

## AGENDA

Board of Trustees Regular Meeting  
Thursday, August 19, 2021 at 4:00pm  
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. **Approval of Minutes**
  - a. [Regular Meeting of June 17, 2021](#)
6. **Reports and Communications**
  - a. [Director Report](#) | [Departmental Reports](#)
  - b. Financial Reports – June: [Expenses](#) | [Revenues](#) // July: [Expenses](#) | [Revenues](#)
  - c. Member Library Reports – FLPL | [IPL](#) | [PCL](#)
  - d. Committee Reports
    - a. Finance & Facilities and Services Committee – [August 3, 2021](#)
    - b. Policy and Personnel Committee – [August 3, 2021](#)
  - e. Other Reports and Communications
    1. Friends' Report – Donna Hornberger, President Friends of TADL
7. **Old Business**
  - a. [Approval of contract for the Lighting Project](#)
8. **New Business**
  - a. [Approval of L-4029 Tax Rate Request](#)
  - b. [Resolution to Pay MERS \\$200,000 from Internal Service Fund and Revision of the Budget](#)
  - c. Approval of spending for improvement to the Youth Story Room
  - d. Approval to amend the Fixed Asset amount from \$500 to \$5,000
  - e. [Policy Revision – 3.7 Wi-Fi Hotspot and Laptop Lending Policy](#)
  - f. [Policy Revision – 5.2 Disposal of Withdrawn Materials](#)
  - g. [Policy Revision – 5.3 Access to Materials Based on Age](#)
  - h. [Policy Revision – 5.4 American Library Association's The Freedom to Read](#)
  - i. [Policy Revision – 5.5 American Library Association's Freedom to View Statement](#)
  - j. [Policy Revision – 5.6 American Library Association's Library Bill of Rights](#)
  - k. [Policy Revision – 7.5 Nepotism](#)
  - l. CRT – Critical Race Theory (Item Request by Trustee Odgers)
9. **Public Comment\***
10. **Trustee Comment**
11. **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 5 minutes. Please sign in at the podium.

The Traverse Area District Library will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon 3 days notice to the Library. Individuals with disabilities requiring auxiliary aids should contact the Library Administration, 610 Woodmere Ave., Traverse City, MI 49686; (231) 932-8500 (voice/fax); [libadmin@tadl.org](mailto:libadmin@tadl.org) (e-mail).



**Board of Trustees Regular Meeting**  
MINUTES (approved)  
Thursday, June 17, 2021 at 4:00pm  
McGuire Community Room  
610 Woodmere Ave., Traverse City, MI 49686

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**1. Call to Order**

The meeting was called to order by President Jones at 4:08pm. Present were: Jones (President); Odgers (Vice President); Sullivan (Treasurer); Pakieser (Secretary); Vickery and Wescott (Trustees). Budzinski (Trustee) was absent. Also present were: Zeits (Counsel); Howard (Director); Radjenovich (Business Manager); McKenna, Brady, 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 Odgers, SUPPORTED by Pakieser, to approve the agenda as presented. Motion CARRIED.

**4. Public Comment**

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

**5. Approval of Minutes**

a. *Regular Meeting of May 20, 2021*

It was MOVED by Sullivan, SUPPORTED by Wescott, to approve the regular meeting minutes of May 20, 2021 as presented. Motion CARRIED.

**6. Reports and Communications**

• *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- Long-time employee Christopher Spear is retiring in July after 30 years of service. We'll be sad to see him go.
- Brady and Howard have been doing some gardening and weeding in the front of the library. A donated sculpture of two children playing leapfrog was placed in the front garden.
- Howard checked with the member libraries, and Blair, Long Lake, and Acme Townships on their level of interest on having TADL lockers in the Township Halls for patrons to pick up library materials on hold. She described how the lockers work for hold items, noting that many universities and Amazon are now using them. Upon pick-up the item is automatically checked out to the patron. Howard hoped that the board would provide a motion of support, later on the agenda, to apply for an ARPA grant and use those funds toward the locker service among other things.

• *Financial Reports*

Radjenovich confirmed her written report and highlighted the following:

Most of the tax revenues for the year have been received. The first of two State Aide checks for both the library and for the Talking Book Library have been received. The

(approved)

Page 1 of 4

Rotary grant money has been received and is now available for the purchase of the bookmobile. Sales are staying around the \$2000 mark per month and should beat the sales goal set for the year. The goal for overdue fines will likely fall short especially since overdue fines will not be charged moving forward. Miscellaneous revenue of \$11,500 are a result of MERS Defined Contribution forfeitures. If an employee leaves prior to vesting and doesn't enter into another MERS position elsewhere within a year, the employer portion of the contributions are forfeited back to the library. Expenses are in good shape at 43.7 percent of the budget at this time.

- **Member Library Reports**

- Vicki Shurly, Director of Peninsula Community Library (PCL), reported that PCL opened to normal hours normal operations on June 1<sup>st</sup> and they are updating their website. Shurly expressed gratitude to be included in the ARPA grant mentioned by Howard. Patrons have donated stuffed animals for the Summer Reading Club raffle. PCL started a seed library in an old 1960 card catalog. PCL' fiscal year ends June 30<sup>th</sup> and Shurly is working with the auditors and adopting the new chart of accounts required by the state.

A written report from Jennifer Thomet, Director of Interlochen Public Library (IPL) was included in the board packet. There was no report from Fife Lake Public Library.

- **Committee Reports**

- Finance and Facilities and Services Committee – Sullivan reported that the committee had met and received an audit review from the auditors from Dennis, Gartland, and Niergarth which will be presented later in the agenda. The committee also discussed leasing books, another item later on the agenda.
- Policy and Personnel Committee – Pakieser reported that the committee had met and had an in-depth discussion about reinstating Hot Item fines while removing general material fines and recommended approval of the policy later on the agenda. The committee continued a discussion of the Nepotism policy, and after review and discussion of the Board Authorization regarding Bids policy it was determined that the policy was appropriate as written.

- **Other Reports and Communications**

- Friends' Report – Donna Hornberger, TADL Friends Board President  
A written report was included in the board packet. President Jones noted that the Friends planned to honor Marilyn Lawrence for her long-term membership on the Friends board. He also thanked Lawrence for many years of service on the TADL Board of Trustees as well as her long-time membership with the Friends.

## 7. **New Business**

### a. **2020 Audit**

The auditors previously gave a full audit report to the Finance and Facilities Committee and Howard provided a brief review of the 2020 audit to the full board for acceptance. She noted that it was a clean audit with the highest rating, again for the 2<sup>nd</sup> time since becoming Library Director. 2020 was a challenging year, yet TADL operated within the current revenue and budget, even throughout the pandemic when revenues were slightly reduced. Trustees asked a few questions and it was noted that, per MERS, the MERS unfunded pension liability is 84% funded. Howard also noted several restricted funds as a result of donations. The 2020 budget year resulted in a \$388,000 excess which will be split according to policy; \$194,000 of which will be moved to the Public Improvement Fund. It was MOVED by Sullivan, SUPPORTED by Wescott to accept the 2020 audit. A roll call vote was taken with the following results:

(approved)  
Page 2 of 4

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

Motion CARRIED. Vickery expressed appreciation to Howard and Radjenovich on the hard work that went into the audit and the resulting fine audit report.

b. *Support for the Library of Michigan ARPA Grant*

It was MOVED by President Jones, SUPPORTED by Pakieser to offer a resolution of support for Director Howard to apply for a Library of Michigan ARPA Grant. Motion CARRIED.

c. *McNaughton Book Service*

Adult Services Manager, Melissa McKenna, gave a brief synopsis on the process of purchasing high demand materials and for Holds fulfillment. She explained that McNaughton Book Service would help reduce the cost and increase the speed of item hold fulfillment by leasing books through the service. McKenna provided details and answers to multiple questions about the collection development and current costs. She would like to enter into the lease agreement for a 13-month trial, track the results and evaluate it before continuing with the service. It was MOVED by Sullivan, SUPPORTED by Pakieser, to accept and enter into a lease with McNaughton Book Service for the purpose of leasing books as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

8. **Old Business**

a. *Reinstatement of Fines Policy 3.21*

Howard noted that the revision request to policy 3.21 would eliminate fines for regular materials and bring back fines for “Hot” items and equipment, with the addition of automatic renewals for items that are not on hold. It was MOVED by Wescott, SUPPORTED by Pakieser to approve the policy revision as presented beginning July 1, 2021. Motion CARRIED.

b. *Strategic Plan Adoption*

President Jones thanked Howard and the Strategic Planning Committee for the hard work on the plan presented before the board. It is a significant accomplishment that will help the library move forward. Following trustee questions, Howard noted that the plan will be made available to the public and the board will receive regular routine updates on the progress of the plan directives. It was MOVED by Odgers, SUPPORTED by Wescott to accept and adopt the strategic plan as presented. Motion CARRIED. Howard thanked the board for their support.

c. *Bookmobile Purchase Request*

Brady and Howard secured three ‘apples to apples’ quotes for the desired Sprinter Van identified as an appropriate vehicle for the library bookmobile and were able to inspect two local Sprinter Van mobile units which are virtually the same as TADL is looking to purchase. They also looked at other library models from Grand Rapids and Monroe Public Libraries and had satisfactory discussions with the van customizers. Basically, the van would be purchased as a shell and then customized to the features desired such as specific electrical panels, support rails for book-trucks, cabinets or bookcases, and a side awning. Howard expects to purchase and customize at a minimum to start and then build on it over time as needs and service options develop. Staff will be working out all the details on how to provide the bookmobile service. Howard was pleased to see how many patrons have come forward to support and/or participate

in the new service. Of the three quotes, it was MOVED by Pakieser, SUPPORTED by Odgers and Sullivan to support the Library Director in purchasing a Sprinter Van from Watson Benzie Dealer for a not to exceed amount of \$45,000. A roll call vote was taken with the following results:

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

Motion CARRIED.

d. *Local History Collection Shelves Purchase Request*

Howard noted that the original plans for the shelving space layout were sent to several mobile shelving companies for high-density shelving quotes. Advantage Business Systems (ABS) came in with the lowest bid and also fit within the budget available for the shelving. McKenna, Local History Collection Manager, noted that ABS had done the original shelving in the Talking Book Library in the same space and that the quote was a more educated decision geared specifically for the collection materials, whereas the other two quotes were based on more standard shelving. Howard noted that the approval is a timely matter since the bid quote is only guaranteed for 10 days due to the price of steel fluctuation and wide range in pricing right now. It will take 8-12 weeks for production, delivery, and installation. It was MOVED by Odgers, SUPPORTED by Wescott and Pakieser, approving the Library Director to contract with Advantage Business Systems for high density shelving in the Local History Collection area, to order appropriate archival materials storage devices, and to pay for interns to help with this project for a not to exceed amount of \$40,000 with funds allotted from grants, donations and the Library Local History Fund as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

e. *Accessibility and Mobility for People with Disabilities*

Odgers referenced the article included on May board agenda regarding accessibility, it's importance, and its relevance to the strategic plan. She will continue the discussion in more detail at the Facilities and Finance meeting.

9. **Public Comment**

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

10. **Trustee Comment**

Odgers noted the upcoming community recognition and celebration of Juneteenth. She also discussed a cancer diagnosis which she hopes to use the experience to help herself, her family, and others with disabilities who have specific challenges and needs in navigating and handling a cancer diagnosis and treatment plan.

11. **Adjournment**

With a motion to adjourn by Sullivan, President Jones adjourned at 5:57pm.

Respectfully submitted,

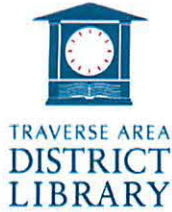


V. Carpenter, Recording Secretary

Approved by board vote on August 19, 2021



M. Pakieser, Board Secretary



Board of Library Trustees Regular Meeting  
**Library Director Report**  
 Meeting Date: **August 19, 2021**

**Library Activity**

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

<b>Circulation Transactions</b>			
<b>Year-to-date activity</b>			
<b>As of month end</b>	<b>Print/audio/video Circulation</b>	<b>Electronic books/audio/video</b>	<b>Total Circulation/Electronic Usage</b>
July 2020	302,353	173,359	475,712
July 2021	429,736	167,671	597,407

Lending

Physical item circulation has increased 40% over last year! This is due to a number of factors including the new TCAPS Student cards, Summer Reading Club, the removal of the mask mandates and being open! It's wonderful to see the many happy patrons leaving with stacks of books.

E-Book, magazine, downloadable audiobook and database utilization

In June and July, we saw electronic use drop a little when compared to 2020. I think patrons are overjoyed to have physical books as we all realize digital fatigue. I am happy to remind Trustees that we added the database, Transparent, which includes many languages including Ojibwe and the database Social Justice Suite. Both are in support of our Strategic Plan. Thank you to Melissa for investigating and adding these!


Visitors – Woodmere, East Bay and Kingsley Facilities

Wow, what a busy couple of months! In June 2021, we had 32,637 visitors. This is a 650% increase over June 2020. The busiest day being Tuesday, June 29th with 1,779 patrons. In July 2021, we had 38,426 visitors. This is a 95% increase from July 2020. The busiest day was Tuesday July 13 with 1,852 visitors. For June and July 2021, we had 640 new patrons across the district. 14 Visitor, 3 Limited, 1 Juvenile Limited, 1 Computer Use Only and 606 Patrons. These numbers are back to pre-pandemic levels.

Public Computing

Computer Use has rebounded with an overall District wide increase of 41.6% but a 54% at Woodmere. This equates to 1,724 computer sessions in July versus in May there was 1,271 sessions.

Additions to the Collection



In June and July 2021, 4,795 items were added to the collection compared to 4,769 in June and July 2020. This is expected as the budget is about the same as 2020 and we encourage staff to spend the money throughout the year.

### **Finances**

One suggestion from the audit was to increase the dollar amount for assets. It is currently \$500 and after some research, we'd like to make it \$5,000. This will help us "clean up" our assets list and better reflect items that should be considered assets. A motion is on the agenda for this request.

You will also note that there is a Resolution to transfer \$200,000 from the Internal Service Fund to be paid toward our MERS unfunded pension. TADL is already in a great position but the Trustees continued commitment to pay down this debt secures our future.

In July, Danielle, Deb and I are close to completing the revision to the Uniform Chart of Accounts which is required by the State of Michigan, and in time before our fall budgeting season begins. This is a monumental task. While we have been doing this, we realized that our Accounting Program, Sage, will not support this new account numbering requirement. We are looking at other companies. This will be an expensive conversion but one that is necessary.

### **Facilities**



Bruce and I are happy to have received 3 bids for the RFP for the lighting projects. They are included in this packet and are seeking approval as the bids are only good for 30 days.

Heather and I have been doing some gardening! It's really looking good in the front of the library. Please note there is a new flower garden near the new EV chargers in honor of past board member and volunteer, Maryln Lawrence.


While I still plan on opening on Sundays starting September 7<sup>th</sup>, I'm waiting to watch hospitalization and infection numbers before we resume our normal hours to 9pm on Monday through Thursday.

### **Covid Update**

How much changes over 2 months! With revised guidance from the CDC and MIOSHA, TADL is now recommending everyone inside the library wear a mask except in their private work space. Unvaccinated staff must continue to mask at all times. We continue to clean at least once a day on top of our cleaning crews at night.

We have offered 2 vaccination clinics in conjunction with Northwest Michigan Health Services, and will offer two more on August 20<sup>th</sup> and September 10<sup>th</sup> from 10am-3pm.

### **Grant Updates**



I completed the Library of Michigan ARPA grant which totaled over \$200,000 and included a number of items needed for the Bookmobile, a number of improvements to the McGuire Room to facilitate easy live streaming, and lockers for Peninsula Community Library, Blair Township Hall and Long Lake Township. While I am hopeful, this was a very competitive grant with Library of Michigan getting applications for over \$6 million while only having \$2-3

million to award. A big thank you to Aaron Olson and Heather Brady for all their help with this grant. It's the largest grant application I've done and it took many, many hours.

### **Staffing**

Please welcome Joshua Denby as our new Circulation Manager! Josh has relocated from Houston Texas where he worked for 12 years as the Customer Experience Manager in the University of Houston Library system. He promises us he has experienced Michigan winters and enjoys them. Welcome Josh!

While he was already working at the East Bay Branch, I am happy to announce that Matt Archibald was selected as the East Bay Branch Manager! He brings some great experience with children and management to the East Bay Branch. Congrats Matt!

### **Teen Advisory Board**

Linda Smith and I continue to work on resurrecting the Teen Advisory Board but we've lost many of our teen visitors during the pandemic due to a variety of factors including many are not vaccinated and don't congregate in the library. While we have seen many students return this summer, I think we are about a year out from having consistent involvement.

Finally, there are some thank yous that I need to extend to one of the most exciting projects this library has done in a long time: the TCAPS library card project. It was a group effort of Anita Chouinard, Scott Morey, Jeff Godin, TCAPS, the Trustees, Heather Brady and myself. I'm sharing this picture below because it is so heartwarming. Libraries and library cards can change lives!



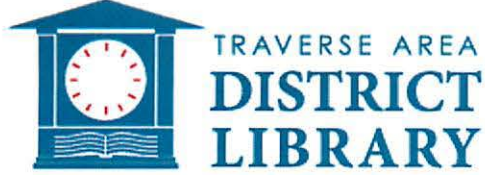
### **TADL Operations**

Please see the extensive departmental reports for a more in-depth look at what is happening at the Main Library and East Bay and Kingsley branches. We have been busy this summer!

Enjoy the rest of Summer!

Michele P. Howard  
Director





**Administrative Reports**  
for the months of June & July  
(August 19, 2021 Board Meeting)

**Adult Services**

- Adult Summer Reading is up and running fast! Activities so far for adults include weekly giveaways of books and \$10 Downtown TC gift bucks, a NEW [Adult Summer Reading web page](#) where we showcased weekly booklists that coordinate with the weekly themes within the Tails & Tales overall motif, gave tips for integrating reading into your summer, and a [Cocktails & Mocktails](#) video series featuring Melissa McKenna and Heather Brady sharing books and drinks going along with each week's theme.
- Adults can now participate in [Dial-A-Story](#) too! This long-running program for children, where people can call into a special library phone number to listen to a story, has now been upgraded to include poems and prose for adults. Betsy Myers has been contacting local authors and poets and so far we've had over a dozen come in to record or send us their recordings!
- Melissa McKenna and Kate Parvel, Circulation Dept, rode over with the Book Bike to Northern MI E3's Juneteenth celebration in F&M park. They had a bike full of diverse reading, viewing, and listening materials and talked with over 40 people!
- Amy Barritt and Robin Stanley did a masterful job planning and presenting an educational and fun internship experience for our 4 Petertyl interns, sponsored by the Traverse Area Historical Society. We are grateful for their support of TADL's Local History Center. The interns did a large amount of work during their 40 hours each and many items have been added to the vertical files, as well as improved records in Omeka, which is the backbone of the [TADL online local history page](#). Please see Amy's report below for more details.
- Melissa McKenna coordinated the addition of the [Transparent Language Online](#) and the [Social Justice Suite](#) of databases to the library's website. *Transparent Language Online* compliments Mango with over 100 languages/dialects and includes many Indigenous languages, such as 3 dialects of Ojibwe. The *Social Justice Suite* helps to further the library's strategic goal to support equity and inclusion in our community and consists of three databases - Slavery in America and the World, Gun Regulation and Legislation in America, and Civil Rights and Social Justice. They all present legislation and court history at the state and federal levels, lists of scholarly articles and bibliographies, and links to other evaluated resources.
- In June, the Adult Services Dept. held 4 programs with a total live attendance of 44 and 22 video views. Besides our two monthly book groups online - Queer Tales and Books & Brewskis, Author Tim Mulherin talked about his new book, "Sand, Stars, Wind & Water:

Field Notes from Up North." Our one in-person program this month was held outside and was an all ages program about bees featuring Champion Hill Bee Farm. Also, the Book Bike began doing weekly outreach to the Sarah Hardy Farmers Market on Wednesday mornings. They made 4 visits in June and served 158 patrons, in addition to the Juneteenth outreach.

- June Adult Services Statistics:
  - Questions Answered In-Person - 1184
  - Questions answered via Phone - 827
  - Questions Answered via Email/Chat - 114
  - Readers' Advisory/Tech Help - 89
  - Craft Kits Distributed - over 100! (2 different crafts-hand lettering/calligraphy & clay earrings)
- In July, the Adult Services Dept. held 2 online book groups, Queer Tales and Books & Brewskis, with a total live attendance of 12. Also, the Book Bike made 2 visits to the farmers market and served 133 patrons.
- July Adult Services Statistics:
  - Questions Answered In-Person - 1340
  - Questions answered via Phone - 981
  - Questions Answered via Email/Chat - 150
  - Readers' Advisory/Tech Help - 92
  - Craft Kits Distributed - 110 (2 different crafts-needle felt succulents & weaving coasters) Our Adult craft kits now have [instructional videos!](#)

Respectfully submitted,  
Melissa A. McKenna  
Adult Services Coordinator

### **Youth Services**

Youth Services had no idea what to expect for Summer Reading Club this year but it turned out that our community really loves their library! We have not seen this level of activity at the library in 2 summers- and this summer's program ranked as the 2nd busiest in TADL's history of Summer Reading Clubs. I am really proud of all our staff members and volunteers who made the Tails & Tales program fun and engaging for all of our patrons, despite some staffing challenges. Here is Summer Reading Club, by the numbers this year:

- Total sign-ups (district): 3,470
- Total sign-ups (Main): 2,586
- Total Youth Services sign-ups (district): 2,528
  - Pre-Readers (district): 472
  - Readers (district): 2,056
- Total Youth Services sign-ups (Main): 1,961
  - Pre-Readers (Main): 386
  - Readers (Main): 1,575

- Total Minutes read (district): 2,183,231 (as of 8/6/21)
  - Pre-Readers (district): 183,260
  - Readers (district): 1,139,505
- Total t-shirts handed out: 1,900

This year was unique in that we tried a hybrid approach to our summer programming, offering in-person indoors, in-person outdoors (usually on the front lawn), and virtual programs, and occasionally offering truly hybrid programs catering both to a live in-person audience and a live, virtual audience. It was a challenge, but one we were up for. The most popular programs turned out to be outdoor offerings, especially the Summer Reading Clubhouse and Animal Adventures storytime.

- Total Youth Services programs (Main): 71
  - Total virtual programs: 14
  - Total front lawn programs: 43
  - Total in-person and indoors programs: 14
- Total attendance at Youth Services programs (Main): TBD

Our community showed a true affinity for the craft kits that all of our departments created over the course of Summer Reading Club. While we have been creating craft kits since the 2020 Summer Reading Club, the loosening of Covid regulations and more vaccines made many more families aware of these. To start with, we assembled craft supplies kits to be handed out when patrons picked up their Reading Logs. We estimated a 10% increase in signups from last year (720 total) but this was extremely low. Staff pivoted to make more craft supplies kits so that almost 300 more youth could receive craft supplies at the Main Library.

In addition to the craft supplies kits, we also handed out weekly craft kits to families with Pre-Readers, Early Elementary, and Tween children. In total, we handed out over 2,500 craft kits to our patrons during Summer Reading Club, an astounding feat made possible by our wonderful staff and amazing volunteers.

The department floor was as filled with families as we've seen it in a long while. Desk statistics for July were not available at this time, but our June statistics showed a substantial increase over May's statistics and an unprecedented increase over June 2020.

- June 2021 reference questions (YS-Main-total): 2,179
  - June walk-in questions: 1,944
  - June phone questions: 223
  - June digital questions: 12
- % increase from May 2021: 186.3%
- % increase from June 2020: 1,418.8%

We couldn't have done all of this without our many supportive community partners, whether it

meant sharing coupons for our weekly check-ins, participating in engaging community events, or sharing the love of the library via media. We are thankful to each and every one for their continued support.

Youth Services also said good-bye and happy trails to longtime staff member, Christopher Spear, in late June. Christopher was a dedicated and beloved staff member, both by patrons and fellow staff members. Children loved his exuberance and playful demeanor. We wish him the very best in retirement.

Youth Services is also happy to welcome Polly O'Shea to our team as our new Early Literacy Librarian. We are excited that Polly brings so much outreach and early literacy experience to our department and can't wait to work with her in the future.

Andy Schuck  
Youth Services Coordinator

### **Teen Services**

We did things a bit different this year and created self directed prize boxes for the teens. Teens got boxes when they signed up and then set their reading goals for each week. As they achieved their goals, they got to open the prize boxes. Teen volunteers assembled the initial batch of boxes and as we ran out at the main location we quickly assembled more.

We also, thanks to a grant provided by the Institute of Museum and Library Services through the Library of Michigan, were able to offer toolboxes with supplies for completing our weekly craft kits. These toolboxes included hot glue guns, needle nose pliers and tack hammers among other things.



Summer brought a resumption of teen programs. The Teen Advisory Board restarted with all new participants since the previous participants graduated during our programming hiatus. They are currently working on our fall programs.

- 186 teens signed up for SRC at Woodmere reporting
- 297 teens signed up for SRC district wide reporting
- 54 teen completed 600 minutes
- Assembled 195 teen prize boxes
  - 65 were for other locations
- Passed out 72 toolboxes (could have passed out more if we had them)
- Passed out over 600 craft kits
- Hosted 13 programs with 77 attendees
- Now have 64 teens signed up for Blind Book Boxes

Cool things that happened:

- A young 13-year-old bounced up to the teen OPAC unable to contain his excitement. He had received a library card in the mail! He had never had a library card before and was thrilled to find out if we had books on his favorite topic. He looked like he had discovered the greatest treasure in the world!
- Multiple kids have come in and shown me their new library cards. A few wanted to try the computers, but most of them were looking for books to take home.
- We added a few large print books to Teen and within a day or two a teen discovered them and thanked me for getting things they could read.
- A patron in their 20's was concerned about the new "no fines" policy thinking they wouldn't be able to get books if they had ever had fines. When I explained what it was and how it worked they were relieved and happy. After finding out about automatic renewals, relief turned into wonder. They said that whoever came up with that idea should get a raise! And that we have the best library.

Linda Smith  
Teen Services Coordinator

**Sight & Sound**

Summertime and the livin is easy, and busy! We have enjoyed seeing people return to the department and appreciated when they share their joy about being back in Sight & Sound.

Michele gave us the go ahead to resume advanced reservations for Study Room D and Thirlby on June 1st. The volume has been low compared to pre pandemic but the pace is slowly picking up. We had a Sight & Sound Staff Meeting on June 9 to bring our new staff members up to speed on the meeting room booking process and various issues that arise.

I am happy to report that Andy and I have conducted the first Hybrid (in person & on zoom) Summer Reading Club meetings. A shout out to Scott Morey for the support, he picked up a nice new Logitech Brio 4K Webcam for this effort! This came right after a flurry of activity from our vendor Waara Technologies installed new equipment for the TADL Board microphones. In the process they found some equipment that was not operational and still under warranty from 2017. This equipment was replaced and the savings for TADL is around 7k!

I have been supporting Michele's preparation for the ARPA Equipment Grant with help from Matt Kern from LIAA/TACM and Todd from Waara Technologies. I'm sure Michele will fill in the details.


**TADL Meeting Room Stats June 2021**

Total: 70

TADL meetings: 31

Personal/Outside Group Meetings: 39

Paid Meetings: 0




Unpaid Meetings: 70  
Walk-ins: 11  
Advance Reservation: 59

**Number of Meetings by Rm June 2021**

McGuire Room: 22  
Thirlby Room: 23  
Study Room D: 25

In early July all the numbers and letters of support for the ARPA Equipment Grant were given to Michele on time. I'm hopeful we will receive all or a portion of the ARPA funds to help TADL continue its commitment to technological innovation and outreach. It was an honor to play a supporting role in this effort. Thanks Michele!

Thanks to Scott and William for providing us with an important new report. They helped us develop the Sight & Sound Equipment Lost / Damaged / Lost / Long overdue report. This report is generated every Monday morning at 9am. It gives us much needed insight into the Library of Things lending equipment that needs to be returned and or recovered. We have had good luck bringing many items back. This report is an essential tool for keeping track of this expanding collection.

- 
- Shannon has been busy creating new signs in the department. They look great!
  - Aaron, Shannon, Keith and Ian all collaborated on our SRC Finally Party a success.
  - Keith has rebuilt the Elm-Eco Master.
  - With the Elm-Eco Master we are handling the disc repairs for Adult Services, Youth and Teens.
  - I'm working on developing new programming for Sight & Sound.
    - Spoilers Club: We spoil movies and Tiny Fest: The smallest music festival you never heard of... to name a few.
  - Working on a Library Of Things group discussion with Michele for mid August.

**TADL Meeting Room Stats July 2021**

Total: 102  
TADL meetings: 52  
Personal/Outside Group Meetings: 50  
Paid Meetings: 0  
Unpaid Meetings: 102  
Walk-ins: 15  
Advance Reservation: 87

**Number of Meetings by Rm July 2021**

McGuire Room: 41  
Thirlby Room: 28  
Study Room D: 33

What I'm working on: 2021 Library of Things Collection development, Performance Evaluations, Developing and supporting new programming for 2021, 2022 S&S Budget.

Thanks for reading.

Aaron

### **Circulation**

In June, TADL had a job opening for The Talking Book Library which I applied for and was offered the job. I am very happy to be given this opportunity. It also saddens me to be leaving the Circulation department, where I have worked for the last 25 years.

In July, we started the interview process for my current position.

Curbside:

- In June, we had 94 curbside pickups
- In July, we had 64.

Notary:

- In June, Kate Parvel and I helped 6 patrons with notary services.
- In July, Kate and I helped 12 patrons with notary services.

TADL-wide we sent out 1,463 items in Melcat and received 1,736. In July we sent out 1,309 items and received 1,707

Anita Chouinard

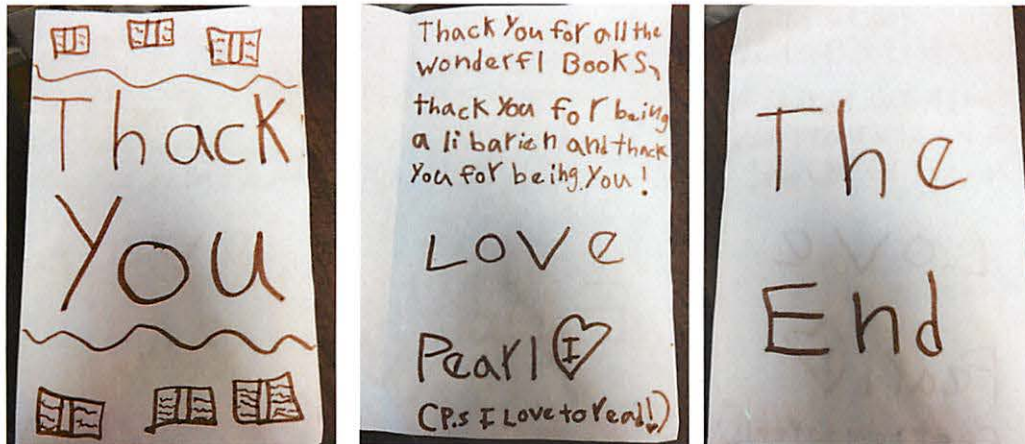
Circulation Coordinator

### **Marketing and Communications**

In early June the TCAPS library card mailing went into the mail, and started landing in homes around June 8. Since it was a mass mailing the mailers were customized by age and we took advantage of the opportunity to promote summer reading as well. Created materials for the Big Read grant announcement, continued to promote bookmobile (including a new standing display in the vestibule), assisted with grant application writing (two applications), and other support as requested by the departments - including new materials for the 1000 Books program. Assisted with FOTL events and items as requested.

Summer reading included an intensive media partnership with Midwestern Broadcasting, a digital download page for the schools (posters and flyers), weekly newsletters for readers, and individual event support. We are all happy to see such robust numbers for summer reading. Other outreach included Born to Read kits to the GT Baby Pantry, promoting the new library upgrades (ev stations, FixIt Station, sorter), and more. It is great to see the nice comments from

patrons both on social media and in person! I've included a piece of our fan mail below:



Press: Bookmobile ([Ticker](#) - June 1); Seed library ([R-E](#) - June 22); Book Return Closure (R-E - July 18); Fine Policy ([Ticker](#) - July 21), 9 & 10 News

Website: June - 52,825 page views; July - 48,790 page views

Google My Business: June - 8,104 views; July - 4,378 views

Heather Brady  
Marketing & Communications Manager

## **HR & Finance**

**Human Resources** – After more than 31 years of service to the library, Christopher Spear retired from our children’s department on June 30th. Polly O’Shea from the Talking Book Library was chosen as his replacement with an eye on more Early Literacy and Outreach for that department. Another shift in the library foundation took place as Anita Chouinard, head of the Circulation Department, was chosen as Polly’s replacement. After an extensive search and many great candidates to choose from, Joshua Denby has been chosen to replace Anita and starts 8/16. In the meantime, Polly and Anita have been shuffling between training in their new positions some days to working in their old positions on other days. We appreciate their patience through this process! We have also been working with our union reps to negotiate a new union contract and keeping a wary eye on the Covid numbers.

**Finance** – Looking at revenues, we received the rest of our TBL State Aid in July along with varying amounts of money from various grants. Sales are staying steady at around \$2000-2400 a month which should get us to our budget amount. Penal Fines are coming in with Grand Traverse County coming in about 14% under budget. This amount is about 34.5% less than what we received in 2019. Leelanau County, however, came in slightly over budget and is only



9.5% less than what we received in 2019. Benzie County numbers will be in the September report. Overdue Fines/Replacement Fees will be under budget for the year based on the newly adopted Overdue Fines policy. Interest and Dividends is creeping up ever so slightly but it is doubtful at this point that we will get to our budget number. We received another generous donation of \$5000 for our Local History Collection in July from Dr. William and Mrs. Jean Howard in memory of their friend Julius Petertyl which was a very nice surprise along with a number of smaller donations. Lastly, we received the last amount of forfeited MERS dollars in June and July which shows on the Misc Revenue line.

On the expense side, we were excited to see our Workers' Compensation come in \$2100 under budget. Our Books/Media/Online Resources budget took a little hit in July as we paid for our new book rental service but we should start seeing a return on the investment through less purchasing. Under Education and Travel we had a couple of employees receive reimbursement for classes they finished this spring. And finally, Heather worked really, really hard and finally brought to fruition TADL's long time goal of getting library cards into the hands of every TCAPS student in June. It took some Outreach dollars but each student received their own envelope with their new library card!

Other items on the Finance plate include reconfiguring the current chart of accounts to be in compliance with the State of Michigan Uniform Chart of Accounts; gathering quotes for a new accounting program as the current program will not support our move to the state mandated chart of accounts; cleaning up the Fixed Assets listing in preparation to moving it into a new program; and beginning the budgeting process for the next fiscal year.

Deb Radjenovich  
Business Manager

### **Facilities**

- We finished fine tuning the lighting retrofit RFP in June and released it to six companies in the area. Three of them showed up for the pre-bid walkthrough the first week of July. Two of them followed up with a fixture count and asking additional questions. The bids are due on August 6th and we will be bringing them to the board on the 19th.
- Cherry Capital Cycling Club purchased a Bike Fix-it-Station for the library. It is a pedestal-like fixture you can hang your bike from and comes with tools and an air pump. I secured it to the sidewalk in front of the library and it has already seen some use.
- TCL&P received a grant to install EV charging stations in various public parking lots around the city. They asked if they could put two at the library and we happily accepted. They finished installing and hooking them up in the south lot in July.
- As part of the new sorter project I was tasked with having the hole in the exterior wall modified to fit the new induction module. The new model is taller than the old one but also skinnier. The contractor needed to enlarge the hole vertically and fabricate a

surround to cover the horizontal gap. While I was gone on vacation during the installation I was told the work went according to plan and it looks great.

- I gathered several quotes over the last two months including, vinyl flooring and new paint for the storyroom, and painting the circulation office for the new manager.

Bruce Bennett  
Facilities Manager

### **Technology**

***New Sorter / Automated Book Return*** - The new sorter / outside book return was installed on July 21. Overall the installation went smoothly despite the sorter arriving a full day later than anticipated. The majority of problems we encountered were resolved by Bibliotheca's installation team and the only remaining issue, a problem with the outside RFID antenna, is scheduled to be resolved on August 10. The new equipment is working well and so far appears to be far less susceptible to items getting jammed. It is also good to know that if anything goes wrong, Bibliotheca can get us replacement parts easily (which was not the case with the previous sorter). I'd like to thank Bruce Bennett and Jeff Godin for their work on this project.

***Outdoor Wireless Improvements at Woodmere*** - Starting during the early days of the pandemic and continuing to this day, we've seen a large uptick in the number of patrons who want to access library internet outside the building (usually from their cars in the parking lot). Unfortunately at the Woodmere branch due to the size of the parking lot and the locations of the wireless access points in the building, the wireless signal in the parking lot was not very robust and high speeds could only be obtained when parked close to the building. To resolve this, we recently installed four outdoor access points. They work great and now high speed internet is available even in the far reaches of the parking lot. The devices and installation service were partially funded by the federal E-Rate program. Mitch Holm was the project lead on this effort and did an excellent job making this happen.

- Scott Morey, Asst. Director for Technology

### **TADL Talking Book Library**

We were excited to return to two of our senior outreach locations in June and July! Those who are not quite ready for visitors will continue to receive custom-gathered curbside deliveries. We served 40 patrons directly during the visits, where we checked out materials, provided one-on-one readers' advisory and reference services, and personally delivered audiobooks to Talking Book Library patrons.

Our Tuesdays @ Two book discussion group also resumed in-person meetings, where we discussed *Giver of Stars* by JoJo Moyes in June and *What the Eyes Don't See* by Mona Hanna-Attisha in July. We even added a couple new book club members.

The Visually Impaired Person's (VIP) group had a special session at the Civic Center, where 16

of us gathered to learn the sighted guide mobility technique from Beth Wagner, an area Certified Orientation & Mobility Specialist and Certified Vision Rehabilitation Therapist. I paired with one of our patrons to practice the technique on the Civic Center's one mile loop.

Polly O'Shea  
TBL Librarian

### East Bay Branch Library

- After a long stretch of serving through curbside service only, the East Bay Branch opened its doors to the public again on June 1. Our patrons have been thrilled!
- We have continued throughout June and July with organizing and updating our catalog and shelving systems, adding 16 new shelving locations in Evergreen, to make our collection more organized and easier for our patrons to navigate. Many thanks to Jeff Godin for his help in re-classifying materials, and to Kelly Maxwell for her help in re-labeling them.
- Summer Reading Club:
  - East Bay Branch had 281 participants register, and they read an average of 682 minutes each for Summer Reading Club.
  - East Bay offered special weekly prizes to encourage adult participation, and rewarded 12 lucky winners over the summer.
- Programming:
  - Chantel's Book Club met virtually in June, with 7 attendees. They took July off, and are hoping to meet in person (outside?) in August.
  - Sing & Stomp (also known as Storytime with Mr. Matt) has been meeting outside every non-rainy Wednesday since the end of June, and attendance has been steadily increasing every week.



- We've also started STEM Saturdays, where we invite families to come in and try out a few of our STEM Kits. Our STEM Kit circulation has had a substantial increase over the past few months.
- We hosted 5 virtual and 8 in-person programs in June and July, and gave out more than 90 take-home craft kits.

Matt Archibald  
Branch Manager

### Kingsley Branch Library



Summer Reading Club consumed our staff's time and talents, and for all our hard work we could not be more pleased with the results. During the month of May, KBL staff visited every class in preschool through sixth grade at Kingsley Elementary, and all of the freshmen classes at Kingsley High. We conducted outreach at St. Mary's of Hannah School, The Rock after school program for teens, several local preschools, and we talked up the program to our Wiggles pre-readers. Librarian Beth Anderson is due many, many

thanks for her tireless outreach. Ultimately, 391 Kingsley residents registered, a huge leap from 2020 although down about 150 participants from 2019.

Of those who registered, an average of 166 patrons participated every week, and 155 patrons completed the 600 minute goal. There was real commitment to participate this year, and from week to week we only lost an average of 15 participants. This is incredible! In 2019, our statistics showed that we lost about half of our participants every week past week two. Retention was our primary goal for SRC this year, and I think we exceeded our wildest dreams. When polled, patrons attributed their continued participation week-to-week to attending weekly programs and receiving weekly prizes.



Speaking of programs, we hosted 49 total: 14 early literacy, 14 youth, 8 teen, 6 adult programs, and 7 family. Our attendee count was just shy of 1700! The majority of our programs centered around the themes of community, connectedness to nature, local food producers and foraging, and STEM activities in line with those concepts.

Special thanks are due to the following people and businesses (many of them Kingsley-based) for our programs: Sue Kurta at Boss Mouse Cheese, Sierra Bigham at Bear Earth Herbals, Joy & David Omar at Saltless Sea Creamery, and Therese Povolo and Greg Griswold at Champion Hill Bee Farm. Thanks also to local businesses who sponsored many of our prizes, including A. Papano's Pizza of Kingsley, Subway of Kingsley, Chickadee's Gifts, Redefined Resale, and Northland Foods. Further thanks to the Kingsley Friends of the Library for all their support and for purchasing our Kingsley-specific grand prizes.

Several grants funded our programs and outreach this year, including a Public Library Services Grant from the Library Sciences and Technology Act administered by the Library of Michigan; a Humanities Performer Grant from the Michigan Humanities and the Michigan Council for Arts and Cultural Affairs; and a Libraries Transforming Communities: A Focus on Small and Rural Libraries Grant from the American Library Association. Special thanks to librarian Brian Carey for his exceptional work on securing these grants for our community's benefit.

Beyond SRC, Robin Stanley and Amy Barritt, with Melissa McKenna of Adult Services, designed and conducted the Petertyl Local History Internships this year. 4 interns were selected, and all completed the 40-hour program. The program was very successful: the interns completed their assignments thoroughly and well, reported that they developed or improved their skills, and reflected confidently on their learning.

Respectfully submitted,

Amy Barritt  
Branch Manager



**TRAVERSE AREA DISTRICT LIBRARY**  
**REVENUE**  
**MONTH ENDING**  
**JUNE 30, 2021**

<b>CATEGORY DESCRIPTION</b>	<b>BUDGET</b>	<b>2021 YTD</b>	<b>2020 YTD</b>	<b>VARIANCE</b>	<b>% OF BUDGET</b>
Property Tax (Current, Delinquent, Other)	5,164,735	5,168,318	4,982,233	(3,583)	100.1%
State Aid - Library	83,750	41,879	38,655	41,871	50.0%
State Aid - TBL	41,075	20,536	20,536	20,539	50.0%
Local Support - TBL & Other Grants	18,400	78,474	11,880	(60,074)	426.5%
Fees/Services	42,150	29,381	28,138	12,769	69.7%
Sales	20,000	8,782	8,388	11,218	43.9%
Penal Fines - \$196,000 for this Category per budget		0			
Penal Fines - Grand Traverse Co.	168,250	0	0	168,250	0.0%
Penal Fines - Leelanau Co.	5,900	0	0	5,900	0.0%
Penal Fines - Benzie Co.	21,850	0	0	21,850	0.0%
Overdue Fines/Replacement Fees	32,000	7,429	18,752	24,571	23.2%
Interest & Dividends/Gains/Losses on Inv.	15,000	3,891	19,792	11,109	25.9%
Rents & Royalties	2,200	0	1,400	2,200	0.0%
Contributions	24,570	13,354	12,200	11,216	54.3%
Misc Revenue & Reimbursements	1,500	24,431	867	(22,931)	1628.7%
<b>TOTAL REVENUE</b>	<b>5,641,380</b>	<b>5,396,474</b>	<b>5,142,841</b>	<b>244,906</b>	<b>95.7%</b>
Transfer In				0	
Use of Fund Balance				0	
<b>TOTAL</b>	<b>5,641,380</b>	<b>5,396,474</b>	<b>5,142,841</b>	<b>244,906</b>	<b>95.7%</b>
<b>TOTAL REVENUE, TRANSFERS &amp; USE OF FB</b>	<b>5,641,380</b>	<b>5,396,474</b>	<b>5,142,841</b>	<b>244,906</b>	<b>95.7%</b>
<b>TOTAL EXPENDITURES</b>	<b>5,641,380</b>	<b>2,910,783</b>	<b>2,651,655</b>	<b>2,730,597</b>	<b>51.6%</b>
<b>REVENUE OVER (UNDER) EXPENSE</b>		<b>2,485,691</b>	<b>2,491,186</b>		
This statement reflects activity through the sixth month of the 2021 fiscal year.					
Percentage of the year completed is 50%.					





**TRAVERSE AREA DISTRICT LIBRARY**  
**REVENUE**  
**MONTH ENDING**  
**JULY 31, 2021**

<i>CATEGORY DESCRIPTION</i>	<i>BUDGET</i>	<i>2021 YTD</i>	<i>2020 YTD</i>	<i>VARIANCE</i>	<i>% OF BUDGET</i>
Property Tax (Current, Delinquent, Other)	5,164,735	5,168,950	4,988,647	(4,215)	100.1%
State Aid - Library	83,750	41,879	77,974	41,871	50.0%
State Aid - TBL	41,075	41,072	41,073	3	100.0%
Local Support - TBL & Other Grants	18,400	89,431	13,309	(71,031)	486.0%
Fees/Services	42,150	29,387	28,179	12,763	69.7%
Sales	20,000	11,256	10,935	8,744	56.3%
Penal Fines - \$196,000 for this Category per budget		0			
Penal Fines - Grand Traverse Co.	168,250	147,612	168,240	20,638	87.7%
Penal Fines - Leelanau Co.	5,900	6,604	5,888	(704)	111.9%
Penal Fines - Benzie Co.	21,850	0	0	21,850	0.0%
Overdue Fines/Replacement Fees	32,000	8,371	21,636	23,629	26.2%
Interest & Dividends/Gains/Losses on Inv.	15,000	4,060	20,820	10,940	27.1%
Rents & Royalties	2,200	0	1,400	2,200	0.0%
Contributions	24,570	20,151	20,381	4,419	82.0%
Misc Revenue & Reimbursements	1,500	24,854	1,456	(23,354)	1657.0%
<b>TOTAL REVENUE</b>	<b>5,641,380</b>	<b>5,593,627</b>	<b>5,399,938</b>	<b>47,753</b>	<b>99.2%</b>
Transfer In				0	
Use of Fund Balance				0	
<b>TOTAL</b>	<b>5,641,380</b>	<b>5,593,627</b>	<b>5,399,938</b>	<b>47,753</b>	<b>99.2%</b>
<b>TOTAL REVENUE, TRANSFERS &amp; USE OF FB</b>	<b>5,641,380</b>	<b>5,593,627</b>	<b>5,399,938</b>	<b>47,753</b>	<b>99.2%</b>
<b>TOTAL EXPENDITURES</b>	<b>5,641,380</b>	<b>3,326,127</b>	<b>3,076,304</b>	<b>2,315,253</b>	<b>59.0%</b>
<b>REVENUE OVER (UNDER) EXPENSE</b>		<b>2,267,500</b>	<b>2,323,634</b>		
This statement reflects activity through the seventh month of the 2021 fiscal year.					
Percentage of the year completed is 58.3%.					



9411 Tenth Street, Interlochen, MI 49643  
231-276-6767

## AUGUST DIRECTOR'S REPORT—JENNIFER THOMET

### **Have you ever felt as if you've been hit by a truck?**

As a new library director, I have stumbled, been humbled, and at times been overwhelmed. With a family at home and balancing working life with my personal life (let's not forget the pandemic stress), I often feel like I've been hit by a truck. *Oh, wait, that actually happened.* Well, not to me per se. IPL got hit by a truck. But that sure felt personal.

### **Why so dramatic, Jennifer?**

IPL isn't *just* a beautiful building. It's more than just a structure; it's a haven for a lot of people. It is the center of our community. It is a visual reminder of how hard people worked for our community to grow and prosper. It is the promise to our children that their future is bright and that we can do better and become a stronger, healthier community.

### **"Look for the helpers. You will always find people who are helping." Fred Rogers**

The outpouring of support from our community right after the accident is a real testament to how well-loved our library is. I want to make a HUGE shout-out to our fantastic emergency services and first responders, as well as the great people at Green Lake Township and our Township Supervisor, Marve Radtke. Not to mention the volunteers and staff that helped us secure the building, and Spence Brothers, who came straight away to ensure our building was structurally safe, our patrons called to see if we were alright, and members of TADL and the other member libraries.

### **Sometimes life changes our narratives for us.**

When our situations change dramatically, it can be confusing, upsetting, and challenging. Over the last year and a half, many of our routines have become complicated or obsolete, and we may feel like *we're no longer considered*. But that is not true of our community. We are proving to be very adaptable, strong, and considerate. I am proud of this community and how well everyone responded to our situation. Our patrons showed us nothing but kindness, understanding, and consideration as we *once again* changed how we serve the public.

### **Things could have been so much worse.**

My first thought wasn't regarding the building; it was about the people involved in the crash. Earlier that day was the Pizza Party Kick-Off for Summer Reading and Norte Bikes in the Community Room. My only explanation for why we happened to empty at that time is because it was the first sunny day we'd had in a while. We usually are packed in the library. *I have never been so grateful to have an empty library as I was at that moment.* It is the people that matter most, and luckily no one was seriously hurt. We may have been hit by a truck, both literally and figuratively, but we're still standing. Our building will be repaired, our lawn will grow back, and we will be ok.

Circulation June 2021: 4,366; July 2021: 5,336 (May 2019: 5,604)

Hold Transit Counts (June 2021) July: (667) 579 to other libraries, (1014) 774 from other libraries to IPL

Programs: July 2021: 50; Attendance for July Programs: 424; **Summer Reading Club: 4 Programs, 254 General Attendance**

Patron Count: June 2021: 4058; July 2021: 4116

Curbside Pickup: June 2021: 12; July: 89

Questions Answered: June 1026; July 1118

Computer Use: June 147; July 170

New Library Cards Issued in June 32; July: 35




# ALA's Libraries Transforming Community Book Discussion

## **Thank You to our participants!**

In our first discussion, the group shared their personal stories in a judgment-free environment. *These stories were raw, emotional, and very real.* Each participant showed a mutual feeling of respect, allowing the group to continue sharing and diving deeper, making our discussion meaningful and impactful.

July's book series discussion built on the progress we made in June. The group felt comfortable with one another, which led to a discussion that defined terminology based on substance misuse. We were able to discuss more openly and objectively, which promises an exciting meeting for August. We will focus on how substance misuse affects our community and how the library fits in with local resources geared towards recovery and prevention.

## **The topic of addiction doesn't have to be personal.**




You do not have to be personally affected by addiction to benefit from this book discussion. This discussion series is about starting conversations based on topics that affect the health and future of our community. It is about learning to connect with others and listening to real people's stories about complex and challenging issues in a safe, judgment-free environment.

## **Each participant's experience is unique.**

It is not our intention for this series to end all drug or alcohol addiction or substance abuse. We understand that participants may not be comfortable sharing their experiences with a group. That is ok. We intend to get the conversation started about how our *community* can learn to relate and be aware of what is affecting so many around us. My goal for this series is to engage our community in a meaningful way that fosters reading, learning, and inspiration.

We are very grateful for this opportunity to gift the community with these books. Thanks to a special grant from ALA: Rural Libraries Transforming Communities. The books are free and yours to keep. We are also thankful to our series participants willing to try and address a very sensitive topic and to the authors who bravely shared their stories. We are so grateful to all that joined our previous discussions and hope you can participate on Thursday, August 19th. We hope you can join us in our next book in the series, *The Big Hustle by Jim Wahlberg.*



Circulation June 2021: 4,366; July 2021: 5,336 (May 2019: 5,604)  
Hold Transit Counts (June 2021) July: (667) 579 to other libraries, (1014) 774 from other libraries to IPL  
Programs: July 2021: 50; Attendance for July Programs:424; **Summer Reading Club: 4 Programs, 254 General Attendance**  
Patron Count: June 2021: 4058; July 2021: 4116  
Curbside Pickup: June 2021: 12; July: 89  
Questions Answered: June 1026; July 1118  
Computer Use: June 147; July 170  
New Library Cards Issued in June 32; July: 35



### JULY 2021 DIRECTOR'S REPORT - VICTORIA SHURLY

Summer has come to PCL in a happy fury! Summer residents have returned and year rounders are in on a regular (some daily!) basis. We have had many summer residents, who stayed in their winter homes last summer because of COVID, visit the new PCL for the first time. All are in awe of our lovely new space.

I had a fire extinguisher added to the Carriage House. It had not been required in the initial build, but with so much going on out there, I deemed it a wise expense.

Our fiscal year ended June 30. I am currently working on assembling a box for our auditors. They generally come out in August or September and submit the final report to the State by October. The report MUST be submitted by December 31. They also converted our chart of accounts to the new chart of accounts required by the State and I am working on changing that in our QuickBooks account. I will have it all in place by the end of this month, a year ahead of the state's required date of June 30, 2022.

Grief Group co-sponsored by Munson Hospital, Yoga, Book Clubs, Men's Groups and History Talks have all returned in person.

We have had an increased demand for the Neahtawanta small meeting room and are requiring people to preregister, limiting use to two hours. The door is now locked as we had people arguing over the room's use. Now, when it is unreserved, if someone wants to use it, they must fill out the application at the circ desk, even for spur of the moment requests. We also changed the rules on where Coffee Bar items may be enjoyed, banning beverages from the Children's Area and the small meeting room. They have never been allowed in the Local History Room which has also seen increased use.

Summer Reading Club (Tales and Tails) participation has increased from last year threefold in all age groups. We have programs for kids, a scavenger hunt for teens and DIY BINGO for adults. A family project, in addition to the reading log, is required of kids and teens – building a tailed creature out of recyclables. Families must use what is in the sack they pick up at PCL, but may then add whatever recyclables they find at home. We will hold an exhibition in August! Prizes are offered to all who complete the program, as well as entry in raffles for each book read. An Old Mission family donated five HUGE stuffed animals for the kids' raffle. Parents have told us that kids see them in our impressive "In the Wild" display and have been compelled to read like crazy!

Along with the Traverse Area District Library, we have adopted an updated fine policy. Fines have been reinstated for Hot Titles and lending equipment but not for everyday items.

Happy patron notes: "Thank you for all you do. Libraries have always saved me!" "We are so lucky to have such a fine organization in our rural community. What would we do without PCL?"

**Circulation June 2020: 796 (curbside) June 2021: 2793 system checkouts + 125 manual checkouts**  
**June Volunteers: 14 people, 49 hours of time to PCL Curbside pickups: 8 New library cards: 20**  
**Hold Transit Counts June 2021: 604 to other libraries from PCL, 521 from other libraries to PCL**  
**Programs June 2021: 16 Program Participation June 2021: 269 Reference Questions: 368**



## TADL Board of Trustees Finance & Facilities Committee

August 3, 2021  
4:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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**Attendance:** S. Odgers and C. Sullivan Trustees. B. Bennett, D. Radjenovich, and M. Howard, staff.

**Agenda Approval:** The agenda was approved as amended.

**Minutes Approval:** Minutes from the June 8, 2021 Finance and Facilities and Services Committee were approved.

**Public Comment:** No public comment.

### **Facilities**

#### Lighting RFP Update:

Bennett informed the committee that 5 out of the 6 companies contacted did walk-throughs for the project but we only anticipate 2 bids to come in. Those are due at noon on August 6<sup>th</sup>. This project will pay for itself in under 5 years.

#### New Sorter Update

The sorter is in and working wonderfully. Patrons really love it!

#### Bike Fix-It Station Update

Howard reported that Bennett installed the new Bike Fix-it station. This was a donation from Cherry Capital Cycling Club. Odgers noted that these stations are also helpful for fixing wheelchairs along with bikes.

#### Electric Vehicle Charging Station Update

Howard and Bennett explained the basics of how the stations work using the Blink App. Both are fully functional and have already been used.

### **Finance:**

#### Improvements to the Story Room

Howard is requesting approval to spend Public Improvement Funds for painting the Story Room (\$1,572) and use of funds from the Sleur Fund for new flooring in the Story Room (\$7,630). Bennett is still getting a couple of quotes for the flooring. It was motioned for approval by Sullivan and seconded by Odgers for Howard to put this on the August Board agenda.

Change the Fixed Amount

Based on the audit recommendation, Howard and Radjenovich would like to change the fixed asset amount from \$500 to \$5,000. It was motioned by Sullivan and seconded by Odgers for Howard to put this on the August Board agenda.

New Account Software Purchase

Due to the State of Michigan adopting a new Uniform Chart of Accounts, Howard explained that TADL will need to reorganize and renumber all of our budget accounts and it must be adopted by December 31, 2021. Unfortunately, the accounting software we currently use will not conform to the new requirements. Radjenovich is researching new governmental accounting software companies. These are very expensive. We'll know more next month.

Union Negotiation Update

Howard reported that the Union negotiation is going well. All the economic and non-economic issues have been agreed upon. Both parties are working on some final wording.

Member Negotiation

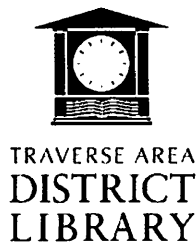
Odgers and Sullivan explained what had transpired with the Member Library agreement negotiation. Howard and Radjenovich will work on answering their questions and give some financial context to the Negotiation Trustees.

**Next Meeting Date / Time: September 14, 2021 at 4:00pm**

**Next Meeting Topic Suggestions:** Uniform Chart of Accounts; Future topics: bathrooms and roof.

**Public Comment:** No public Comment.

**Adjournment:** The meeting adjourned at 6:11 pm



## TADL Board of Trustees Policy and Personnel Committee

August 3, 2021  
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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**Attendance:** M. Pakieser, J. Wescott, Trustees; M. Myers, D. Radjenovich, M. Howard, Staff. M. Vickery, Trustee excused absent.

**Agenda Approval:** The agenda was approved.

**Minutes Approval:** The minutes of the June 1, 2020 meeting were approved.

**Public Comment:** There was none.

### **Policy:**

#### **3.7 Wi-Fi Hotspot Lending Policy Review**

Howard explained that since implementing this policy, some changes were needed to clarify some issues. It was motioned by J. Westcott and seconded by Pakieser to support the changes. Howard will put it on the August Board meeting agenda for possible Board approval.

#### **5.2 Disposal of Withdrawn Materials Review**

Howard explained that this is the first of many policies that require review and approval with minor changes. It was motioned by J. Westcott and seconded by Pakieser to support the changes. Howard will put it on the August Board meeting agenda for possible Board approval.

#### **5.3 Access to Materials Based on Age Policy Review**

Howard explained that this policy had a change to include all materials not just the media materials that are not restricted by age. It was motioned by J. Westcott and seconded by Pakieser to support the changes. Howard will put it on the August Board meeting agenda for possible Board approval.

#### **5.4 American Library Association's Freedom to Read Statement Review**

Howard explained that this important document had many changes since it was last adopted by the TADL Board, so there is not a redline copy but a complete replacement. All Trustees are encouraged to read this. It was motioned by J. Westcott and seconded by Pakieser to support the changes. Howard will put it on the August Board meeting agenda for possible Board approval.

### **5.5 American Library Association's Freedom to View Statement Review**

Howard explained that policy has had no changes and only requires review and approval. It was motioned by J. Westcott and seconded by Pakieser to support the changes. Howard will put it on the August Board meeting agenda for possible Board approval.

### **5.6 American Library Association's Library Bill of Rights Review**

Howard explained that the ALA has updated the Bill of Rights to include section VII. This is important because this supports the library in the case of a First Amendment Audit where individuals film or photograph other patrons without their consent. It was motioned by J. Westcott and seconded by Pakieser to support the changes. Howard will put it on the August Board meeting agenda for possible Board approval.

### **7.5 Nepotism Policy Review**

Howard worked on revised language regarding the Nepotism policy based on input from the last meeting. There was discussion about whether this achieved the goals of the changes. It was suggested to remove "or on the TADL Board" from paragraph 3 as it is not relevant. It was motioned by J. Westcott and seconded by Pakieser to support the changes. Howard will put it on the August Board meeting agenda for possible Board approval.

### **Personnel:**

#### **2021 Union Negotiation:**

Adams, Radjenovich and Howard have met 3 times with Union representatives. Things are going well with all non-economic and economic issues agreed upon. They will be working through some more language issues on August 17<sup>th</sup>, 2021.

#### **MERS Representative at the MERS Annual Meeting**

Howard will bring to the Board at either the August or September meeting the MERS participants' elected representatives (one from administration and one from staff) that will attend the MERS Annual Meeting in October at the Amway Grand Hotel in Grand Rapids.

**Next Meeting Date / Time:** September 7, 2021 at 10:00 am.

**Next Meeting Topic Suggestions:** Collection Development Policy.

**Public Comment:** There was none.

**Adjournment:** The meeting adjourned at 10:50 am.



## **Evaluation of Bids for TADL LED Retrofit Project**

**We received three bids for the project;**

- 1. Windemuller- \$182,410**
- 2. Keen- \$184,636**
- 3. Shoreline Power Services- \$294,000**

**The two companies with the lowest bids are both respected vendors utilizing quality products. After careful study of both proposals and all things being equal it is my recommendation that we award the contract to the lowest bidder, Windemuller.**

**Bruce Bennett  
Facilities Manager**

August 6, 2021

Traverse Area District Library  
610 Woodmere Ave.  
Traverse City, MI 49686

PROJECT: LED Lighting Upgrade  
SUBJECT: Electrical Proposal  
PROPOSAL #: MTF21-135

We are pleased to provide the following proposal for the TDAL LED Lighting Upgrade project. Our proposal is based on electrical specifications dated.

*The following equipment and services **ARE included** in this estimate:*

- Electrical permit and inspections.
- Sales Tax.
- Demo the existing type "A", "F" and "G" fixtures and dispose. Replace with new LED flat panel fixtures.
- Replace the existing can housing with a new LED housing for type "C" and "X" fixtures.
- Remove the ballast and direct wire the fixture for the installation of new LED lamps for fixture types H, L and M
- Install LED EM Drivers for fixture types "A", "F", "G" and "L".
- Recycle all the fluorescent lamps.
- Scrap the metal fixtures and remove all waste.

*The following Items are **NOT included** in this estimate:*

- Repair or rework any existing electrical wiring scheduled to remain deemed later with code violations.
- Maintenance Stock.
- Materials and/or labor increases due to COVID-19.
- Tariff and/or supply chain issues and expenses outside of our control.

**Base Bid Total:** **\$182,410.00**

**Alternate: Same as above SOW except install LED retro-fit kits in the existing fixtures type "A", "F" and "G" in lieu of replacement.**

**Alternate Total:** **\$170,910.00**

This proposal is valid for 30 days.

**NOTE:**

- Commodity price changes exceeding 2% may require project cost adjustment.

Thank you for the opportunity to provide a proposal for your requirements. If you have any questions, please feel

CORPORATE HEADQUARTERS  
1176 Electric Ave., Wayland, MI 49348  
616.877.8770 800.333.3641

MID MICHIGAN BRANCH  
3600 Centennial Dr., Midland, MI 48642  
989.631.2023

NORTHERN MICHIGAN BRANCH  
1301 Business Park Dr., Traverse City, MI 49686  
231.935.4800 800.891.5319

## Executive Summary

KE-10085

Traverse Area District Library - Indoor Lighting Upgrade -

August 6, 2021

(Pricing Valid for 30 days)



### CASH FLOW



<u>Overall Systems Investment Including:</u>	
Total Materials as Specified on Data Sheet	Included
Sales Tax	Included
Labor as Specified on Data Sheet	Included
Permit & Lift Fees	Included
Project Management Fee	Included
Recycling Fee	Included
Efficiency Incentive Documentation	Included
<b>Total Amount Due:</b>	<b>\$184,636.06</b>

<u>Rebate Estimates Being Pursued on Your Behalf by Keen:</u>	
Estimated State or Local Utility Rebate	\$10,000.00
<b>Customer Investment After Estimated Rebate Applied</b>	<b>\$174,636.06</b>

<u>Value Analysis:</u>	
Estimated Annual Recurring Electrical Lighting Utility Savings	\$25,794.39
Estimated Annual Maintenance* Savings	\$13,800.00
<b>Estimated Annual Recurring Utility Savings plus Maintenance Savings</b>	<b>\$39,594.39</b>
<b>Projected Return On Investment</b>	<b>22.7%</b>
<b>Projected Payback Years</b>	<b>4.4</b>

\* Savings are not guaranteed. These are estimates only.

<u>10 Year Outright Purchase Cash Flow:</u>			
Year 1	(\$135,041.67)	Year 6	\$39,594.39
Year 2	(\$95,447.28)	Year 7	\$79,188.78
Year 3	(\$55,852.89)	Year 8	\$118,783.17
Year 4	(\$16,258.50)	Year 9	\$158,377.56
Year 5	\$23,335.89	Year 10	\$197,971.95

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Remit to: Keen Technical Solutions - PO Box 2109, Traverse City MI 49685**

Terms of payment shall be 50% down and 50% upon delivery of material OR upon installation. All work and materials shall comply with applicable federal, state, and local codes and regulations, and shall be guaranteed against defects in material and/or workmanship for a period of one year from completion. The Client shall indemnify and hold KEEN harmless for all damages, losses, or claims that arise as a result, in whole or in part, from the negligence, or error, omissions, or failure to perform by any subcontractor, his employees, his agents, or his consultants and from anything outside the scope of work performed.

**2021 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2021)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes <b>Grand Traverse and Leelanau</b>	2021 Taxable Value of ALL Properties in the Unit as of 5-24-2021 <b>5,944,555,250</b>
Local Government Unit Requesting Millage Levy <b>Traverse Area District Library</b>	For LOCAL School Districts: 2021 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2021 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5)** 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2021 Current Year "Headlee" Millage Reduction Fraction	(7) 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Voted	Operating	8/2/16	1.1000	.9292	.9904	.9202	1.0000	.9202	-----	.9202	12/25

Prepared by	Telephone Number	Title of Preparer	Date
-------------	------------------	-------------------	------

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2021 for instructions on completing this section.**

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary	<i>Marylee Pakieser</i>	<b>Marylee Pakieser</b>	8/19/21
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President	<i>Joseph Jones</i>	<b>Joseph Jones</b>	8/19/21

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

9 2021

AUG 19 2021

Michigan Department of Treasury  
614 (Rev. 01-21)

ORIGINAL TO: County Clerk(s)  
COPY TO: Equalization Department(s)  
COPY TO: Each township or city clerk

**L-4029**

**2021 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2021)

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

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County(ies) Where the Local Government Unit Levies Taxes <b>Grand Traverse and Leelanau</b>	2021 Taxable Value of ALL Properties in the Unit as of 5-24-2021 <b>5,944,555,250</b>
Local Government Unit Requesting Millage Levy <b>Traverse Area District Library</b>	For LOCAL School Districts: 2021 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

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Voted	Operating	8/2/16	1.1000	.9292	.9904	.9202	1.0000	.9202	-----	.9202	12/25

Prepared by	Telephone Number	Title of Preparer	Date
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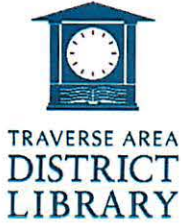
**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2021 for instructions on completing this section.**

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		<b>Marylee Pakieser</b>	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		<b>Joseph Jones</b>	

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).



**RESOLUTION**

**Municipal Employees'  
Retirement System of Michigan  
Unfunded Pension Liability Payment**

August 19, 2021

WHEREAS, the Traverse Area District Library Board of Trustees (the "Board") established an Internal Service Fund in December, 2014 into which excess funds, as determined by the 2019 Final Budget Amendment, would be set aside for payment toward the Traverse Area District Library's (the "Library") unfunded pension liability as established by the Municipal Employees Retirement System of Michigan ("MERS") and confirmed by the Library's annual audit; and

WHEREAS, the balance in the Internal Service Fund stood at \$210,910 as of July 31, 2021;

NOW THEREFORE, it is resolved as follows:

1. The Director shall remit to MERS the sum of \$200,000, which will be transferred from the Internal Service Fund to the General Fund for disbursement, and the budget for the Unfunded Liability Account shall be increased by that same amount.

Motion to adopt the resolution was introduced by: Wescott

And supported by: Vickery

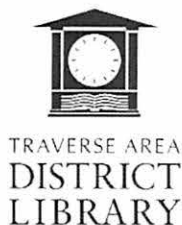
Roll Call Vote:	Aye	No
President Jones	<u>✓</u>	___
Vice President Odgers	<u>✓</u>	___
Secretary Pakieser	<u>✓</u>	___
Treasurer Sullivan	<u>- (absent)</u>	___
Trustee Vickery	<u>✓</u>	___
Trustee Budzinski	<u>- (absent)</u>	___
Trustee Wescott	<u>✓</u>	___

Resolution adopted Yes / No

8-19-2021  
Date

I hereby certify that the above resolution was adopted on August 19, 2021, by the Traverse Area District Library board of trustees, at a regular meeting held virtually in Traverse City, Michigan.

M. Pakieser  
M. Pakieser, Board Secretary



# RESOLUTION

## Municipal Employees' Retirement System of Michigan Unfunded Pension Liability Payment

August 19, 2021

WHEREAS, the Traverse Area District Library Board of Trustees (the "Board") established an Internal Service Fund in December, 2014 into which excess funds, as determined by the 2019 Final Budget Amendment, would be set aside for payment toward the Traverse Area District Library's (the "Library") unfunded pension liability as established by the Municipal Employees Retirement System of Michigan ("MERS") and confirmed by the Library's annual audit; and

WHEREAS, the balance in the Internal Service Fund stood at \$210,910 as of July 31, 2021;

NOW THEREFORE, it is resolved as follows:

1. The Director shall remit to MERS the sum of \$200,000, which will be transferred from the Internal Service Fund to the General Fund for disbursement, and the budget for the Unfunded Liability Account shall be increased by that same amount.

Motion to adopt the resolution was introduced by: \_\_\_\_\_

And supported by: \_\_\_\_\_

Roll Call Vote:	Aye	No
President Jones	___	___
Vice President Odgers	___	___
Secretary Pakieser	___	___
Treasurer Sullivan	___	___
Trustee Vickery	___	___
Trustee Budzinski	___	___
Trustee Westcott	___	___

Resolution adopted Yes / No \_\_\_\_\_

Date

I hereby certify that the above resolution was adopted on August 19, 2021, by the Traverse Area District Library board of trustees, at a regular meeting held virtually in Traverse City, Michigan.

\_\_\_\_\_

M. Pakieser, Board Secretary

## 3.7 Wi-Fi Hotspot and Laptop Lending Policy

### Purpose

The Traverse Area District Library loans Wi-Fi hotspots and laptops for the purpose of providing patrons the ability to connect Wi-Fi enabled devices to the internet and home computing. Hotspots provide Internet access to smartphones, tablets, and other wireless enabled devices through the cellular network. Service is dependent on the availability of the various cellular networks where the hotspot is being used. There are no data plan limits. Laptops provide computing capabilities.

### Guidelines for Borrowing and Use

- You must be 18 years of age or older to borrow a Wi-Fi hotspot or laptop.
- A valid Library Card in good standing with a current address on file and photo identification must be presented at the time of checkout.
- You are limited to one (1) hotspot and one (1) laptop per account.
- Items can be checked out for one week.
- If you have placed a hold for a hotspot or laptop, after notification that the item is available, you will have 7 days to check out the item before your hold will be cancelled.
- You may renew Wi-Fi hotspot or laptop pursuant to library lending policies and availability.
- Wi-Fi hotspots and laptops must be returned on their due date to avoid fines.
- Overdue Wi-Fi hotspots will be deactivated within 4 days after their due date.
  
- Wi-Fi hotspot and laptops should be kept in a temperature-controlled environment; do not leave them in a car.
- Do not remove the SIM card from the hotspot for any reason.
- The Library is not responsible for any liability, damages or expense resulting from use or misuse of these devices, connection of the devices to other electronic devices, or data loss resulting from use of these devices.
  
- Users are encouraged to follow safe Internet practices.
- The Library is not responsible for information accessed using these devices or for personal information that is shared over the Internet.
- Any use of a device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- The Library reserves the right to refuse to lend a Wi-Fi hotspot or laptop to anyone who abuses equipment or is repeatedly late in returning electronic devices.
- The Library is not responsible for any computer viruses that may be transferred to user storage devices.
  
- Tampering with library equipment, including bypassing security functions, is prohibited.
- Internet content filtering is NOT provided through the Wi-Fi hotspot. In the event a person under the age of 18 utilizes the Wi-Fi hotspot, a parent or guardian shall be present and monitor the individual's access to the internet via the Wi-Fi hotspot.



- Per the Federal Funding that obtained the laptops as required by Children’s Internet Protect Act (CIPA), the laptops are filtered. Library personnel may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes consistent with CIPA and state law.

**Fines and Liability**

- The cost for unreturned items is \$5/day, up to a maximum of replacement cost.
- Replacement costs will be assessed for any lost or unreturned devices, charging cable and/or carrying case.
- All components of the Wi-Fi hotspot kit and laptop must be returned in order to be considered fully checked-in from your library account.
- Items MUST be returned to the location where you checked them out. They cannot be returned to other libraries.
- DO NOT put the Wi-Fi hotspot kits or laptop in the book drop. If the item is returned in the book drop, a \$10 fee will be charged, and if the item is returned in the book drop, and broken, a replacement cost fee will be charged
- Patrons with an overdue hotspot or laptop will be fined and referred to a collections agency pursuant to library policy.

**Additional Wi-Fi Hotspot and Laptop Requirements**

- Wi-Fi hotspots work on the cellular network. If you do not have cellular coverage the Wi-Fi hotspot will not connect.
- The Wi-Fi hotspots are password protected.
- All Wi-Fi hotspot kits and laptops contain a member agreement with the loan information and fines & fees. By checking out a Wi-Fi hotspot, you will be deemed to have accepted the terms and conditions of this Policy as well as the member agreement.
- By checking out a laptop, you will be deemed to have accepted the terms and conditions of this Policy, the member agreement, and TADL’s Internet and Acceptable Use Policy, Policy 4.8.

New policy adopted February 20, 2020 / Revised December 17, 2020 / Revised March 18, 2021 / Revised August 19, 2021.

Motion by: Vickery

Adopted:  Yes  No

Support by: Pakieser

M. Pakieser

8/19/21

M. Pakieser, Board Secretary

Date

## 3.7 Wi-Fi Hotspot and Laptop Lending Policy

### Purpose

The Traverse Area District Library loans Wi-Fi hotspots and laptops for the purpose of providing patrons the ability to connect Wi-Fi enabled devices to the internet and home computing. Hotspots provide Internet access to smartphones, tablets, and other wireless enabled devices through the cellular network. Service is dependent on the availability of the various cellular networks where the hotspot is being used. There are no data plan limits. Laptops provide computing capabilities.

### Guidelines for Borrowing and Use

- You must be 18 years of age or older to borrow a Wi-Fi hotspot or laptop.
- A valid Library Card in good standing with a current address on file, and photo identification must be presented at the time of checkout.
- You are limited to one (1) hotspot and one (1) laptop per account.
- Items can be checked out for one week.
- If you have placed a hold for a hotspot or laptop, after notification that the item is available, you will have 72 days ~~(48 hours)~~ to check out the item before your hold will be cancelled.
- You may renew Wi-Fi hotspot or laptop pursuant to library lending policies and availability.
- ~~;~~ however, they Wi-Fi hotspots and laptops must be returned on their due date to avoid fines.
- Overdue Wi-Fi hotspots will be deactivated at least within 4 days of after their due date.
- Mobile-Wi-Fi hotspot and laptops should be kept in a temperature-controlled environment; do not leave it-them in a car.
- Do not remove the SIM card from the hotspot for any reason.
- The Library is not responsible for any liability, damages or expense resulting from use or misuse of these devices, connection of the devices to other electronic devices, or data loss resulting from use of these devices.
- Users are encouraged to follow safe Internet practices.
- The Library is not responsible for information accessed using theseis devices or for personal information that is shared over the Internet.
- Any use of a device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- The Library reserves the right to refuse to lend a Wi-Fi hotspot or laptop to anyone who abuses equipment or is repeatedly late in returning electronic devices.
- The Library is not responsible for any computer viruses that may be transferred to user storage devices.
- Tampering with library equipment, including bypassing security functions, is prohibited.
- Internet content filtering is NOT provided through the wireless Wi-Fi hotspot. In the event a person under the age of 18 utilizes the wireless Wi-Fi hotspot, a parent or

guardian shall be present and monitor the individual's access to the internet via the wireless-Wi-Fi hotspot.

- Per the Federal Funding that obtained the laptops as required by Children's Internet Protect Act (CIPA), the laptops are filtered. Library personnel may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes consistent with CIPA and state law.

### Fines and Liability

- The cost for unreturned items is \$5/day, up to a maximum of replacement cost.
- Replacement costs will be assessed for any lost or unreturned devices, charging cable and/or carrying case.
- All components of the Wi-Fi- hotspot kit and laptop must be returned in order to be considered fully checked-in from your library account.
- Items MUST be returned to the ~~circulation desk~~; location where you checked them out. They cannot be returned to other libraries.
- DO NOT put the Wi-Fi hotspot kits or laptop in the book drop. If the item is returned in the book drop, a \$10 fee will be charged. and ~~if~~ if the item is returned in the book drop, and broken, a replacement cost fee will be charged. ~~Items must be returned to the library location where the item was checked out, it cannot be returned to other libraries.~~
- Patrons with an overdue hotspot or laptop will be fined and referred to a collections agency pursuant to library policy.

### Additional Wi-Fi Hotspot and Laptop Requirements

- Wi-Fi hotspots work on the cellular network. If you do not have cellular coverage the Wi-Fi hotspot will not connect.
- The Wi-Fi hotspots are password protected.
- All Wi-Fi hotspot kits and laptops contain a member agreement with the loan information and fines & fees. By checking out a Wi-Fi hotspot, you will be deemed to have accepted the terms and conditions of this Policy as well as the member agreement.
- By checking out a laptop, you will be deemed to have accepted the terms and conditions of this Policy, the member agreement, and TADL's Internet and Acceptable Use Policy, Policy 4.8.

\_\_\_\_\_  
New policy adopted February 20, 2020 / Revised December 17, 2020 ~~†~~ Revised March 18, 2021 / Revised August 19, 2021.

Motion By: \_\_\_\_\_ Support By: \_\_\_\_\_

Adopted: Y      N                      Date: \_\_\_\_\_

AUG 19 2021

Marylee Pakieser, Board Secretary

### 5.2 Disposal of Withdrawn Collection Materials Policy

Collection materials withdrawn from the collection will be handled as follows:

1. They will be discarded or recycled if they are in poor condition or contain information that has since been updated through further study, such as medical or other technical or scientific materials.
2. They may be sold online by TADL if it is determined that they have value in excess of \$50.00.
3. They will be offered to the Friends of the Traverse Area District Library for inclusion in their book sales.

Withdrawn collection materials will not be offered directly to the public.

---

Reviewed January 2003 / Revised September 15, 2016 / Revised August 19, 2021

Motion by:           Pakieser          

Adopted:  Yes  No

Support by:           Wescott          

          M. Pakieser          

          8/19/21          

M. Pakieser, Board Secretary

Date

## 5.2 Disposal of Withdrawn **Collection Materials Policy**

**Collection** materials withdrawn from the collection will be handled as follows:

1. They will be discarded or recycled if they are in poor condition or contain information that has since been updated through further study, such as medical or other technical or scientific materials.
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3. They will be offered to the Friends of the Traverse Area District Library for inclusion in their book sales.

Withdrawn **collection** materials will not be offered directly to the public.

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Reviewed January 2003 / Revised September 15, 2016 / *Revised August 19, 2021*

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

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M. Pakieser, Board Secretary

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Date

### 5.3 Access to Collection Materials Based on Age Policy

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

---

Reviewed January 2003 / Revised August 19, 2021

Motion by: Pakieser

Adopted:  Yes  No

Support by: Odgers

M. Pakieser

8/19/21

M. Pakieser, Board Secretary

Date

### 5.3 Access to **Collection** Materials Based on Age Policy

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

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Reviewed January 2003 / *Revised August 19, 2021*

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

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M. Pakieser, Board Secretary

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Date






## 5.4 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.

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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

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Updated ALA Statement Adopted August 19, 2021

Motion by: Wescott

Adopted:  Yes  No

Support by: Odgers & Vickery

M. Pakieser  
M. Pakieser, Board Secretary

8/19/21  
Date

## 5.4 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.*

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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:*

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[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

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Updated ALA Statement Adopted August 19, 2021

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

\_\_\_\_\_  
M. Pakieser, Board Secretary

\_\_\_\_\_  
Date

## 5.5 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.

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Revised ALA Statement adopted September 24, 2015 / *Revised ALA Statement Adopted August 19, 2021*

Motion by:           Pakieser          

Adopted:  Yes  No

Support by:           Odgers          

          M. Pakieser          

          8/19/21          

M. Pakieser, Board Secretary

Date

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Revised ALA Statement adopted September 24, 2015 / *Revised ALA Statement Adopted August 19, 2021*

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

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M. Pakieser, Board Secretary

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Date



## 5.6 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 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.*

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*Reviewed and Adopted on August 19, 2021*

Motion by:         Jones        

Adopted:  Yes  No

Support by:         Odgers & Wescott        

        M. Pakieser          
M. Pakieser, Board Secretary

        8/19/21          
Date

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*Reviewed and Adopted on August 19, 2021*

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

\_\_\_\_\_  
M. Pakieser, Board Secretary

\_\_\_\_\_  
Date



### 7.5 Nepotism Policy

In order to ensure fair and equal treatment for all Traverse Area District Library employees, TADL establishes the following policy:

The Library Director may approve the new hire of a current employee’s spouse, domestic partner, children, parents, siblings, in-laws, members of the same household, or bona fide dependents (as established by the IRS) as long as they are not hired under a direct reporting relationship between the parties.

Applicants will be required to declare any relatives/relations listed above who are currently employed by Traverse Area District Library. Applicants will be informed immediately if they cannot be considered for this reason.

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Presented for adoption November 19, 2012 / Revised August 19, 2021

Motion by:                     Pakieser                    

Adopted:  Yes  No

Support by:                     Vickery                    

                    M. Pakieser                    

                    8/19/21                    

M. Pakieser, Board Secretary

Date

### 7.5 Nepotism (~~Employment of Close Relatives~~) Policy

In order to ensure fair and equal treatment for all Traverse Area District Library employees, TADL establishes the following policy:

~~Although the District may employ relatives of sitting trustees or current employees, the~~ Library Director ~~will not~~ **may** approve the new hire of **a current employee's** ~~the~~ spouse, **domestic partner**, children, parents, siblings, in-laws, **members of the same household**, or bona fide dependents (as established by the IRS) ~~or those living in the employee's or trustee's household~~ **as long as they are not hired under a direct reporting relationship between the parties.**

Applicants will be required to declare any relatives/**relations listed above who are** currently employed **by Traverse Area District Library.** ~~or on the TADL Board.~~ Applicants will be informed immediately if they cannot be considered for this reason.

~~This policy does not affect relatives of employees on the date this policy is enacted; they are "grandfathered" and their positions are not in jeopardy.~~

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Presented for adoption November 19, 2012 / *Revised August 19, 2021*

Motion by: \_\_\_\_\_

Adopted: Yes No

Support by: \_\_\_\_\_

\_\_\_\_\_  
M. Pakieser, Board Secretary

\_\_\_\_\_  
Date



**Municipal Employees' Retirement System of Michigan**  
 1134 Municipal Way • Lansing, MI 48917  
 800.767.MERS (6377) • Fax: 517.703.9707  
 www.mersofmich.com

## 2021 Officer and Employee Delegate Certification Form

MERS Annual Business Meeting | October 2021

Please print clearly • Scan and attach this file when you register online • Retain a copy for your records

**IMPORTANT:** If you are not electing/appointing delegates to vote during the MERS Annual Business Meeting, please **DO NOT** submit this form. A **delegate** is **NOT** confirmed to have voting rights until this form has been uploaded with their online registration.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

### 1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name  
**Michele Howard**

Officer Alternate name  
**Deb Radjenovich**

Officer delegate and alternate listed above were appointed to serve during the 2021 MERS Annual Business Meeting by official action of the governing body (or chief judge for a participating court) on August 18, 2021.

### 2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name  
**Kristi Jackowski**


Employee Alternate name  
**Rosie May**

Employee delegate and alternate listed above were elected to serve during the 2021 MERS Annual Business Meeting by secret ballot election conducted by an authorized officer on August 18, 2021.

### 3. Certification

**NOTE:** Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court. **An electronic signature is permissible.**

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name* <b>Traverse Area District Library</b>		Municipality number* <b>2807</b>	Email address	
Employer address <b>610 Woodmere Ave</b>		Employer city <b>Traverse City</b>	Employer state <b>MI</b>	Employer zip code <b>49686</b>
Printed name <b>Joseph Jones</b>		Title of authorized authority* <b>Board President</b>		
Authorized signature 		Date <b>8/19/2021</b>		

\* Required field



1. You may complete it electronically (an electronic authorized signature is permissible), then save it and upload it when registering your delegate(s) – OR –
2. You may print it off and complete it, then scan and upload it to your computer for uploading when you register your delegate(s).