u>Fines/Fees Services</u>	<u>Other Revenue</u>	<u>TADL Revenue</u>
2015 actual	4,264,013	388,374	149,658	158,062	4,960,107
2016 actual	4,333,605	388,890	140,313	101,902	4,964,710
2017 actual	4,532,111	353,891	219,052	142,602	5,247,656
2018 actual	4,634,573	366,670	195,401	61,741	5,258,385
2019 actual	4,724,449	349,204	162,761	272,201	5,508,615
2020 actual	4,937,353	315,030	69,501	172,859	5,494,743
2021 actual	5,133,182	300,309	65,657	271,858	5,771,006
2022 actual	5,357,525	306,278	112,683	213,212	5,989,698
2023 projected	5,661,132	328,552	118,590	223,245	6,331,519
2024 proposed	6,155,304	299,441	49,650	86,305	6,590,700

2023 Property Tax revenue increased again this year through the regular levy and Personal Property Tax reimbursement. While State Aid remained stagnant, Penal Fine receipts returned to decreasing with 2024 projected to drop 1.3%. Income from Services will be less than 2023 due to Interlochen Center for the Arts no longer receiving TADL services. Income from Fines exceeded expectation even with the Board Policy to remove fines to increase patron usage and remove barriers for patrons who can’t afford fines. In 2023 we did not transfer funds from our Internal Service Fund as that account was closed in 2022. Additionally, in 2023, there were no funds transferred to make an additional

payment to the Municipal Employees’ Retirement System (MERS) for our current unfunded pension liability. This was in anticipation of some anticipated capital expenditures.

2024 Property Tax revenue is projected to rise especially considering there was no Headlee rollback. We will continue to receive the Local Community Stabilization reimbursement though this is also drastically trending down. State Aid has not increased since last year due to the lack of political will by the State Legislators. Penal Fines remain difficult to estimate as they vary widely from year to year and the legislature continues to try to erode this source of income for libraries.

Personnel Cost Projections

In 2024, the overall percentage of personnel cost will increase about 8.6%. Wage increases are budgeted because of the contractual agreement and merit raises. Additionally, there are increases for Pages and Substitute Library Attendants, retirement PTO payout, the addition of hours to 2 part-time staff to make them fulltime, and the addition of one Library Assistant in the Technology Department. Health care costs increased 18% for employees utilizing this benefit. Retirement and 401k costs are up due to raising wages. We are responsible for actuarially determined payments toward TADL’s unfunded accrued pension liability which will vary from year to year based on market performance, employee retirements, and mortality. In 2019, the Board voted to make payments above the minimum required amount. For 2024, TADL will continue to pay MERS monthly payments of \$10,000 which is \$4,289 over the required payment of \$5,711. All told, personnel expenses account for about 58.6% of the library’s budget in 2024.

<u>Personnel</u>	<u>Wages</u>	<u>Benefits</u>	<u>Total Pers. Expense</u>
2015 actual	2,027,358	737,385	2,764,713
2016 actual	2,037,947	1,149,879*	3,187,826
2017 actual	2,139,422	954,750*	3,094,172
2018 actual	2,253,432	973,646*	3,227,078
2019 actual	2,302,685	963,170*	3,265,855
2020 actual	2,255,968	896,147*	3,152,115
2021 actual	2,384,015	1,025,191*	3,409,206
2022 actual	2,564,239	985,344*	3,549,583
2023 projection	2,614,335	890,839	3,505,174
2024 proposed	2,832,079	1,030,563	3,862,642

*Includes amounts paid to Municipal Employees’ Retirement System (MERS) for unfunded accrued pension liabilities with funds transferred in from the Internal Service Fund in the amount of \$114,173.30 in 2022. These extra payments, made seven years in a row, have resulted in decreased unfunded pension liability. Specifically, in 2015 our pension was 62 % funded, in 2016 it increased to 80%, and in 2017 it rose to 82%, in 2018 to 85% funded, in 2019 it was 84% due to changes in actuarial calculations, in 2020 to 86% funded, in 2021 to 90% funded, and in 2022 to 91% funded. Our extra \$52,452 payment in 2023 will be recognized in the MERS actuarial report that we will receive in summer 2024.

Other Notes

Lending Collections and Electronic Resources: Patrons continue to explore and use our digital collections that have seen a large increase since the pandemic. As mentioned before, this creates an expensive drain on the budget which we are working on balancing. The physical collection lending is making a strong return as well. We are committed to budgeting at least 10% of our annual budget for lending materials. This 2024 budget proposal reflects materials spending at 11.3% of the expenditures.

Children's Library Services: TADL will continue to emphasize development of children's library services with increased attention on program development, promotions, and outreach for this important age group especially with the addition of a Bookmobile and the Youth Literacy Librarian.

Maintenance and Repair: The Main Library continues to show its age as a 25-year-old building. As it has been resolved in 2023 that the roof is in good condition and will last another 10 years, it is time to turn our attention to the bathrooms.

Supplies: As this is our second budget with the new Chart of Accounts, supplies should be more in line with 2023 than 2022 which was the old system. There is a 13.1% increase to General Operating Supplies. This increase is to update the Adult Services Collection and to fund the growing expense of digital books.

Outreach/Advertising/Printing: This is another area that saw a large (67% increase). This is planned spending for our millage education and a literacy campaign.

Member Library Allocations: Per the contract, Interlochen and Fife Lake Libraries saw a 5.6% increase in their payments. The contract covers 10 years, with base increases (or decreases) calculated on a formula which compares receipts from Property Taxes, Penal Fines, and State Aid from year to year. Peninsula will be receiving a significant (20%) increase this year because in order for them to receive State Aid they must receive 3/10 mill in local support. Due to the increasing property values, Peninsula was at risk of falling below that amount.

Technology: The Technology Department staff continue to replace computer and equipment as needed to guarantee the high level of service provided to patrons and staff. The 2024 budget includes software that has been added in 2023 including Zoobean, the reading challenge application, additional 3D printers, and Collection HQ to help librarian's select, manage and promote their collections.

Technology Services to Other Libraries:

We continue to provide technology services to Kalkaska County Library and Suttons Bay-Bingham District Library. Budgets for these contractual agreements include direct and indirect costs. The Technology Department continues to help with technology issues, as well as smaller projects for other libraries in the area and for members of the Northland Library Cooperative.

Contributions and Grants: The Friends of TADL held two book sales this year and continue their generous support for our newsletter, Ancestry.com, paying for bussing TCAPS 1st graders for a library visit, and the Summer Learning Challenge. The Kingsley Friends of the Library also provide substantial

support to the Kingsley Branch Library for supplies and programming as needed. We continue to seek donations and other sources of funding for the bookmobile, relocation of the Teen Services department to the second floor, modernizing the services and technological tools available in the Technology Center (formerly the Public Computing Center) at the Main Library, and are beginning to raise funds for remodeling the bathrooms. Despite that grant funds are getting significantly more competitive to achieve as ARPA fund dry up and more organizations feel the strain of inflation, TADL will continue to pursue grants as they allow us to provide new services to our community and beyond, and help us foster partnerships within our region.

Capital Expenditures and Use of Fund Balance: Some future projects include renovating the bathrooms, new carpet, chiller replacement, elevator updates, and painting. Some of these projects will be funded through our operating budget, and we will be requesting funding from appropriate fund balances. We hope to prioritize and address each of these issues over the next couple of years with the caveat that other urgent needs could arise at any time, requiring immediate action.

Thank you for your consideration of the 2024 budget proposal.

Michele P. Howard
Library Director
Traverse Area District Library

**2024 Annual Budget
Traverse Area District Library
General Fund**

Draft Budget - 11/16/2023

	Actual 2022	Original 2023 Budget	Amended 2023 Budget	Projected 12/31/2023	Proposed 2024 Budget	% Diff. 2023 v. 2024
Revenue						
Current Levied Property Taxes	5,293,788	5,604,207	5,604,207	5,611,171	6,114,804	9.1% ¹
PILT/Delinquent Tax, Other	63,737	30,500	30,500	49,961	40,500	32.8% ²
Grants - Federal/State/Other	60,643	27,475	27,475	67,202	29,450	7.2% ³
State Aid - TADL	104,893	107,468	107,468	108,228	107,468	0.0%
State Aid - Talking Book Library	41,073	41,073	41,073	41,073	41,073	0.0%
Penal Fines	160,312	152,900	152,900	179,251	150,900	-1.3%
Fees/Services	43,498	41,650	41,650	58,450	29,650	-28.8%
Overdue Fines/Replacements	30,128	15,000	15,000	36,350	18,000	20.0% ⁴
Sales	35,857	19,150	19,150	21,486	22,650	18.3% ⁵
Meeting Room/Equip Rentals	3,200	2,000	2,000	2,304	2,000	0.0%
Interest & Gains/Losses	-58,380	0	0	79,384	7,500	0.0%
Donations/Contributions	95,140	26,200	26,200	56,193	26,200	0.0%
Misc Revenue & Reimbursements	1,635	0	0	20,466	505	0.0%
Total Revenue	5,875,525	6,067,623	6,067,623	6,331,519	6,590,700	8.6%
Transfer In	114,173					
Use of Fund Balance						
Revenue from All Sources	5,989,698	6,067,623	6,067,623	6,331,519	6,590,700	8.6%

1 - Property values increasing combined with no Headlee Rollback due to inflation rates equals a higher levy for 2024.

2 - Actual revenue amounts for both 2022 and 2023 have far exceeded the \$30,500 budget. We anticipate an increase in 2024.

3 - Increased grants from Northland Cooperative

4 - Despite going fine-free for the majority of our materials, we continue to have increases in our revenue for Overdue Hot Items and Replacements.

5 - We expect sales of merchandise to continue rising as we offer new items.

**2024 Annual Budget
Traverse Area District Library
General Fund**

Draft Budget - 11/16/2023

Expenditures	Actual 2022	Original 2023 Budget	Amended 2023 Budget	Projected 12/31/2023	Proposed 2024 Budget	% Diff. 2023 v. 2024
Personnel						
Salaries & Wages	2,564,239	2,631,428	2,633,397	2,614,335	2,832,079	7.5% ⁶
Social Security/Medicare	65,781	67,519	65,734	69,257	66,568	1.3% ⁶
Medical Insurance	353,324	383,992	390,267	355,851	462,679	18.6% ⁷
Dental Insurance	27,006	28,505	27,602	28,857	27,149	-1.6%
Vision Insurance	3,756	3,773	3,860	3,395	4,078	5.7% ⁸
Life Insurance	7,928	8,909	8,765	7,612	9,445	7.8% ⁶
Disability Insurance	14,024	15,559	15,300	13,585	16,357	6.9% ⁶
401(k) Retirement	106,081	121,111	118,965	112,455	131,853	10.8% ⁶
MERS DC Retirement	165,078	172,320	169,226	172,061	184,133	8.8% ⁶
MERS DB Unfunded Liability	234,173	120,000	120,000	120,000	120,000	0.0%
Workers' Comp.	7,766	8,000	8,000	7,767	8,300	3.8% ⁶
Unemployment	427	0	0	0	0	0.0%
Total Personnel	3,549,583	3,561,116	3,561,116	3,505,175	3,862,642	8.5%
Supplies						
General Operating Supplies	203,429	197,065	189,065	166,171	222,350	17.6% ⁹
Rep & Mnt. Supplies	6,294	6,750	14,750	16,713	16,750	13.6% ¹⁰
Library Materials	623,192	667,960	667,960	659,744	744,705	11.5% ¹¹
Total Supplies	832,915	871,775	871,775	842,628	983,805	12.9%

6 - Wages are increasing due to 3% cost of living and union step increases, as well as raises for non-union staff including Pages, Desk Attendants, Substitutes, and Management. Additionally, we plan to increase staffing hours, resulting in changes to FTE's, this accounts for the remaining budget increase to Wages. Other Personnel expenditures automatically increase along with Wages.

7 - Medical Insurance is increasing 18.6% due to a combination of 5.8% increase in premiums and an increased cost due to changes in positions and resulting eligibility.

8 - Vision Insurance is increasing due to changes in positions and resulting eligibility.

9 - 14% increase is comprised of 2.5% increase for Summer Reading t-shirts, 5.5% increase for Summer Reading program supplies, and 6% increase for computer equipment.

10 - Budgeting an extra \$2,000 for maintenance supplies due to inflation.

11 - Library Materials are increasing 11.1%, the majority of which is an increase in the budget for Books. Additional increases are for Databases and downloadable e-Audio/e-Books. We are reducing our Music/CD budget.

**2024 Annual Budget
Traverse Area District Library
General Fund**

Draft Budget - 11/16/2023

Expenditures, continued	Actual 2022	Original 2023 Budget	Amended 2023 Budget	Projected 12/31/2023	Proposed 2024 Budget	% Diff. 2023 v. 2024
Other Services and Charges						
Professional/Contractual Services	205,983	308,425	308,425	242,200	336,360	9.1% ¹²
Advertising & Outreach	14,932	25,950	25,950	26,550	43,500	67.6% ¹³
Insurance	32,136	42,280	42,280	25,276	30,574	-27.7% ¹⁴
Repairs & Maintenance	353,017	340,110	340,110	349,546	328,730	-3.3% ¹⁵
Communications	26,161	28,500	28,500	22,053	28,500	0.0%
Utilities	102,971	109,700	109,700	105,463	114,800	4.6% ¹⁴
Education & Travel	97,803	123,330	123,330	111,774	129,948	5.4% ¹⁶
Member Libraries	639,000	648,437	648,437	648,437	718,841	10.9% ¹⁷
Misc	276	0	1,500	0	1,500	0.0%
Property Tax Reimbursement	2,892	8,000	6,500	4,892	6,500	0.0%
Total Other Services & Charges	1,475,169	1,634,732	1,634,732	1,536,191	1,739,253	6.4%
Capital Outlay						0.0%
Total Capital Outlay	42,825	0	0	12,650	5,000	0.0%
Total Expenditures	5,900,491	6,067,623	6,067,623	5,896,644	6,590,700	0
Transfer Out						
Expenditures from All Sources	5,900,491	6,067,623	6,067,623	5,896,644	6,590,700	8.6%
Credit/(Debit) to Fund Balance	89,207	0	0	434,875	(0)	

12 - We are budgeting for slight increases in Attorney fees in preparation of union negotiations, Programming fees, and Software. The majority of this increase is for moving the Security Guards from the Repairs/Maintenance budget line item to this more appropriate Contractual Services budget.

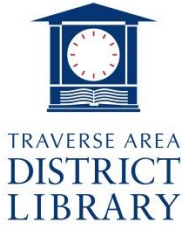
13 - Budgeting an additional \$5,800 for outreach mailings to residents, and an additional \$10,500 for a Literacy Campaign.

14 - Both Insurance and Utilities are budgeted to have slight increases for 2024.

15 - Increasing the Repairs/Maintenance budget by approximately \$20,000 (comprised of increases to building maintenance and grounds contractors) but also reducing it by moving the Security Guards out to another line item.

16 - Many staff attending MLA in TC, a few staff attending PLA in Ohio (biennial conference), and two staff to the MERS Conference.

17 - Member Library payments to increase 5.61%; however, with such an increase for Peninsula Community Library, they would be receiving equivalent to only 0.2639 mills, however, a requirement of State Aid is a minimum of 0.3 mills. We have therefore corrected this for PCL's State Aid requirement.



RESOLUTION

2024 Budget Resolution

November 16, 2023

Resolved, that the estimated revenues for 2024 result in the following total amount available for appropriation:

Tax Levy	6,114,804
Other Taxes	40,500
State Aid	148,541
Grants	29,450
Fees/Services/Sales/Rentals	54,300
Overdue Fines	18,000
Penal Fines	150,900
Interest & Dividends	7,500
Contributions	26,200
Reimbursements	<u>505</u>
Total available to appropriate	<u><u>6,590,700</u></u>

Further, that from the total available, the following appropriations are made:

Personnel Services	3,862,642
Supplies	983,805
Other Services and Charges	1,739,253
Capital Outlays	<u>5,000</u>
	<u><u>6,590,700</u></u>

Motion to adopt the resolution was introduced by: _____

And supported by: _____

Motion adopted: Yes / No _____

(date)

Paul Deyo, Board Secretary



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, September 21, 2023 at 3:00pm
McGuire Community Room
610 Woodmere Ave., MI 49686

1. Call to Order

The meeting was called to order by President Odgers 3:00pm. Present were: Odgers (President); Deyo (Secretary); Jones (left at 4:30pm), Wescott (left at 4:34pm), and Vickery (Trustees). Pakieser (Vice President), and Howard (Director); was absent. Also present were: Zeits (Council); Morey (Assistant Director for Technology); 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. Reading of Library Appreciation Month Certificate of Proclamation by President Odgers

President Odgers read the certificate of proclamation, in full, signed by Gretchen Whitmer, Governor of Michigan.

4. Approval of the Agenda

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

5. Public Comment

President Odgers opened the floor for public comment. The following people addressed the board: Mike MulCahey, requested a policy change regarding transgender and gender affirmation information directed at juveniles.; McKenna, Head of Adult Reference, stated that the Queer Tales Book Club referenced by the prior commentator is intended for an adult audience and is marketed to adults on the Adult Services portion of the webpage.

6. Consent Calendar

- a. *Approval of Minutes - Regular Meeting of September 21, 2023*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – October 3, 2023*
- d. *Policy and Personnel Committee Report – October 3, 2023*
- e. *Financial Report*
- f. *Member Library Communications – FLPL | IPL | PCL*
- g. *Friends of TADL Report – Jud Barclay, President*
- h. *Correspondence*

It was MOVED by Wescott, SUPPORTED by Jones, to accept and affirm receipt of the consent calendar information. Vickery appreciated the article, written by Vicki Shurly, Director of Peninsula Community Library, regarding funding of the district library system. Motion CARRIED.

7. Items Removed from the Consent Calendar

No items were removed from the Consent Calendar.

8. **Director Report**

Howard was absent in order to attend and present a breakout session with Pakieser at the 2023 Annual Michigan Library Association Conference. Morey, Assistant Director of Technology, attended the meeting in place of Howard. He encouraged everyone to attend the upcoming annual Chili Cook-off.

9. **Old Business**

a. *Treasurer Appointment Through Year End*

Due to Treasurer Sullivan’s resignation last month, the Treasurer position was left unfilled. Jones offered to serve as Treasurer, temporarily, since he is also on the Finance and Facilities Committee. It was MOVED by Deyo, SUPPORTED by Vickery, to nominate Jones as temporary Treasurer of the board of trustees. Motion CARRIED.

b. *Director Review Compensation*

Deyo reviewed the process used to determine compensation based on Howard’s recent performance review, noting that all members of the board participated in the review process and were pleased with Howard’s performance. The Finance and Facilities Committee considered: comparative salaries locally and nationally; the fact that Howard clearly exceeded expectations for the year; she works well with staff and member libraries; and she has built and maintained strong relationships with all entities in both the industry and the community. The committee recommended that Howard’s annual compensation increase to \$115,000 beginning with the first pay period in 2024. This increase of \$10,200 includes both a standard COLA adjustment as well as a significant merit increase based on Howard’s performance. It was MOVED by Vickery, SUPPORTED by Wescott, to accept and approve the recommended annual director compensation of \$115,000 for 2024. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

c. *Security Contract Approval*

It was SUPPORTED by Jones, SUPPORTED by Wescott, to renew the service contract with STT Security at the rate of \$29.50/hour for up to 56 hours per week as scheduled from October 2023 through April 2024. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

10. **New Business**

a. *Draft Budget*

Baldwin gave a brief review of the draft budget. The Public Hearing for board approval will be held at the November meeting. The board had minimal questions, which were addressed by Baldwin and McKenna.

b. *Discussion: Board Goals Through Year-End*

Members began a discussion about board goals while also considering the line between an advocacy board vs an activist board when discussing future actions. The TADL board is a governing board with a fiduciary responsibility, and has a desire to be visible at library events and other related public events. More discussion could be planned for the 2024 board retreat.

11. **Presentation: Local History Collection, Melissa McKenna and Robin Stanley**

McKenna, who oversees the Local History Collection, provided the board with an historical account of where the collection came from, how TADL acquired it, the materials available, and the procedure for the public to access the collection. Stanley, who works directly with the collection, housing and accessioning items, highlighted the positive relationships that have been developing with the Traverse Area Historical Society and other related organizations. A discussion ensued as the trustees were intrigued with the information presented and had many questions.

Two trustees needed to leave the meeting the during Q&A portion of McKenna's presentation which resulted in a lack of quorum. Zeits (Counsel) then informed the board that, per the bylaws and Robert's Rules, the board could no longer transact any further business, other than adjourning the meeting.

12. **Public Comment**

Withdrawn since a quorum was no longer present.

13. **Trustee Comment**

Withdrawn since a quorum was no longer present.

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

Withdrawn since a quorum was no longer present.

15. **Adjournment**

With a motion to adjourn by Vickery, supported by Deyo, President Odgers adjourned the meeting at 4:43pm.

Respectfully submitted,

Approved by board vote on November 16, 2023

V. Carpenter, Recording Secretary

P. Deyo, Board Secretary



Departmental Reports
for the month of October
(November 16, 2023 Board Meeting)

Adult Services

- On Oct 22nd, 300+ people packed Woodmere's front lawn to sample some delicious chili and listen to some live music for our annual Chili Cook Off! Thank you to the Traverse City firefighters for coming out to be our "official" judges and to all the local businesses who donated prizes and supported this event. Congrats to TADL's own Scott Morey once again, for coming in 1st place in the People's and Chef's Choices!
- We added a new book group this month! [Shelf-Aware Readers](#) will meet quarterly and are discussing various titles in the self-improvement category. We are happy to be partnering with Head & Heart Therapeutic Solutions and Open Space Counseling to lead these important discussions.
- A film screening and panel discussion of [Warrior Lawyers](#) was held on October 17th. 25 people joined the filmmaker Audrey Geyer, Holly T. Bird, and JoAnne Cook for the documentary and a lively discussion of the wellness courts and judges doing important work in the state of MI for our indigenous and non-native populations.
- Partnership Highlights (*Purposeful Partnerships*) in addition to those listed above:
 - Michigan Writers held a second event at TADL as a partner. The writers workshop on 10/21 drew in 26 aspiring writers.
 - The Senior Center Hobby Group continues to meet weekly in the Thirlby Room. This month they've added the Current Events Discussion group to their weekly offerings here at the library. We're happy to be able to host this valued partner during their transition time. (*Inclusive Space*)
 - We are also hosting the Cherryland Amateur Radio Club as they hold classes for those interested in obtaining their Level 1 Technician license. They met 4 times in Study Room D this month.
 - Linda Solem with Up North Prevention tabled in the library, passing out information and resources for the Red Ribbon Campaign to help make America drug-free.
 - The [Traverse Area Historical Society](#) and [Grand Traverse Area Genealogical Society](#) both held their monthly programming meetings in the McGuire Room in October.
- In October, the following programs were held (in addition to those listed above):
 - On 10/1-International Coffee Day, ten patrons had a live tour of a coffee farm in Costa Rica from our resident tour guide, Alejandro. We all got to sample some delicious brew courtesy of Jennifer from The Daily Grind.
 - Kim went along with TBL librarian Anita on 4 outreaches to senior facilities this month to teach computer and digital literacy. She served 23 seniors this month!



(*Targeted Outreach, Innovative Engagement*) We've officially met the goals for the grant that funded this initiative.

- Great Decisions met 4 times with an average attendance of 22.
- Our two regular book discussion groups continue to see strong attendance - [Books & Brewskis](#) had 16 attendees (*Innovative Engagement*) and [Queer Tales](#) (*Inclusive Space*) had 7 participants.
- We had 12 people in person and 10 online attend an information session about Seasonal Affective Disorder and how to care for yourself during the dark days of winter.
- Books to Movies, TADL Stitchers, and Tai Chi continue to meet regularly.
- The Book Bike had its last visits of the season to the Sarah Hardy Farmers Market on Wednesday mornings. They served about 75 people on average each trip.
(*Targeted Outreach*)
- October Adult Services Statistics:
 - Programs - 39 & Attendance - 654
 - Outreach - 6 & Attendance - 173
 - Questions Answered - 2206 (13% increase over Sept)
 - Notary Signatures - 15
 - Craft Kits Distributed - 85 (Clay Mushrooms)
 - Volunteer Hours - 27

Local History Collection

- Robin continues to find items for the various displays for the library's anniversary celebration. This is a large project for this month.
- Reference staff answered 35 local history questions in October. This number is less than half of August's tally, so I think our researching vacationers have gone back home!
- Two very dedicated Citizen Historians continued to work on the inventory of the pamphlet files this month and gave about 16 hours of their time to TADL LHC in October.

Respectfully Submitted,
Melissa McKenna
Department Head, Adult Services

Youth Services

Youth Services celebrated the fall season with many fun and educational autumnal events.



- We welcomed author Dana VanderLugt to the library for a presentation on her middle grade novel-in-verse, *Enemies in the Orchard*.
- We continued our collaboration with The Dennon Museum Center for an Indigenous Peoples Day Celebration, with a special storytime and fancy dancer, as well as free books, crafts, Indigenous food, and free museum admission. Over 160 community members attended.
- The Traverse City Fire Department joined us for a Fire Safety Storytime. Firefighter Jacob Steichen read us a story and dressed up in all his gear.
- We got our STEM on during Earth Sciences Week with a Mini MakerFest at the library, featuring our friends from Challenge Island, the Cherrland Ghostbusters, the Grand Traverse Conservation District, the Grand Traverse Rock & Mineral Club, the Raptors Robotics Club, and Youth Services and Youth Services volunteers.
- The Interlochen Arts Academy presented a stage adaptation of the children's picture book, *Stella Luna*, about a baby bat raised by birds.
- We held our annual Halloween Parade for families on the morning of Halloween. Over 200 community members joined us to get dressed up, play games, vote on our pumpkins, do a scavenger hunt, take fun photo opportunities, and interact with costumed staff (a little candy might have been handed out, too).

We continued our regular storytime and afterschool programs for the month, as well. In total, Youth Services hosted the following number of programs for families of preschoolers and those of elementary age.

- Early Literacy: 505 attendees for 24 programs
- Afterschool: 719 attendees for 15 programs

The department felt very busy throughout the month and our desk statistics showed a 14% increase in reference questions over September.

- Total questions: 959
- Reference - Walk-in: 852 questions
- Reference - Phone: 98 questions
- Reference - Digital: 9 questions

We also are happy to announce that Kate Parvel has taken over as our new Early Literacy Librarian. Kate brings years of experience as an educator, not to mention a newly minted Library Science degree and a great deal of positive customer service experience. We're excited to welcome Kate to the Youth Services team!

Department Head Andy Schuck attended the MLA Conference in Kalamazoo and came back inspired and energized. Andy attended sessions on the need for play in Youth Services departments, great tools for MakerSpaces, how to lead a great meeting, dealing with contentious patrons, and so much more. It was great to be around colleagues and librarians both near and far in the spirit of learning and raising each other up.

Respectfully submitted by
 Andy Schuck
 Head of Youth Services

Sight & Sound



Spooky season is here! Sight and Sound celebrated by bringing out our scariest movies and eeriest music for the month (along with some candy for our friends at the Halloween parade).

The McGuire Room hosted some wonderful events in October; including a showing of the PBS documentary *Warrior Lawyers*, with a panel discussion including the filmmaker. Several of these events allowed us to try new configurations of A/V equipment for hybrid meetings.

September Reference Questions

Digital: **76**

Phone: **206**

Walk-in: **1408**

TADL Meeting Room Stats October 2023

Total: **173**

TADL meetings: **35**

Personal/Outside Group Meetings: **138**

Paid Meetings: **4**

Unpaid Meetings: **169**

Walk-ins: **4**

Advance Reservation: **169**

Number of Meetings by Room October 2023

McGuire Room: **41**

Thirlby Room: **65**

Study Room D: **67**

Respectfully Submitted,

Josh Denby
Department Head, Sight and Sound

Circulation

We were sad to say goodbye to Kate as she moved into a new department, but are very happy for her and know her many strengths and talents will be of great value to Youth Services. We are excited to welcome Lynnae to the Library Assistant position that was vacated. Lynnae has been a TADL page since 2017 and we welcome her years of experience and enthusiasm to the circulation team.

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

New patron accounts created: **↑269** (vs 256 last year)

Curbside pickups for October 2023: 15

Circulation Statistics for MeLCat, October 2023:

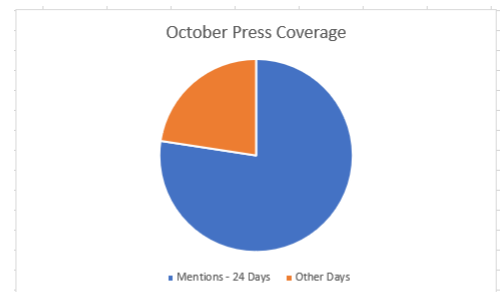
- TADL items sent to borrowing institutions: **↓1329** (vs 1351 last year)
- TADL items received from lending institutions: **↑2245** (vs 1982 last year)

Respectfully Submitted,
Christina Meyers
Head of Circulation

Marketing and Communications

October is a fun month at the library, with Indigenous Peoples' Storytime (**targeted outreach, purposeful partnerships**), the Chili Cook Off and all the Halloween festivities. We took advantage of the Chili Cook Off to show the community the bookmobile's new shelves (**innovative engagement, inclusive space, targeted outreach**). We had a change of exhibits, and welcomed in a display from the Grand Traverse Dyslexia Association for the 2nd floor case (**targeted outreach, purposeful partnerships**). I created a new youth dyslexia brochure as a companion piece, in addition to working on some new print materials. The door decals went up for the upcoming 2024 anniversary celebrations (thanks Bret!), and I've started preparing the anniversary displays in conjunction with Local History (**innovative engagement**). New anniversary items will also be coming to the TADL swag shop. The performance of the email newsletter (**targeted outreach**) continues to improve, the October edition set a new record for the number of people who opened it!

Heather Brady
Marketing & Communications Manager



Human Resources

Please join me in wishing congratulations to our internal transfers/promotions, and best wishes to employees leaving TADL!

Employee Position Transfers:



Emily Botkin
FT Library Assistant, Circulation
Previously PT Lib. Asst, Circulation



Lynnae Christensen
PT Library Assistant, Circulation
Previously PT Page, Circulation



Kate Parvel
FT Librarian, Youth Services
Previously FT Lib. Asst, Circulation

Employee Departures:

Courtnei Moyses, FT Librarian, Youth Services (Resignation)

Respectfully Submitted,
Danielle Baldwin
Finance and Human Resources Manager

Facilities

- Start replacing water-damaged ceiling tiles, to spot any new issues
- Facilitate Chili Cook Off
- Assist in planning/installing building signage
- Coordinate Server Room AC replacement
- Attend Project Management training
- Transition to/train on new BMS, as weather changes
- Repair parking bollard damaged by SUV
- Multiple petition policy enforcement attempts
- Follow up on issues caused by nearby lightning strike

Respectfully submitted,
Bret R Boulter, Facilities Manager

TADL Talking Book Library

Thursday, 10/12, was World Sight Day. I had a program on diabetes which is one of the leading causes of new vision loss. Two Diabetes Specialists from Munson came and talked about prevention and maintenance.

I started a new outreach at Glen Eagle. Pace North also asked if I could come twice a month. They have two different groups for their Adult Daycare, M/W/F and T/TH. With these 2 new additions, I now have 10 monthly outreaches.

Kim, Reference Librarian, has been going on some of my monthly outreaches offering digital assistance. At one of them, she had 15 people waiting for her!

Scott Norris, from the Braille and Talking Book Library(BTBL) in Lansing, came up for a visit.

Tuesdays @ Two book group read "Truth worth telling" by Scott Pelley.

Notary requests filled -6

Anita Chouinard
Talking Book Manager

East Bay Branch Library

Near the beginning of the month, to celebrate the International Day of the Girl Child, East Bay Branch hosted a Rebel Girls event. We welcomed community activist Holly Bird, NMC Dean of Students Lisa Thomas, and our own Michele Howard to come and inspire young girls (and a few boys) with stories and letters, both personal and from other influential women.



Near the end of the month we invited local young authors and podcasters Ayla and Calla Rybicki (ages 9 and 7) to read at our Halloween costume party. We enjoyed seeing more than 40 children and adults in a wide variety of costumes.

In between these two larger events, in addition to all our regular and semi-regular programming, Chantel had the opportunity to attend the Michigan Library Association's Annual Conference in Kalamazoo. She came back full of inspiration, enthusiasm, and ideas.

Respectfully submitted,

Matt Archibald
Branch Manager

Kingsley Branch Library



The Kingsley Friends of the Library support our community and Library through their gifts of time, talent, and treasure. We could not offer the wide variety of fun and exciting programming we do without them! For National Friends of Libraries week (October 15-21), we created a “Thank You” board for our community to leave kind notes to our incredible board members and volunteers, and built an accompanying book display.

In October alone, the Friends purchased 250 books that we gave out to Trick or Treaters during the Village of Kingsley’s annual Halloween event.

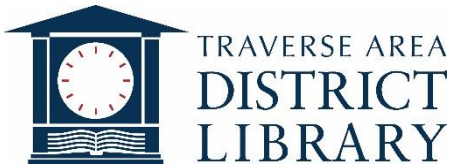
They funded Boss Mouse Cheese’s program, “Cheese 101,” where 25 adults and teens learned the joys and pitfalls of starting a small business and growing it to success, and about cheeses and pairings while sampling more than a few! Finally, they volunteered at our Lego© Night, where we offer free building, building challenges, and prizes.

The Kingsley Friends extend a special invitation to all to join them at the annual Holiday Open House at the Kingsley Branch on Thursday, December 7th, from 3:00-5:30 p.m. Our favorite Jolly Old Elf will be there to meet with the young and young-at-heart! You can also look forward to homemade cookies, punch, and crafting fun!

I had the pleasure of addressing the Board of Trustees at Kingsley Area Schools and the public during their regular October meeting, where I provided an update on our collaborative efforts with Kingsley Elementary School on their annual “Fall Into Reading” program. More than 400 children visited our library in a little under two weeks at the end of October, whew! Finally, I presented on building thriving communities and getting community support for the Brownson Park project, along with former Village of Kingsley Manager, Dan Hawkins, at the Rotary Charities Annual Celebration of Thriving Communities held at the Historic Barns Park on October 16th. I made a lot of great connections and am looking forward to building more while planning 2024 outdoor programming!

Respectfully submitted,

Amy Barritt
Branch Manager



Financial Report Analysis for October 2023

Revenue

Our revenue is \$238,000 more than budgeted for as of 10/31/2023, which is excellent.

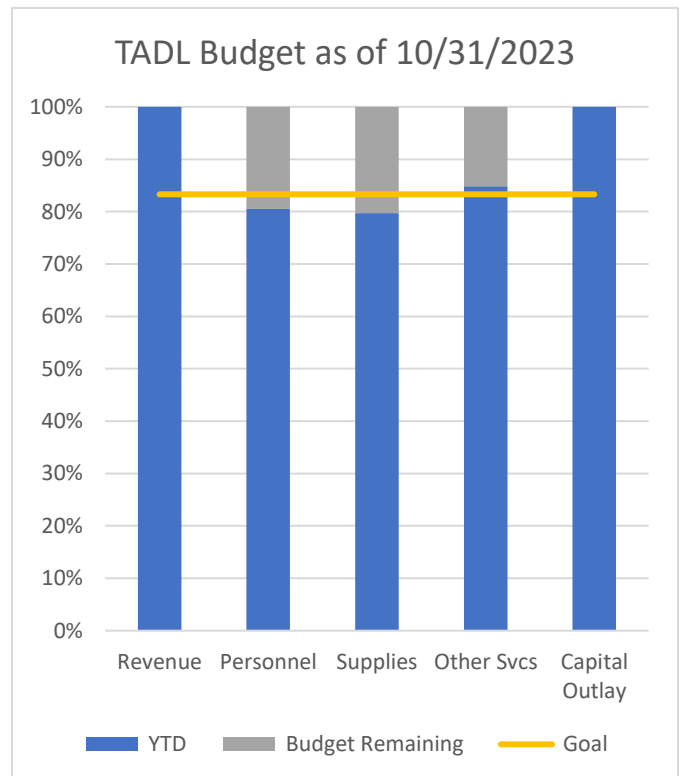
We have cause for celebration in receiving nearly \$20,000 in donations in October. The majority was one receipt totaling \$11,692 which was comprised of the \$10,000 Biederman donation to Talking Book Library as well as the extra funds to purchase the new signage. We also received an anonymous donation totaling \$4,700 to fund staff initiatives and a new drinking fountain at East Bay Branch.

Investment returns were very positive in October totaling \$9,238.

Expenditures

Note that percentage of Budget completed is 83.3% as of 10/31/2023. We are in the home stretch of this fiscal year and our budget categories, while in need of some minor adjustments in December, are shaping up right on target. Line item details of interest:

- *Personnel*
We are doing well in each line item toward our target of 83.3% for the month of October.
- *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. Line item budgets will be adjusted in December with our end of year budget amendment.
- *Other Services/Charges*
We are doing well in each line item toward our target of 83.3% for the month of October.
- *Capital Outlay*
A budget amendment in December will be necessary for YTD purchases.



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	265.97	5,657,230.37	22,523.37	100.40%
500 - Grants - Federal/State/Other	27,475.00	27,475.00	105.00	67,201.79	39,726.79	244.59%
540 - State Aid Grant - Library	107,468.39	107,468.39	0.00	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	12,000.00	41,678.00	28.00	100.07%
607 - Overdue Fines/Replacement Fees	0.00	15,000.00	2,950.34	30,290.35	15,290.35	201.94%
642 - Sales	19,150.00	19,150.00	3,894.34	31,898.71	12,748.71	166.57%
653 - Meeting Room Rental/Equip Fees	2,000.00	2,000.00	100.00	1,920.00	-80.00	96.00%
665 - Interest & Gains/Losses	0.00	0.00	9,237.95	73,518.30	73,518.30	0.00%
674 - Donations/Contributions	26,200.00	26,200.00	19,926.51	54,359.73	28,159.73	207.48%
676 - Misc Revenue & Reimbursements	0.00	0.00	843.52	19,654.71	19,654.71	0.00%
Revenue Total:	6,052,623.39	6,067,623.39	49,323.63	6,306,304.19	238,680.80	103.93%
Expense						
Category: 70 - Personnel						
700 - Salaries & Wages	2,631,428.36	2,633,396.77	196,720.30	2,100,916.98	532,479.79	79.78%
710 - Social Security/Medicare	67,519.02	65,734.09	4,963.50	54,373.98	11,360.11	82.72%
712 - Medical Insurance	383,992.43	390,266.92	29,834.87	331,552.77	58,714.15	84.96%
713 - Dental Insurance	28,504.59	27,601.59	2,243.80	24,157.01	3,444.58	87.52%
715 - Vision Insurance	3,773.19	3,859.91	329.30	3,236.08	623.83	83.84%
716 - Life Insurance	8,909.10	8,764.70	759.66	6,950.18	1,814.52	79.30%
717 - Disability Insurance	15,558.59	15,300.47	1,365.34	12,403.32	2,897.15	81.06%
720 - 401K Retirement Contribution	121,111.05	118,965.45	8,240.56	88,943.79	30,021.66	74.76%
721 - MERS Defined Contribution Retirement	172,320.06	169,226.49	12,842.79	136,596.10	32,630.39	80.72%
722 - MERS DB Unfunded Liability	120,000.00	120,000.00	10,000.00	100,000.00	20,000.00	83.33%
723 - Worker's Compensation	8,000.00	8,000.00	-511.80	7,767.20	232.80	97.09%
Category: 70 - Personnel Total:	3,561,116.39	3,561,116.39	266,788.32	2,866,897.41	694,218.98	80.51%
Category: 72 - Supplies						
728 - General Operating Supplies	197,065.00	189,065.00	16,770.44	133,167.98	55,897.02	70.44%
736 - Repair & Maintenance Supplies	6,750.00	14,750.00	668.24	15,629.74	-879.74	105.96%
741 - Books/Media/Online Resources/LoT	667,960.00	667,960.00	54,471.68	546,305.83	121,654.17	81.79%
Category: 72 - Supplies Total:	871,775.00	871,775.00	71,910.36	695,103.55	176,671.45	79.73%
Category: 80 - Other Services and Charges						
801 - Professional & Contractual Services	308,425.00	308,425.00	7,605.79	220,860.40	87,564.60	71.61%
804 - Advertising & Outreach	25,950.00	25,950.00	4,109.14	22,425.57	3,524.43	86.42%
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	340,110.00	340,110.00	33,997.96	264,781.00	75,329.00	77.85%
850 - Communications	28,500.00	28,500.00	2,210.82	17,052.28	11,447.72	59.83%
921 - Utilities	109,700.00	109,700.00	17,415.47	89,472.92	20,227.08	81.56%
955 - Education & Travel	123,330.00	123,330.00	3,768.88	93,428.30	29,901.70	75.75%
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	1,013.45	4,892.10	1,607.90	75.26%
Category: 80 - Other Services and Charges Total:	1,634,732.00	1,634,732.00	70,121.51	1,386,625.95	248,106.05	84.82%
Category: 97 - Capital Outlay						
971 - Capital Furniture/Equipment/Building	0.00	0.00	0.00	9,825.00	-9,825.00	0.00%
Category: 97 - Capital Outlay Total:	0.00	0.00	0.00	9,825.00	-9,825.00	0.00%
Expense Total:	6,067,623.39	6,067,623.39	408,820.19	4,958,451.91	1,109,171.48	81.72%
Report Surplus (Deficit):	-15,000.00	0.00	-359,496.56	1,347,852.28	1,347,852.28	0.00%



NOVEMBER 2023 DIRECTOR'S REPORT – VICTORIA SHURLY

Items from our Library of Things have been checked out 40 times since the start of PCL's fiscal year (7/1/23). It currently includes 25 items, but thanks to the Friends of PCL and their very successful Cheese, Chocolate and Chardonnay fundraiser, we will be adding more items. The most requested item that we do not currently have is for folding chairs. We will be ordering 25 of those soon for both patron loan and library use!

A retired member of our community has volunteered – without being asked – to weed the places in the Children's Garden where weeds are coming up between the seams in the pavement. They have been an ongoing problem and we do not spray weed killer there as children play in the area. He will do it on an ongoing basis on his own schedule. I am so very grateful – as are my knees!

The fireplace was giving us problems – either not lighting or not staying lit. Source Julien came out, cleaned the jets, re-adjusted and added more "glowing embers" for aesthetics, replaced a small part. Morning patrons who come in to read the paper are happy it is up and running again!

A donation by the Friends of PCL has allowed us to replace the shelf markers in the library with bright colorful ones. Patrons love them because they not only have the Dewey classifications for our non-fiction, but have words and pictures showing what one will find under the various numbers.

Santa will be arriving at the library by Peninsula Township Firetruck November 26. Parents will be able to snap photos of their kids with the jolly old elf. Crafts and a cookie decorating station will also highlight the afternoon. The day is co-sponsored by the Friends of PCL.

Our Annual Appeal letter will go out to Old Mission households this month. This has become our biggest fundraiser and we are grateful for the community support. Last year this raised almost \$33,000.

Save the date! Books at the Boathouse – also a major fundraiser for the library will happen Monday, April 22, 2023. Many thanks to Doug and Erin Kosch and the Boathouse crew who donate the meal, the space and their time!

PCL Fun Fact: All artwork in the library is by Old Mission artists and depicts life on Old Mission

Circulation Oct 2023: 2043 + 43 manual checkouts, Oct 2022: 2399

Oct Volunteers: 28 people (2 teens), 43 hours of time to PCL

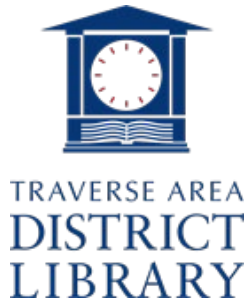
Curbside pickups: 2. Home delivery: 1. New library cards: 11

Hold Transit Counts Oct: 673 to other libraries from PCL, 327 from other libraries to PCL

Programs Oct: 26 Programs Participation Oct: 804 Reference Questions: 392

Website Hits: Not available this month Twilight Baby Bags: 0, 1000 Books Before Kindergarten: 1

Meeting Room Reservations: 12



**Board of Library Trustees Regular Meeting
Library Director Report
Meeting Date November 16, 2023**

Library Activity

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

Year to Date Circulation Activity			
<u>End of Month</u>	<u>Print/Audio/Video</u>	<u>Electronic Books/Audio/Video</u>	<u>TOTAL</u>
October 2022	836,019	261,795	1,097,814
October 2023	875,472	262,932	1,138,404

Lending

Physical Circulation is up by 4.7% from last year.

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

After being slightly down last month, you'll notice that digital usage has rebounded.

Visitors – Woodmere, East Bay, and Kingsley Facilities

Patrons visits have risen after a quiet September. The busiest day for October was Wednesday, the 26th, with 1,233 visitors. In October there were 30,777, vs 29,657 visitors in September for East Bay, Kingsley and the Main library. In October 2023, TADL added 308 new patrons district-wide.

Public Computing

The Technology Center and other computer services throughout the district saw another decrease in October as compared to 2022. This equates to 1,994 sessions as opposed to 2,230 in 2022 which is a 11.7% decrease.

Additions to the Collection

In October 2023, 3,072 items were added to the district.

Admin Team

After years of trying, the Administration Team finally won the TADL staff Pumpkin Contest with their SteamPunk Pumpkin!! (Pictured is part of the Admin Team with their winning pumpkin.)



Behavior Issues

There were 11 incidents in October 2023 resulting in 4 suspensions. TADL continued to struggle with a very aggressive paid petitioner part of the month but he has now left. We've seen an increase in incidents involving drugs and alcohol with Safe Harbor open.

Intellectual Freedom

I sent a reply email to Mr. Mike Mulcahey who spoke at public comment at the October Board Meeting.

Fife Lake Public Library

I am sorry to inform you that Kendall Spratt has taken a new position and will be leaving Fife Lake Public Library. She has been a wonderful colleague and we are sad to see her go but wish her well with her new position.

MLA Conference Programs

- Regional Author/chef Abra Berens (TADL owns her books) spoke about food culture and libraries
- Reimagining your Emergency Action Planning
- Author Ellen Hopkins spoke about banning books as her books are top of the list!
- Advocating for Michigan Libraries
- Trans Staff and patrons: Where to begin, Next Steps
- First Amendment, Censorship, and Spine Labels
- Two Sessions about Dealing with Contentious Patrons

October Outreach, Partnership & Community Activities

Purposeful Partnerships

- Stationed a booth at the Pride Brunch with Teen Librarian, Linda Smith.
- TADL welcomed back the Life Skills Classes from NorthEd.

Innovative Engagement

- Was a guest and read a story at the EBL Rebel Girls Celebration.
- Presented and guided a discussion with residents of Cordia about Banned Books. Former Trustee Carol Sullivan was in attendance and a wonderful contributor to the discussion.
- Was an On-Air Guest for the IPR Fund drive.

Community Activities

- Attended the Rotary Charities Annual meeting where KBL Manager, Amy Barritt and former Village Manager Dan Hawkins presented about their collaboration to fund the park renovations.
- Presented at MLA with Trustee Marylee Pakieser.
- Selected as one of the Influential Women in Northern Michigan by the Record Eagle.
- Selected as one of the 50 Voices of the North by the Northern Express.

Happy Thanksgiving!

Michele P. Howard, MILS



Community Change Driven by the Library Board and Library Director.

Marylee Pakieser MSN,RN,FNP-BC TADL Board Vice President

Michele P. Howard, MILS TADL Director



Learning Outcomes

At the end of the session, participants will

1. Learn an example of the library board being a driver for change
2. Identify community partners willing to help and organize an initial meeting to discuss the issue.
3. Create a plan for change and locate the necessary funds to put the plan in action.

Quotes

To speak up, to improve, to make positive suggestions – this is loyalty. Loyalty is for patients and patient care. Loyalty is to the profession and its advancement. Loyalty does not stand silent in the presence of persons or policies, which diminish any of these... Leah Curtin ,ScD(h),MSN,RN,FAAN (nurse ethicist)

“Library staff have created a culture of normalization around traumatic events. Participants were unanimous in their feelings that they are expected to go through this kind of experience and that it is all part of the job.” 2022 Urban Library Trauma Study





Library + Community Initiatives

- Wellness Wednesdays- [Traverse Health Clinic Community Health Center](#) had a grant for outreach services
- Narcan (Newspaper Box Dispenser) - <https://tinyurl.com/tcnarcan>
- Community Mental Health Partnership - Social Worker 1 day/week
- “Community Conversations” programming on topics like mental health, addiction, etc. (Recordings on our YouTube channel - @tadNotjustbooks)



PROGRAM RECORDING

Community Conversations: Addiction & Recovery - Mental Health Matters

Aug. 16, 2022



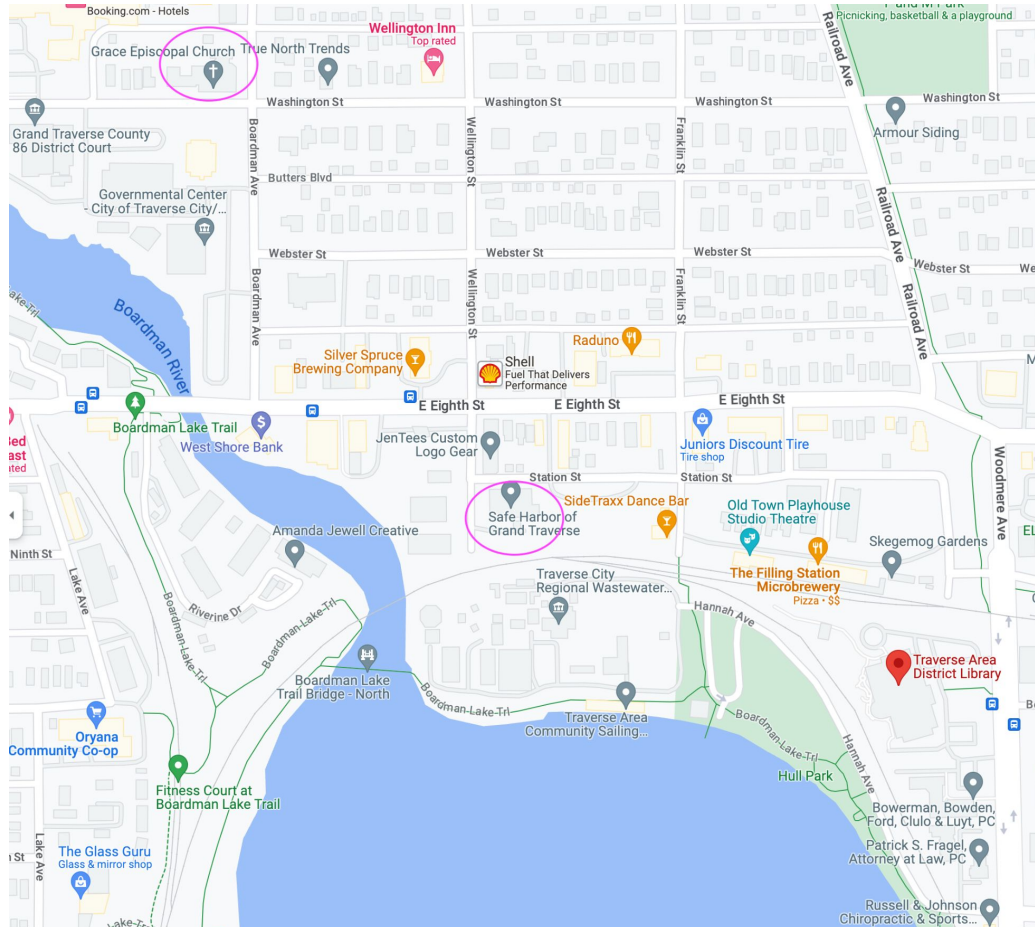
Organized & Presented by:



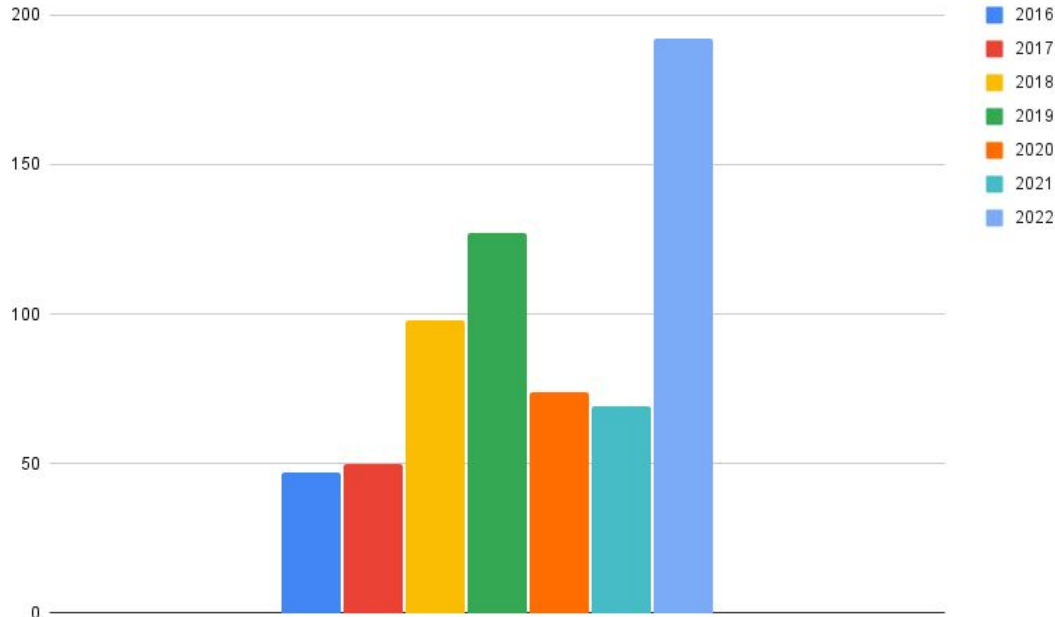
EVENT

Community Conversations: Addiction & Recovery - Recovery Celebrates Recovery!





Situation: Escalating Incidents



Incident types:

Violence
Indoor Public Urination and
Defecation
Drug Use/Overdose
Alcohol Use
Vomiting
Threats to Staff
Sexual Harassment
Verbal abuse
Bigoted comments
Public Intoxication
Sexual Encounters in Restrooms
Blood/Destruction of property

Situation: Staff Moral Distress

Definition from the nursing profession :

Moral distress occurs when you know the ethically correct action to take but you are constrained from taking it .Whether stemming from internal or external factors moral distress profoundly threatens our core values

Challenges posed by COVID -19 further complicate the ethical decisions nurses face , resulting in a greater intensity and frequency of moral distress .

American Association of Critical Care Nurses (AACN)

Solutions: Board Action

Budgetary: Approved the emergency measure to immediately hire security personnel

Policy: The Board followed Director led changes to the Behavior Policy

Call to a Action: Board Writes an Open Letter to the Community

Board was resolved that we did not create this problem and it takes a community to intervene and provide solutions.

Solutions: Board Action - Community Notification

The Traverse Area District Library (TADL) is funded by the taxpayers of its service district (which includes the City of Traverse City) to provide the entire community with safe access to library materials. As TADL's appointed Library Board it's our responsibility to provide fiscal oversight and policy to fulfill that mission. This **mission is being threatened by escalating numbers and aggression of violations of the TADL Behavior Policy.** Therefore, we would like to share the following, focusing exclusively on items related to our mission:

Letter Cont.

Overall

The documented rise in Behavior Policy violations stem from people with addictions and other disorders (a situation that often also contributes to homelessness), who have no place to go during the day. **TADL has become the de facto day shelter.**

- Due to increased frequency and increased abusive behavior and lack of safety, TADL Board **approved security guards for the first time** in December 2021. This unbudgeted expense is taking dollars away from our primary taxpayer-funded mission.
- It is also our **responsibility to provide stewardship for library property** - and we are seeing increasing incidents of damage to the building, furnishings, and grounds.

Letter Cont.

Concerns

- TADL staff are continually threatened and abused by patrons and feel unsafe in their jobs.
- Moral distress is felt by staff.
- Patrons have voiced concerns for safety and have resorted to not using the main library and not allowing their children to use the library due to behavior violations witnessed at the library.

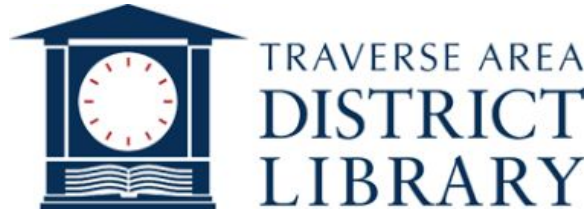
Letter Cont.

Requested Actions

- **Establish a joint task** force with Grand Traverse County, City of Traverse City, and non-profit agencies with the express purpose of developing a day shelter - individuals with addiction issues need safe shelter during the day and a means to access/be connected with treatment resources - that, in conjunction with more permanent housing for individuals ready for it - is the only way to create a long-term solution.
- Support and Encourage surrounding areas of the greater northwest Michigan region to **reopen their shelters and addiction treatment services.**
- Allocate resources from the Traverse City Police Department to establish a **community police officer** to reduce disturbances, behavior violation, and drug traffic at the library.

Results: Coalition Building - Synergy

This included non-profits, churches and government agencies. **Do not assume these groups have ever worked together.**



Need: Funding for the Day Shelter

- Need a dedicated team to find funds.
- Don't be afraid to Ask!



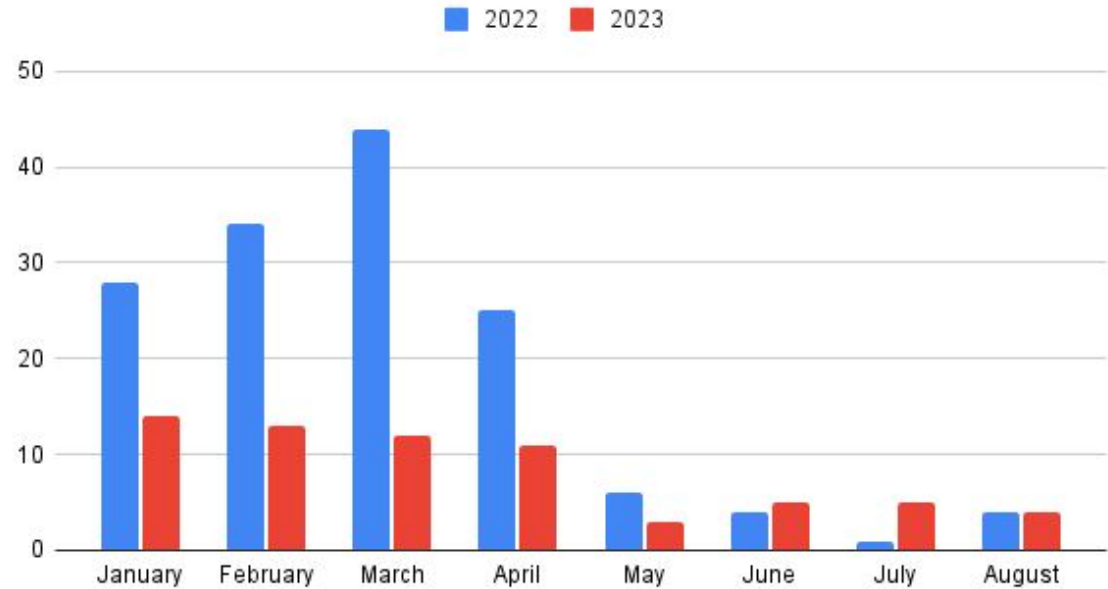
CITY OF
TRAVERSE CITY



Results: Reduced Incidents

From March 2022 to March 2023 there was a 72% decrease in incidents.

2022 and 2023



Results: Community Resources for Unhoused

- Community Policy Officer
- Police Department Social Worker
- Day time resources for unhoused
 - Food stamps
 - Counseling
 - Financial resource
 - Addition treatment
 - Community Mental Health Visits
 - Health Check-ups

Board As a Community Change Agent

- Literacy
- Banned Books
- School Libraries
- Food Insecurity
- What else?

Boards can not be silent in the face of human distress.

Thank You for Attending Our Program

Marylee Pakieser MSN,RN,FNP-BC TADL Board Vice President
mpakieser@tadl.org

Michele P. Howard, MILS TADL Director
mhoward@tadl.org

1.9 Freedom to Read Policy

The Traverse Area District Library Board of Trustees has reviewed and adopted the following ~~American Library Association's~~ Freedom to Read Statement:

The Freedom to Read Statement

The FREEDOM TO READ is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression.*

By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

~~This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.~~

~~Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.~~

~~*A Joint Statement by:*~~

~~American Library Association
Association of American Publishers~~

~~*Subsequently endorsed by:*~~

~~American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship~~

~~National Council of Teachers of English~~
~~The Thomas Jefferson Center for the Protection of Free Expression~~

Updated ALA Statement Adopted August 19, 2021 / Re-affirmed and renumbered November 17, 2022 /
Revised November 16, 2023

Motion by: _____

Adopted: Yes No

Support by: _____

P. Deyo, Board Secretary

Date

1.10 Freedom to View Policy

The Traverse Area District Library Board of Trustees has reviewed and adopted the following ~~American Library Association's~~ Freedom to View Statement:

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

~~This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990 by the ALA Council.~~

Revised ALA Statement adopted September 24, 2015 / Revised ALA Statement Adopted August 19, 2021 / Re-affirmed and renumbered November 17, 2022 / *Revised November 16, 2023*

Motion by: _____

Adopted: Yes No

Support by: _____

P. Deyo, Board Secretary

Date

1.11 Library Bill of Rights Policy

The Traverse Area District Library Board of Trustees has reviewed and adopted the following ~~American Library Association's~~ Library Bill of Rights:

Library Bill of Rights

~~The Traverse Area District Library American Library Association~~ affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

~~Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; Inclusion of "age" reaffirmed January 23, 1996; January 29, 2019.~~

Reviewed and Adopted on August 19, 2021 / Re-affirmed and renumbered November 17, 2022 / Revised 2023-11-16

Motion by: _____

Adopted: Yes No

Support by: _____

P. Deyo, Board Secretary

Date