

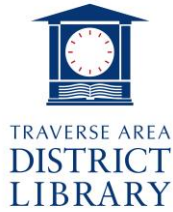
## AGENDA

Board of Trustees Regular Meeting  
Thursday, December 14, 2023 at 3:00pm  
McGuire Community Room  
610 Woodmere Ave., Traverse City, MI 49686

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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 November 16, 2023
  - b. Department Reports
  - c. Finance and Facilities Committee Report – December 5, 2023
  - 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
6. **Items Removed from the Consent Calendar**
  
7. **Director Report**
  
8. **New Business**
  - a. Nominating Committee
  - b. Resolution - 2023 Budget Amendment
  - c. Staff Retention Bonuses
  - d. Northland Library Cooperative Reciprocal Borrowing Agreement
  - e. Discussion: March Board Retreat Topics
  - f. Staff Holiday Party Approval
  
9. **Public Comment\***
10. **Trustee Comment**
11. **Closed Session (if needed)**
12. **Adjournment**

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



## Board of Trustees Regular Meeting MINUTES

Thursday, November 16, 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), Pakieser (Vice President), Deyo (Secretary), Jones (Treasurer), and Vickery (Trustees). Wescott was 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**

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

### 4. **Public Comment**

President Odgers asked Zeits (Counsel) to review the rules of public comment and then opened the floor for public comment. There was none.

It was MOVED by Pakieser, SUPPORTED by Jones, to open the Public Hearing on the 2024 Budget. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes and 1 absent.

### 5. **Public Hearing on the 2024 Budget**

Trustees asked a number of questions including topics such as the increase in marketing funds with a literacy focus, personnel costs, digital books costs, professional and contractual services which were satisfactorily answered by Howard, Baldwin, and McKenna.

There was no public comment on the proposed 2024 budget.

### 6. **Resolution**

It was MOVED by Pakieser, SUPPORTED by Jones, to adopt the 2024 Budget Resolution as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes and 1 absent.

It was MOVED by Vickery, SUPPORTED by Jones, to close the public hearing on the 2024 budget. Motion CARRIED.

### 7. **Consent Calendar**

- a. *Approval of Minutes - Regular Meeting of October 16, 2023*

- b. *Department Reports*
- c. *Finance and Facilities Committee Report – December 5, 2023*
- d. *Policy and Personnel Committee Report – December 5, 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 Jones, SUPPORTED by Pakieser, to remove item 7a, Regular Board Meeting Minutes of September 21, 2023 and to accept and affirm receipt of the balance of the consent calendar information. Motion CARRIED.

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

Jones noted corrections need to the Regular Board Meeting Minutes of September 21, 2023 including: both, roll call votes for items 9b and 9c incorrectly indicated that Deyo was absent, however he was present and voted aye. Pakieser also noted that the minutes date should read October 19, 2023 instead of September 21. Motion CARRIED.

**9. Director Report**

Howard indicated that the anticipated contentious meeting held in the McGuire Community Room on the Israeli-Palestinian Conflict, a paid rental of the room, was a peaceful event. Extra security was on site, as well as extra efforts by staff and community. The staff took away positive lessons and procedures for handling any similar future scenarios in the library’s public meeting spaces. Howard noted that the Main library had also experienced an aggressive paid petitioner on the premise. Patrons submitted their own complaints to the police. Zeits (Council) also worked with the prosecutor on this issue, however nothing more ensued as the petitioner’s timeframe for signatures had subsided.

**10. Old Business**

a. *Report on MLA Presentation*

In addition to the Community Change Driven by the Library Board and Library Director presentation slides that were included in the packet, Pakieser shared that her experience was excellent. There was a full house at the presentation, a lot of discussion, and it was well-received. She noted that there were not many trustees at the conference and would like to see more but enjoyed conversing with those that were in attendance.

**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*

Howard noted that this suggestion was a result of the MLA conference discussions to remove the words “ALA” from the policy under the premise that the statements are the library’s statements. Vickery was concerned with potential plagiarism by removing the source from the text of the policy. It was MOVED by Jones, to adopt the changes as presented in all three of the policies presented provided that the source citation was evident. A roll call vote was taken with the following results:

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

Motion CARRIED with 4 ayes and 1 nay.

12. **Public Comment**

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

13. **Trustee Comment**

Jones congratulated the library staff for their diligent job handling the contentious community discussion held the meeting room and noted that comments leading up to the discussion were taken in a manner that helped make the situation better for all parties. Deyo and Odgers echoed that sentiment.

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

A closed session was not needed.

15. **Adjournment**

With a motion to adjourn by Jones, supported by Pakieser, President Odgers adjourned the meeting at 4:13pm.

Respectfully submitted,

Approved by board vote on December 14, 2023

V. Carpenter, Recording Secretary

P. Deyo, Board Secretary

DRAFT



**Departmental Reports**  
for the month of November  
(December 14, 2023 Board Meeting)

**Adult Services**

- TADL's first series of Great Decisions ended on Nov 8th. This national discussion program from the Foreign Policy Association had previously been held in Traverse City courtesy of NMC's Extended Ed program. The program proved so successful that we'll be having TWO program sessions next spring to accommodate all those interested in attending to discuss current world events.
- Partnership Highlights (*Purposeful Partnerships*) in addition to those listed above:
  - We partnered with TC Wrimos for another season of NaNoWriMo. The writing lock-in on 11/17 saw 16 writers cozied up in the library working on their novels.
  - The Senior Center Hobby Group and Current Events Discussion group continue to meet weekly here at the library. (*Inclusive Space*)
  - We hosted the Cherryland Amateur Radio Club for one class session this month.
- In November, the following programs were held (in addition to those listed above):
  - Local Author Jim Dufresne visited us for his farewell tour. The crowd was enthralled by all his tales of travels and wished him well in his retirement.
  - Kim went along with TBL librarian Anita on 3 outreaches to senior facilities this month to teach computer and digital literacy. She served 12 seniors this month! (*Targeted Outreach, Innovative Engagement*)
  - Great Decisions met 2 times with an average attendance of 17.
  - Our two regular book discussion groups continue to see strong attendance - [Books & Brewskis](#) had 13 attendees (*Innovative Engagement*) and [Queer Tales](#) (*Inclusive Space*) had 6 participants.
  - Books to Movies, TADL Stitchers, and Tai Chi continue to meet regularly.
- October Adult Services Statistics:
  - Programs - 14 & Attendance - 180
  - Outreach - 3 & Attendance - 12
  - Questions Answered - 1890
  - Notary Signatures - 29
  - Craft Kits Distributed - 85 (Kumihimo - friendship bracelets)
  - Volunteer Hours - 22.75
  - Study Room Usages - 201

**Local History Collection**

- Robin is finishing up preparation for the multiple library history displays that will be up during the months of December and January to celebrate Woodmere Library's 25th birthday and 155 years of libraries in Traverse City.
- Reference staff answered 17 local history questions in November.

Respectfully Submitted,  
Melissa McKenna  
Department Head, Adult Services

## **Youth Services**

### Programs and Outreach

- Youth Services hosted 21 Early Literacy programs and engaged 287 community members through these programs. Both numbers were a decrease over October 2023's numbers, but an increase of 10-20% over November 2022.
- YS also hosted 14 afterschool and weekend programs and engaged 534 community members through them.
  - Highlights include an International Games Weekend celebration, Veterans Day "thank you" card-making program, restarting Yoga for Families program with Just Bee Yoga & Well-Being, a Mini MakerFest at the Grand Traverse Conservation District, and a popular STEM Kits Saturday on Thanksgiving weekend.
- We hosted an estimate jar for our young patrons to practice their estimation skills. In November, we had 348 guesses and one winner, who guessed the exact number of 367 craft leaves.

### Department statistics

- Youth Services felt busier during the month as the days grew shorter and colder and our first snow flew.
- Desk staff helped with 1,205 reference questions over the course of the month, an increase of 25% from October 2023 and 18.6% from November 2022. This included:
  - Digital: 9 questions
  - Phone: 108 questions
  - Walk-in: 1,090 questions (an increase of 28% from October 2023 and 16% from November 2022)

### Department updates

- We are excited that Amanda Tobian will receive full-time hours in our department. Amanda has been an excellent staff member and will be even more of an asset to the department with increased hours starting in mid-December.
- Staff are excited to begin planning for the 2024 Summer Reading Club, themed "Adventure at Your Library." They will be attending the Collaborative for Summer Learning Program webinar in early December to get the creative juices flowing.

### Outreach and Partnership updates

- New Early Literacy Librarian Kate Parvel is working hard to connect with preschools and daycares in order to spread the word about the great early literacy resources available at TADL.
- The TADL MakerFest and Recycle Smart events combined to form a new Earth Day-themed MakerFest extravaganza on Saturday, April 20, 2024. So far, over 20 organizations have signed up to participate with several new exhibitors from the Recycle Smart event joining us. We're looking to have 50+ exhibitors at the 2024 event. Thank

you to our friends from the STEAM/Makers Alliance for their help on this huge, new venture.

- The [Books from Birth](#) committee is working hard to get students signed up for the Dolly Parton Imagination Library, a program where children aged 0 - 5 can receive one book per month in the mail through their 5th birthday. Department Head Andy Schuck represents TADL on the committee.
- [Born to Read](#) is hard at work re-imagining their Baby Packets given to the parents of new babies at Munson Hospital. Department Head Andy Schuck is meeting with fellow BTR committee members to move away from sheets of information to practical everyday products like bibs, sippy cups, and bath toys with participating organizational logos on them.

Respectfully submitted by  
Andy Schuck, Head of Youth Services

### **Teen Services**

In October writer Jaquie Burke facilitated “Preptober” for the Teen Writing Group. The teens came up with story ideas, fleshed out characters, developed worlds and settings, and learned how to manage the work of writing a book. This was all in preparation for NanoWriMo, AKA National Novel Writing Month. In November the same teens came every week to write. Jaquie led writing sprints, encouraged them to meet their personal writing goals, coached them from home through the writing Discord platform and helped them when they were stumped. After all that work, the participants brought in food that appeared in their stories and they all celebrated. After a December break, the program will continue with editing and revising.

Here is what one of the teens said, “It was nice collaborating story ideas with friends...and I really liked the snacks.”

A couple of parents had this to say:

“My daughter looks forward to the writing group every week because she can meet nice people and feels more motivated to write her book. This is the only afterschool activity she goes to throughout the school year and loves talking to her friends about what she's writing.”

“There is no other youth program quite like this one in our area! Such a great space for budding bibliophiles to get creative and connect with one another. This is our middle schooler’s second year with Jackie, and he’s already looking forward to their next group meetup to work on editing and fine-tuning their literary pieces. Thank you so much for this amazing and fun experience!”

Linda Smith  
Head of Teen Services

### **Sight & Sound**

November was a busy month in Sight and Sound. We had big events in the McGuire, including

the Friends Book Sale.

The new circulation policy has been a big hit in Sight and Sound; a lot of patrons have expressed their gratitude for the longer checkout period for our Hot titles and the Library of Things.

Speaking of the Library of Things, we are really excited about our newest items. Check out our new Etch-A Sketch, ViewMaster, and electric guitar!



### **November Reference Questions**

Digital: 88  
Phone: 237  
Walk-in: 1451

### **TADL Meeting Room Stats November 2023**

Total: 176  
TADL meetings: 30  
Personal/Outside Group Meetings: 146  
Paid Meetings: 6  
Unpaid Meetings: 170  
Walk-ins: 20  
Advance Reservation: 156

### **Number of Meetings by Room October 2023**

McGuire Room: 40  
Thirlby Room: 75  
Study Room D: 61

Respectfully Submitted,  
Josh Denby



Department Head, Sight and Sound

### **Circulation**

We welcomed two new pages this month - Ron and Allison! Happy to have them both be a part of the circulation team. Two big events - the Friends Books Sale and the Nov 15th event - kept the lobby and welcome area busy but we were able to maintain nice organization with the lines of people with minimal disruption to patrons needing assistance at the welcome desk. We continue to see increased use of borrowing through MeLCat for our patrons compared to the same month in previous years. Our patrons really love that they get access to materials across the state!

#### *November Circulation Numbers - Combined Branches (Woodmere, Kingsley, East Bay)*

New patron accounts created: **↑196** (vs 194 last year)

Curbside pickups for November 2023: 16

Circulation Statistics for MeLCat, November 2023:

- TADL items sent to borrowing institutions: **↓1178** (vs 1222 last year)
- TADL items received from lending institutions: **↑2017** (vs 1925 last year)

Respectfully Submitted,  
Christina Meyers  
Head of Circulation

### **Marketing and Communications**

As noted in the previous board meeting, November was bustling. In addition, I set up crowd-control measures (signage & roping) for 11/15 (**targeted outreach**); helped facilitate the new TBL sign (**inclusive space**); the new land acknowledgement sign (**inclusive space, purposeful partnerships**) by the Willow Lodge (funded by a GTB 2% grant); and redid the welcome brochure as well as other materials to reflect the change to the new increased checkout/hold limit (**targeted outreach**). I also created timeline elements for the Dec/Jan display and fulfilled department support requests.



Website: Pageviews 49,803

Press: TADL appeared in news items 73% of the days in November.

Heather Brady  
Marketing & Communications Manager

### **Human Resources**

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

#### *New Employees:*



**Allison Donnelly-Sheridan**  
PT Page, Circulation



**Ronald Wiley**  
PT Page, Circulation

*Employee Position Transfers:*  
None

*Employee Departures:*  
None

### **Facilities**

For the month of November:

- Facilitated Friends of the Library Book Sale
- Met with contractors re: entry grate, carpet replacement, painting, window blind installation, lighting projects, plumbing issues, Bathroom Renovation project, lightning strike repairs, and HVAC building controls
- Filed insurance claim for lightning strike damage to control panel
- Adjusted all clocks from Daylight Savings Time
- Repaired Clock Tower lighting timer
- Recycled extensive e-waste, CF bulbs, batteries
- Facilitated Israel/Palestine discussion event
- Completed Project Management Fundamentals for Librarians course
- Participated in Staff In-Service
- Had a week off! Thank you.

Respectfully submitted,  
Bret R Boulter, Facilities Manager

### **TADL Talking Book Library**

The leadership team did DISC training. It was very helpful in knowing where everyone fell on the DISC map. We were given tips on how to communicate with each other based on our style.

The library offered self-defense training. It was very helpful.

I met with Bill Young, the president of the local Lions Club. We talked about Project Kidsight, which offers free vision screening for preschoolers. We will hopefully be hosting this project next year.

Notary requests filled- 7

Tuesdays @ Two read "Remarkably Bright Creatures" by Shelby Van Pelt.

Anita Chouinard  
Talking Book Manager

### **East Bay Branch Library**

The East Bay Branch had a great November! Our regular programs included:

- Five Sing & Stomp storytimes. (We averaged 25 patrons per storytime, which is a huge increase from last year's November average of 10!)
- Adult Coloring Night
- Chair Yoga
- Bookmobile at Grand Traverse Academy
- Month-long displays for Native American Heritage Month featuring books by Indigenous authors in both the youth and adult sections, and shorter displays in the children's room for DiNovember and Thanksgiving.
- Book Club: *The Secret of Snow* by Viola Shipman

One of our most popular indoor events is our Fall Harvest Festival, where we welcomed almost 60 patrons into the library to enjoy crafts, games, mini-golf, a scavenger hunt, and hot cider and donuts (as well as fresh fruit!)

We also hosted a very successful Minecraft-themed Youth Escape Room, and we created our own Banned-Book-themed escape room experience for the staff at the Annual In-Service.

Respectfully Submitted,

Matt Archibald  
Branch Manager

## Kingsley Branch Library



November programming included a month long DiNovember celebration, where a whole platoon of (inflatable) dinosaurs took over the Library! Patrons enjoyed a dino scavenger hunt and cool displays scattered in the stacks. It was a really playful way to engage young patrons, and every dino book in our collection was checked out (Innovative Engagement).

Beth Anderson, our early literacy librarian, went all-out for our November Maker Day, held when Kingsley Schools were not in session. At one time, we had over 75 makers in our Community Room, and over 200 participated over the course of the day! Stations included Cardboard Construction, Creative Crafting, and Silly Science (Innovative Engagement).

We had similar attendance at Lego© Night. Regular programs, including Teen D&D, Simply Delicious with Chef Tom, and Afternoon Book Club, averaged 15 patrons.

Patrons can look forward to our latest Library of Things offering, cookie cutters! Brian Carey, our LoT librarian, has developed this collection at the request of many of our regular baking pan patrons. We'll carry just about anything you can think of, including licensed products, holiday themes, animals, and much more!

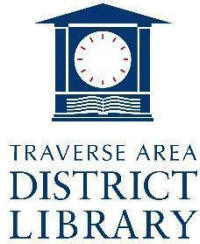


Join the Kingsley Friends of the Library for their Annual Membership Meeting on January 20th at 10:30 a.m. in the Community Room. Gay Travis will be our speaker on the history of the Kingsley Friends, followed by a potluck brunch and then the newly convened Board's first meeting (Purposeful Partnerships).

Respectfully submitted,

Amy Barritt  
Branch Manager





## TADL Board of Trustees Finance & Facilities Committee

December 4 2023  
2:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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**Attendance:** P. Deyo, and J. Jones, Trustees. M. Myers, B. Boulter, 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 Deyo and approved by Jones that the minutes from the October 3, 2023, Finance and Facilities Committee be approved. All were in favor. The minutes were approved.

**Public Comment:** No public comment.

### Facilities:

- **Bathroom Update:**

Boulter has been in contact with Spence Bros. Materials have been ordered and will take 6-8 weeks, then Spence Bros. will begin scheduling contractors, etc.

- **Acme Location Update.**

Howard was contacted by representatives from Acme township. With the lack of agreement between TCAPS and Acme, they are looking for other building options. They will reach out once a new facility plan is made. Some ideas that could be accomplished are TADL lockers and a drop box, having a story time or book club at their Community meeting room.

- **Northland Library Cooperative Reciprocal Lending Agreement**

Howard explained that TADL allows anyone in the Northland Library Cooperative area to get a TADL library card per our lending policies. The Reciprocal Agreement is the legal agreement to allow this. This will not change any TADL procedure by agreeing to this. Board approval is required.

### Finance:

- **2023 Budget Amendment**

Baldwin explained the budget amendment and answered any Trustee questions. As a part of this discussion, Howard explained that there is a sizable excess of money in the Personnel budget. Howard would like to give staff a retention bonus. They are incredibly dedicated individuals who are very hard to replace. This would be a one-time bonus and would exclude Howard, substitute employees, and any employees new to TADL in the last 3 months who are still in their probationary period. It was motioned by Deyo and

seconded by Jones to forward to the Board with their approval bonuses in the following amount:

Part-time Irregular Employees:	\$500
Part-time Union Employees:	\$750
<u>Full-time Union Employee and Salary Staff:</u>	<u>\$1,000:</u>
Wages	\$54,500
Fringe	\$6753.75
<b>Total</b>	<b>\$61,257.75</b>

- **2024 Capital Improvement Budget**

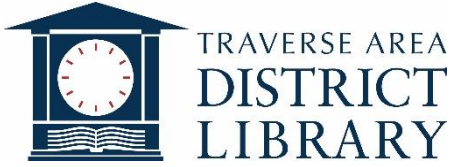
Baldwin and Howard presented the Capital Improvement Budget. These are larger projects in which the funds would be taken from the Public Improvement Fund. Howard explained that she and Boulter and trying to plan for the year and this approval will help with a number of projects that need to be completed. Some projects on the list may not get done but staff will work toward them. Howard also noted that some projects will require RFP's which will be brought to the Board.

**Next Meeting Date / Time:** February 6, 2024

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

**Public Comment:** No public comment.

**Adjournment:** It was motioned by Deyo and seconded by Jones to adjourn. The meeting adjourned at 3:12 p.m.



**Financial Report Analysis for November 2023**

**Revenue**

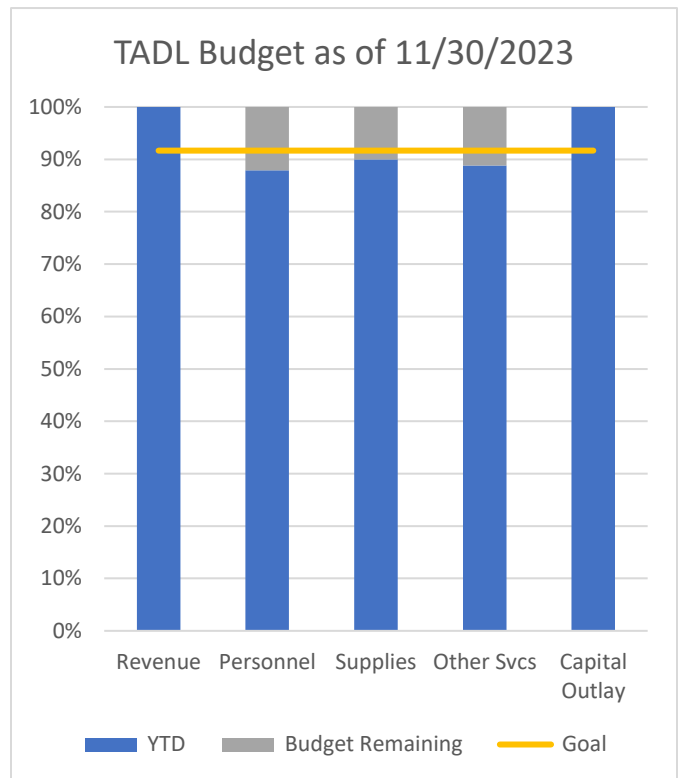
We received \$3,900 in PILT funds from City of Traverse City in November, close to \$2,500 in overdue fines and replacement fees, only \$2,300 in sales this month and slightly over \$3,400 in donations. Investment returns were very positive in November totaling \$15,520.

With one month left of the fiscal year, we have received \$268,000 more in revenue than we budgeted. I will use this figure as a reference on which to base our 2023 budget amendments in December.

**Expenditures**

Note that percentage of Budget completed is 91.7% as of 11/30/2023. 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 91.7% for the month of November. The insurance line items are now paid in full for the year, and all came in under budget due to various staffing changes throughout the year.
- *Supplies*  
Overall between the three subcategories within Supplies we are at 90% of our budget with a November goal of 91.7%. December budget adjustments will ensure that the budget for Repair and Maintenance Supplies will increase to accommodate actual expenses in 2023.
- *Other Services/Charges*  
We are doing well in each line item toward our target of 91.7% for the month of November. Education & Travel also includes both institutional and individual Membership fees, as well as the \$84,000 payments to Northland Library Cooperative.
- *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
<b>Revenue</b>						
400 - Property Taxes - Current/Delinquent/Pilt	5,634,707.00	5,634,707.00	3,900.98	5,661,131.35	26,424.35	100.47%
500 - Grants - Federal/State/Other	27,475.00	27,475.00	0.00	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	850.00	42,528.00	878.00	102.11%
607 - Overdue Fines/Replacement Fees	0.00	15,000.00	2,492.57	32,782.92	17,782.92	218.55%
642 - Sales	19,150.00	19,150.00	2,311.50	34,210.21	15,060.21	178.64%
653 - Meeting Room Rental/Equip Fees	2,000.00	2,000.00	700.00	2,620.00	620.00	131.00%
665 - Interest & Gains/Losses	0.00	0.00	15,520.65	89,039.39	89,039.39	0.00%
674 - Donations/Contributions	26,200.00	26,200.00	3,431.90	57,791.63	31,591.63	220.58%
676 - Misc Revenue & Reimbursements	0.00	0.00	141.49	19,796.20	19,796.20	0.00%
<b>Revenue Total:</b>	<b>6,052,623.39</b>	<b>6,067,623.39</b>	<b>29,349.09</b>	<b>6,335,653.72</b>	<b>268,030.33</b>	<b>104.42%</b>
<b>Expense</b>						
<b>Category: 70 - Personnel</b>						
700 - Salaries & Wages	2,631,428.36	2,633,396.77	194,606.91	2,295,523.89	337,872.88	87.17%
710 - Social Security/Medicare	67,519.02	65,734.09	4,955.40	59,329.38	6,404.71	90.26%
712 - Medical Insurance	383,992.43	390,266.92	29,052.00	360,604.77	29,662.15	92.40%
713 - Dental Insurance	28,504.59	27,601.59	2,163.89	26,320.90	1,280.69	95.36%
715 - Vision Insurance	3,773.19	3,859.91	310.08	3,546.16	313.75	91.87%
716 - Life Insurance	8,909.10	8,764.70	700.00	7,650.18	1,114.52	87.28%
717 - Disability Insurance	15,558.59	15,300.47	1,249.78	13,653.10	1,647.37	89.23%
720 - 401K Retirement Contribution	121,111.05	118,965.45	8,007.21	96,951.00	22,014.45	81.50%
721 - MERS Defined Contribution Retirement	172,320.06	169,226.49	12,732.44	149,328.54	19,897.95	88.24%
722 - MERS DB Unfunded Liability	120,000.00	120,000.00	10,000.00	110,000.00	10,000.00	91.67%
723 - Worker's Compensation	8,000.00	8,000.00	0.00	7,767.20	232.80	97.09%
<b>Category: 70 - Personnel Total:</b>	<b>3,561,116.39</b>	<b>3,561,116.39</b>	<b>263,777.71</b>	<b>3,130,675.12</b>	<b>430,441.27</b>	<b>87.91%</b>
<b>Category: 72 - Supplies</b>						
728 - General Operating Supplies	197,065.00	189,065.00	18,470.60	151,638.58	37,426.42	80.20%
736 - Repair & Maintenance Supplies	6,750.00	14,750.00	4,276.15	19,905.89	-5,155.89	134.96%
741 - Books/Media/Online Resources/LoT	667,960.00	667,960.00	66,530.64	612,836.47	55,123.53	91.75%
<b>Category: 72 - Supplies Total:</b>	<b>871,775.00</b>	<b>871,775.00</b>	<b>89,277.39</b>	<b>784,380.94</b>	<b>87,394.06</b>	<b>89.98%</b>
<b>Category: 80 - Other Services and Charges</b>						
801 - Professional & Contractual Services	308,425.00	308,425.00	9,939.14	230,799.54	77,625.46	74.83%
804 - Advertising & Outreach	25,950.00	25,950.00	2,309.50	24,735.07	1,214.93	95.32%
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	33,093.94	297,874.94	42,235.06	87.58%
850 - Communications	28,500.00	28,500.00	1,367.57	18,419.85	10,080.15	64.63%
921 - Utilities	109,700.00	109,700.00	7,744.11	97,217.03	12,482.97	88.62%
955 - Education & Travel	123,330.00	123,330.00	11,255.95	104,684.25	18,645.75	84.88%
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	116.04	5,008.14	1,491.86	77.05%
<b>Category: 80 - Other Services and Charges Total:</b>	<b>1,634,732.00</b>	<b>1,634,732.00</b>	<b>65,826.25</b>	<b>1,452,452.20</b>	<b>182,279.80</b>	<b>88.85%</b>
<b>Category: 97 - Capital Outlay</b>						
971 - Capital Furniture/Equipment/Building	0.00	0.00	0.00	9,825.00	-9,825.00	0.00%
<b>Category: 97 - Capital Outlay Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,825.00</b>	<b>-9,825.00</b>	<b>0.00%</b>
<b>Expense Total:</b>	<b>6,067,623.39</b>	<b>6,067,623.39</b>	<b>418,881.35</b>	<b>5,377,333.26</b>	<b>690,290.13</b>	<b>88.62%</b>
<b>Report Surplus (Deficit):</b>	<b>-15,000.00</b>	<b>0.00</b>	<b>-389,532.26</b>	<b>958,320.46</b>	<b>958,320.46</b>	<b>0.00%</b>





TRAVERSE AREA  
DISTRICT  
LIBRARY

**Board of Library Trustees Regular Meeting  
Library Director Report  
Meeting Date December 14, 2023**

**Library Activity**

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

<b>Year to Date Circulation Activity</b>			
<b><u>End of Month</u></b>	<b><u>Print/Audio/Video</u></b>	<b><u>Electronic Books/Audio/Video</u></b>	<b><u>TOTAL</u></b>
November 2022	914,880	289,045	1,203,925
November 2023	954,113	289,232	1,243,345

Lending

Physical Circulation is up by 4.1% from last year.

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

Please note this number is missing several database statistics due to the early meeting date.

Visitors – Woodmere, East Bay, and Kingsley Facilities

In November, there were 28,489, vs 30,777 visitors in October for East Bay, Kingsley and the Main library. In November 2023, TADL added 210 new patrons district-wide. The busiest day for November was Wednesday, the 15th, with 1,572 visitors. This was the day of the MidEast:Just Peace Event.

Public Computing

There were 1,837 sessions as opposed to 1,801 in 2022.

Additions to the Collection

In November 2023, 2,535 items were added to the district.

Behavior Issues

There were 13 incidents in November 2023 resulting in 3 suspensions. While these involved alcohol, abusive language, and mental health, we did reinstate one patron who had been suspended for a year. He has entered recovery and I have waived his suspension as long as his behavior stays appropriate.

Intellectual Freedom

I have attached a Press Release from the Michigan Library Association. It explains their work with Representatives Veronica Paiz (D-11) and Carol Granville (D-84) who will be introducing the Michigan

Freedom to Read Act once the legislature returns to session. We are all hopeful for support from both sides of the aisle on this important legislation.

### TADL Polling Sight

The City Commission for the City of Traverse City has approved TADL Main library on Woodmere as a polling site for the 2024 and 2025 elections.

### Open Meetings Act Revisions (HB 4817)

I encourage you all to read this bill that allows for remote attendance at Board meetings. If you agree (or disagree), you can contact your elected representatives to give support.

### TADL In-Service

We had a wonderful In-Service on November 10<sup>th</sup>. Over 90 people attending including staff from all branches and member libraries. The topics included:

- a morning session on DEI (focusing on racism) with Ester Triggs
- TADL attorney K. Zeits presented on the important communication rules during the millage
- TCPD Social worker Jennifer Holm and TCPD Officer Fryczynski presented about the important work of the Quick Response Team
- East Bay Branch Staff closed with day with an escape room!

### TADL Leadership Training

Kate Green, owner of Human Resource Partners, led the Leadership Team in a DiSC leadership style assessment. It was an educational afternoon spent understanding our own personal leadership styles and how to work with others for success.

### TADL Self-Defense Class

On November 30, we offered a Self Defense class to all employees of the District. About 20 staff members took advantage of this important class. (picture)



### November Outreach, Partnership & Community Activities

#### Purposeful Partnerships

- H. Brady and I had lunch at the Millworks and showed off the bookmobile interior shelves that they crafted.
- Hosted the Grand Traverse Regional Executive Committee for Lunch. It was a small group but we had great discussions about leadership in our area.

Happy Holidays!

Michele P. Howard, MILS

# MLA Public Library Bill: Michigan Freedom to Read Act

Continuing the extraordinary and unprecedented work of the Intellectual Freedom Task Force to collect public opinion, institute a public relations campaign, and create MI Right to Read, we are excited to outline and deliver the “Michigan Freedom to Read Act”.

But first, let’s start with some facts as we know them...

Groups and organizations that favor banning books in Michigan public libraries are clearly going against an overwhelming majority of public opinion that opposes book banning. In March 2023, the Michigan Library Association contracted with EPIC-MRA, who collected over 800 opinions on this very topic from voters in Michigan. The results of this public opinion poll validated MLA’s position to protect Michiganders’ First Amendment rights and the right to read.

What specifically did we find?

Overwhelmingly book banning and censorship issues are not tolerated by the majority of voters in Michigan. A 77% solid majority of all respondents said that “local public libraries should have a diverse selection of books and reading materials that represents the community and the world around them.”

An 87% plurality of all respondents agreed that “there is absolutely no time or rare times when a book should be banned from local public libraries.”

A 90% majority of all voters said that “books with descriptions and depictions of slavery” should never be banned, 89% of all respondents said that “discussions about race” should never be banned, 87% of all respondents said that “political ideas you disagree with” should never be banned, and 67% of all respondents said that “books with discussions about sex, gender identity or sexual orientation” should never be banned.

And perhaps, most important to the topic at hand: An 83% majority of respondents (67% strongly) would “support state legislation that would protect the right of the public to read what they wish to read in local public libraries and not have books banned.”

Acknowledging that fact, MLA began the proactive process to research and digest all “positive” legislation being proposed across the country to thwart book banning and censorship and to find a Michigan solution. We tried to find a solution for all library types (public, school and academic) in one fell swoop. With each library type working under different administrative structures, we didn’t succeed in finding the right solution for all but re-committed to finding separate solutions for all in the coming months. We looked at incorporating library employee protections – we found that Michigan employment laws were already protecting us. What we needed was more education on these protections rather than more legislation. We looked at the Illinois legislation and while good for Illinois (and maybe a few other states), we didn’t feel that penalizing libraries, and having funding withheld from grants and state aid was best for Michigan.

In conversation after conversation it became apparent that the best course of action to draft legislation would be to incorporate both the principals of the First Amendment and the rights afforded and upheld in civil rights protections. If we could incorporate both principals into standard library policy, we would be able to 1) protect citizen’s rights to receive and express diverse ideas without censorship, and 2) we could put to rest baseless challenges targeting authors or the subject matter, content, or viewpoint of material based on protected class.

We also based our draft on the concept that every public library must have transparent and fair policies and procedures available for challenging library materials. In upholding the values of the library profession to be democratic and unbiased, we continue to believe strongly in the due process rights of individuals.

Utilizing the standard “Request for Reconsideration” process used by most public libraries, the proposed bill has incorporated a number of simple, yet distinct ideas:

1.) The proposed bill states explicitly that the public library director shall have final responsibility on the selection of materials for inclusion or withdrawal in a public library's collection. It also states that a library must have a policy in effect that complies with the act setting forth standards for selection of materials, standards for withdrawal of materials, a process for reconsideration, and other conditions, such as:

- A) the reason or reasons for requesting reconsideration of the public library's material. (Any reasons that are not in compliance with this act cannot be considered.)
- B) that the requester has read the entire material before filling
- C) that a request may only be made by a resident of the library's legal service area or contracted service area
- D) that a new request for reconsideration of the same material may not be submitted to the same public library for 365 days after the public library's determination

2) The reason or basis for a request for reconsideration cannot be made based on religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, or marital status of the author or that the subject matter, content or viewpoint of the material involves religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, or marital status. The public library director has discretion to determine if the reasons stated comply with this subsection.

3) A public library may not grant a request for reconsideration based on the subject matter, content, or viewpoint of material, unless the material has been adjudicated to be obscene or otherwise unprotected by the First Amendment of the United States Constitution or by Article 1, Section 5 of Const 1963, as determined by a court of competent jurisdiction over the community in which the library serves.

4) The Michigan Attorney General may, on behalf of the Library of Michigan, compel the public library to adopt a policy and the attorney general, a resident of the public library's legal service area or public library's contracted service area may commence a civil action including a temporary or permanent injunction to prevent the public library from unlawful removal of material or to compel the public library to return material to the collection that are removed in violation of this act.

Simple, direct legislation that attaches itself to a policy most libraries already have. It may not stop every challenge, but we hope it will stop the majority of those that target the books and materials so often at the top of the "most banned books" list.

The concepts of the proposed legislation, drafted by **Anne Seurnyck** and **Mike Blum**, Attorneys at Foster, Swift, Collins and Smith, is on the desks of two Michigan House Members - **Rep. Veronia Paiz** (D-11) and **Rep. Carol Glanville** (D-84). They are committed to working with the draft to introduce sometime in the next few weeks. When the final draft is done, we will share it immediately with MLA members as it may change based on input from the Legislative Service Bureau.

This work couldn't have happened without the wisdom and knowledge of many individuals coming to the table and determining the best course of action for our Michigan libraries including **Dillon Geshel**, MLA President; **Jenny Marr**, Advocacy and Legislative Committee Chair; **Larry Neal**, Advocacy and Legislative Committee Vice-Chair; **Juliane Morian**, Intellectual Freedom Task Force Chair; **Bob DeVries**, MLA Lobbyist; **Randy Riley** and **Clare Membiela**, Library of Michigan; **Loren Khogali**, ACLU of Michigan; and **Amy Churchill**, Lapeer District Library. Others have vetted the draft as well and we are indebted to them for their eye for detail, questions and unfettered opinions. Their wisdom, expertise and sincerity of purpose are to be applauded and praised.

Their voices are in my ear every day, they are at the other end of the line (or email) when I need them. They take whatever time is needed to research and share their professional opinions – which are then molded and shaped into the actions of MLA. My philosophy has always been that good ideas get tempered and improved -

while flawed ideas get challenged and rejected. This will be how we take action and put to rest the challenges that are in front of us.

We must not remain silent; we must protect the right to read for all Michiganders; we must defend books and writers; we must support diverse literature; we must safeguard the freedom to express our opinions and to access the opinions, ideas and stories of others; and finally, we must push back and use our voices against extremist rhetoric of intolerance, exclusion and censorship. This legislation will help make that happen.

These are really tough moments for some of us right now, but there is a community of support behind you and super smart individuals that are helping shape the conversation (and the legislation) that affects us all.

We hope to see you at MLA's next Advocacy Hour on Thursday, November 16 with our house members, as well as Bob DeVries, Dillon Geshel, Jenny Marr, and Juliane Morian to share the draft of the bill and for anyone interested in asking further questions. [Register here](#). There will be much work ahead to get this passed and we will need everyone to step up and contact your legislators once the **Michigan Freedom to Read Act** has been introduced.

As always, standing strong to Protect the Right to Read.

A handwritten signature in black ink that reads "Deborah E. Mikula". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Deborah E. Mikula  
Executive Director

## Traverse Area District Library 2023 Final Budget Amendment Resolution

It is resolved, that the estimated revenues and total available to appropriate for 2023 are amended as follows, have arrived and are deemed to be within expectations:

	General Fund			
	Original Budget	Prior Amendments	Final Amendment	Final Budget
Estimated revenues	6,067,623	-	268,030	6,335,654
Operating transfers in	-	-	-	-
Appropriable fund balance	-	-	-	-
<b>Total available to appropriate</b>	<b>6,067,623</b>	-	<b>268,030</b>	<b>6,335,654</b>

Further, it is resolved that as expenditures may exceed appropriations in some categories, the following amounts are to be amended to reconcile these differences:

Personnel	3,561,116	-	56,719	3,617,836
Supplies	871,775	-	151,467	1,023,242
Other services and charges	1,634,732	-	35,147	1,669,879
Capital outlays/Contingencies	-	-	15,000	15,000
Transfers to Restricted Funds	-	-	9,697	9,697
	<b>6,067,623</b>	-	<b>268,030</b>	<b>6,335,654</b>

Further, that the Library Director is authorized to reallocate detail line item amounts as listed on the above budget so long as the amounts appropriated in the above categories are not exceeded.

Further, that any funds contributed specifically toward Bookmobile, Kingsley Branch Library, Talking Book Library, Local History Collection, and Teen Services, be transferred to the Restricted/Assigned Funds to use for projects in future fiscal years.

	Restricted/Assigned Funds		
	Original	Change	Final
Following funds designated for Restricted Fund - Department Donations Aggregated	-	9,697	9,697

Motion to adopt the resolution was introduced by:

\_\_\_\_\_

and supported by:

\_\_\_\_\_

Motion adopted on December 14, 2023    Y / N

\_\_\_\_\_

Paul Deyo, Board Secretary

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**BOARD MEMO**

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**TO:** TADL BOARD  
**FROM:** MICHELE P HOWARD, MILS  
**SUBJECT:** STAFF RETENTIONAL BONUS  
**DATE:** 12/14/23

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I am asking the Board to allow me to give Staff Retention Bonuses for the continued hard work and service to our community. It is getting hard to find good staff, and the TADL Staff provides exemplary service to all who enter our buildings.

This bonus would not include myself, substitute employees, or any staff member who began at TADL within the last 3 months.

Amounts as follows:

Part-time Irregular Employees:	\$500
Part-time Union Employees:	\$750
<u>Full-time Union Employee and Salary Staff:</u>	<u>\$1,000:</u>
Wages =	\$54,500
Fringe	\$6753.75
<b>Total</b>	<b>\$61,257.75</b>

Suggested Motion: To allow the director to give the Staff Retention Bonuses totaling **\$61,257.75**

## Northland Library Cooperative Reciprocal Borrowing Agreement

This reciprocal borrowing agreement provides patrons of \_\_\_\_\_ library the opportunity to borrow materials from members of other Northland Library Cooperative member libraries that have executed a similar agreement without charge.

The only services not available to reciprocal borrowers are the interlibrary loan service (including borrowing through MeLCat) and services that are limited to residents due to licensing restrictions (example: Overdrive, Hoopla). Patrons should check with their home library for details on these services.

Note: Shared ILS agreement policies supersede this reciprocal borrowing agreement's policies.

### Definitions:

Home library: Library where the patron resides and matches their physical library card

Registering Library: Reciprocal library that uses the home library card to register the patron

Lending Library: Library that lends the materials.

### Guidelines for reciprocal borrowing include:

- 1. The borrower is subject to all the rules and regulations of the lending library.**
- 2. All borrowed materials must be returned to the lending library.**
- 3. Reserves may be placed on materials.**
- 4. Borrowers are responsible for returning materials on time and may be fined for late materials. The borrower will be charged for any lost or damaged materials.**
- 5. If the borrower does not make payment, the home library will be invoiced within one year.**
- 6. Each library may suspend borrowing privileges for a patron who is not in good standing at the library.**
- 7. Northland shall publish a list annually of the libraries participating in Reciprocal Borrowing.**

This agreement has been approved by member library boards and the Northland Board of Trustees.

Board Chair of \_\_\_\_\_ Library

\_\_\_\_\_ Date: \_\_\_\_\_

Board Chair Signature

\_\_\_\_\_ Date: \_\_\_\_\_

Board Chair of Northland Library Cooperative